

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

Meeting:

Trustees:	Wendy Keeler	Chair	present
	Lena Bourque	Vice-Chair	present
	Phoebe Butler	Treasurer	present
	Bunny Mogilnicki	Secretary	absent
	Anthony Dias		absent
	Deborah Briggs		present
	Gail Roberts	Director	present

Meeting came to order at: 8:45

MINUTES Lena moved to accept the July minutes and Deb seconded. (Approved)

REPORTS:

TREASURER’S: Gail said that materials spending was at 17%. The revolving fund -- \$6413.14. The Santos gift fund-- \$5105.23 and the rest of the gift fund -- -\$337.07.

DIRECTOR’S :

- Gail Roberts distributed the monthly statistics and highlights for July and August, 2008.
- New printer and phones purchased from revolving fund.
- Expenditures are on target for the first quarter of this fiscal year.
- Discussed Friends reorganization.
- Gail elected secretary of SAILS.
- Lisa submitted final report for summer reading program-a great success! Thank you, Lisa!

ACTION ITEMS

OLD BUSINESS:

- **Building Issues Update:** Front door and surround has been replaced.
- **Policy List:** Discussed contents of Library Policy Manual and determined which policies need to be updated. Drafts on first updates will be presented at the next meeting.
- **Book Sale:** Book Sale was a great success--\$1095.00 was raised in addition to the \$150.00 raised at the Country Fair.

NEW BUSINESS:

- Gail presented a new job description for Jen. Deb made the motion and Phoebe seconded to move forward and submit job description change to personnel board.
- Better World Books: discussed “green weeding”. Better World will accept books in good condition that have been weeded from our collection . (more)
- Holiday calendar set: Christmas Eve and New Year’s Eve hours will be 10 am -2 pm. Closed Christmas Day-December 25 and December 26 and reopen on Saturday, December 27, 2008. Closed New Year’s Day and reopen Friday, January 2, 2009.

ADJOURNEMENT:

Meeting was adjourned at: 10:10

Next [regular] meeting scheduled for: November 8, 2008 at 8:30 am

Respectfully submitted,
Deb Briggs