

Joseph Plumb Memorial Library – Rochester

Minutes for Meeting of the Board of Trustees

Meeting: Sept 8th, 2012 8:30am

Attendance:	Phoebe Butler	Chair
	Dennis Desrosiers	Vice-Chair
	Jennifer Kulak	Treasurer
	Jay Williams	Secretary
	Mary Levenson	Trustee
	Elizabeth Owen	Trustee
	Gail Roberts	Director

Meeting came to order at: 8:33 a.m.

Next [regular] meeting tentatively scheduled for: October 13th @ **8:00 a.m.**

MINUTES

Minutes for July approved. JKulak motioned, JWilliams 2nded

DIRECTOR'S REPORT

Gail presented the Director's Report and the numbers were reviewed (see report for detail).

- Gail stated that she has submitted a grant proposal to Eastern Bank for \$15,000 to help cover the elevator costs
- Already have floor tiles and \$21,000 toward the basement/elevator project.
- Circulation still down from previous years, although library staff was very busy this year. August downloads are not in yet.
- Mike fixed broken window and light fixture part is on order
- First aid policy has been drafted and new first aid kit has been ordered from Fire Dept. and Lisa took class on CPR.
- Books left over from booksale will be recycled as Mike and Building Inspector don't want the books back in the basement.
- Holiday open house on December 1st.
- BUILDING COMMITTEE:
 - Gail showed the trustees a rough drawing Mike had put together of the basement
 - Mike and Rich proposed the town buy a power-washer for communal use so library has access to a power washer to clean library grounds. Cost of hiring someone to powerwash would be \$800.
 - Library was electrically charged during thunder storms last week causing fire alarms to go off and a/c to go down.

OLD BUSINESS:

- Dennis asked for a better description of the Atomic training offering

NEW BUSINESS:

- Reviewed first aid policy, which originated from another libraries First Aid policy.
- Gail will be calling carpet cleaners soon to do the carpets.

FRIENDS:

- Having their booksale today at the church. Friends preview was last night.

ADJOURNEMENT:

Meeting was adjourned at: 09:18 a.m. Elizabeth moved, Dennis seconded.

Respectfully submitted,
Jay Williams, Secretary