

Joseph Plumb Memorial Library – Rochester

Minutes for Meeting of the Board of Trustees

Meeting: January 11th, 2013 8:30am

Attendance:	Phoebe Butler	Chair
	Dennis Desrosiers	Vice-Chair
	Jay Williams	Secretary
	Mary Levenson	Trustee
	Win Sharples	Trustee
	Gail Roberts	Director

Meeting came to order at: 08:34 a.m.

Next [regular] meeting tentatively scheduled for: February 8th @ 8:30 a.m.

MINUTES

Minutes for January approved pending spelling corrections, motion to accept by DDesrosiers, 2nded by JWilliams.

DIRECTOR'S REPORT

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

- First installment of State Aid came in and has been added to that account. This will be applied to replacement PC purchases through SAILS.
- New Books widget evaluated, but decision was made to stick with Bookletters as it also provides a newsletter conversion. Gail has opened an account with MailChimp to use for targeted newsletters.
- The library has received a gift of 6 months of the Christian Science Monitor from Mrs. Joan Anderson
- The reading of Dicken's "Christmas Carol" went well

OLD BUSINESS:

- Building Committee:
 - Doors to the basement room have been removed by PButler for sanding and finishing and the installation of hardware.
 - Gail has submitted several of the new maintenance request forms that new facilities manager Andrew Daniel has instituted to organize requests. These were to replace some light bulbs and look at a new leak that has been noticed in the hung ceiling tiles.
 - Will need to have new hand rail installed on handicap ramp
- Reviewed proposal for the new computer equipment from Sails and WSharples motioned to accept, DDesrosiers 2nded

NEW BUSINESS:

- New Facilities manager Andrew Daniel will be invited to next month's meeting. Andrew holds a GC license which will result in a monetary savings on certain projects where one would otherwise have to be hired.
- New copier arrived in library and old one removed as part of copier lease through town. Will allow for scanning to email address and will accept documents to copy from flash drive as well.
- Gail will be working on a new facilities grant from the Mass Culteral Council that we could use, if granted, towards elevator project.

FRIENDS:

- Holiday open house was very successful and generated over \$1100 for that day.
- Lisa Wallbridge has moved and a new vice-chair will need to be chosen

ADJOURNEMENT:

Meeting was adjourned at: 09:39 a.m. WSharples moved, JWilliams seconded.

Respectfully submitted: Jay Williams, Secretary