

Joseph Plumb Memorial Library – Rochester  
Minutes for Meeting of the Board of Trustees

Meeting: Saturday, November 19, 2005

Trustees:	Deborah Briggs	Chair	present
	Katherine Church		absent
	Lena Bourque	Treasurer	present
	Jackie Demers	Secretary	absent
	Anthony Dias		present
	Pamela Hiralall	Vice-Chair	present
	Olivia Melo	Director	present

Meeting came to order at: 8:40 a.m.

**MINUTES**

The reading of the minutes from the September meeting was waived due to the Secretary's absence. Motion was made to accept, motion seconded. Minutes waived. The minutes for the October meeting were read and accepted. Motion seconded.

**TREASURER'S REPORT**

Reports from Town Hall are matching up with Olivia's bookkeeping. All line items are on target. First oil bill has not yet been received. Expected to go over on this line due to increase in oil prices this winter.

Electrical bill has been decreasing by an average of \$15 per month due to the smaller water tank. We have started to recoup the cost of replacing the 80 gallon tank with a 12 gallon tank.

Capital budget for FY05 has been completely spent. The payment of \$6,000.00 has been sent to Steven's due to the windows being complete in October. A total of \$90.54 was left over from the \$50 and could not be rolled over to FY06.

**DIRECTOR'S REPORT**

Monthly statistical information does not show any surprises. Business continues at a brisk pace. Programs continue to attract a good number. The Halloween program was sponsored by the Friends of the Library. A "pirate" performed at the library to the delight of 40+ children and 20 adults. Magic tricks and jokes were the specialty of the afternoon, followed by refreshments and face painting.

**OLD BUSINESS:**

**Basement:** Mike will be working with Olivia on cleaning up the basement, including setting up all the shelving and removing the excess ones donated by Shaws. Mike will be looking into purchasing a de-humidifier for the basement so we can have a more reliable storage area.

**NEW BUSINESS:**

**Holiday hours:** The Board voted to keep the library closed on Friday, the day after Thanksgiving. The library will be open on Saturday for regular business hours. For the Christmas and New Year's holiday, (which fall on a Sunday this year) the library will be open a regular business day on Friday, closed on Saturday (10-2) and celebrate Christmas/New Year's Day on the Monday.

**SAILS estimate:** There is a 10% increase in our estimate for the SAILS membership in FY07. This is well within our budget for next year.

**Alarm contract:** Mike Meunier is starting the process of having all Town departments using the same services. When our alarm contract is up in June, Mike will work with Olivia on tying up the alarm directly to the police department.

**Bulletin Board policy:** Tabled for next meeting.

**Security on computers:** The new computers came installed with an anti-executable software to help stop the flow of "chatting". This program does not allow anything to be executed once it is downloaded. It's a pro-active measure towards chatting issues that may arise in the future as more and more teens are spending time at the library after school. It is not a full-proof system, but helps stem the flow a bit.

**OTHER:**

**Friends Open House:** The annual plant sale will be held on Saturday, December 3<sup>rd</sup>. We will be holding a bake sale, a book sale and raffling off items during the day. All proceeds from this event directly benefit the library, as well as give us the opportunity to kick-off the holidays with our patrons.

**Fine Free Month:** The Board once again voted to hold a "fine free month" at the library. Patrons with outstanding fines are encouraged to return their late items and all fees will be waived in exchange for canned or non-perishable food items. Items will be donated to Damien's Pantry in Wareham and hopefully, we will get some items returned that have been out for a long time. It's a win-win situation for everyone.

**ADJOURNEMENT:**

Meeting was adjourned at: 9:55 a.m.  
Next [regular] meeting scheduled for: December 10<sup>th</sup>, at 8:30 a.m  
Respectfully submitted,  
Olivia Melo, Library Director