

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

Meeting: March 19, 2005

Trustees:	Robin Roderick	Chair	present
	Deborah Briggs	Vice-Chair	present
	Léna Bourque	Secretary	<i>absent</i>
	Katherine Church		<i>absent</i>
	Scott Rounseville	Treasurer	present
	Olivia Melo	Library Director	present

Meeting came to order at: 9:15 a.m.

Minutes

Feb. 10th - Minutes read. Motion to accept, motion seconded. Minutes accepted.

Director's / Treasurers Report

A meeting with the Finance Committee was held on Monday, February 21st. In attendance were Scott Rounseville, Treasurer, Robin Roderick, Chair, and Olivia Melo, Library Director. Along with the proposed FY06 Budget, the FinComm were also presented with a Tri-Town Comparison which justified the additional requests made for this budget cycle (see attached).

NEW Business:

Request from Historic District Commission:

The Board of Trustees received a written request from Susan Adams, RHDC chairperson, requesting an extension on the application for certification for the windows project. The RHDC by-laws state that this Board has 60 days to render a decision on an application.

Reply to Historic District Commission:

The Board of Library Trustees voted to send a letter to the RHDC denying their request for an extension. The Board has established a timeline with the FinComm on the improvement projects and felt that granting an extension would not be manageable. Ample information had been submitted to the RHDC at two separate meetings.

Wireless FAQ & Policy:

The library has been set-up for wireless connection. The Board reviewed the Wireless FAQ and Policy with the Library Director. A motion was made by Scott Rounseville to accept the wireless policy as written. The motion was seconded by Debbie Briggs. All in favor. Motion accepted.

Overdrive Software:

SAILS will be offering a new service to patrons of participating libraries. This digital book service, which augments our collections, allows patrons to download digital audio books to their PCs, portable devices, or burn to CD. Target live date for this "for home use" service is May 2nd.

Bathroom Proposal:

Board reviewed the proposal submitted by Andre Karam for the Bathroom renovations. A log of contacts made for this project was submitted to the Town Administrator, along with the proposal. The Board agreed to accept the proposal if it was accepted by the Town Administrator. The project cost proposal was \$24,900.00 and includes bringing the bathrooms completely up to code for handicap accessibility.

OLD Business

Hot water tank replacement:

The 80 gallon tank has been replaced with a 15 gallon one. Electrical bills should reflect a savings since we no longer need to heat up so much water.

Community Forum:

A community forum was held at the library on March 17th in order to seek valuable community input regarding future library services in our town. The program was moderated by Cheryl Bryan of the SEMLS office and the results will be utilized in formulating the library's Long Range Plan.

Communication Sent

Building Improvements update:

An update on the improvements was submitted to the FinComm on February 14th. Update includes HVAC system, hot water tank replacement and status of window replacements.

State Aid definition:

A fact sheet was compiled and submitted to the FinComm regarding the Mass. General Law for certification of a municipality to receive State Aid for their Library.

Communication Received

We the People Grant Award:

The Plumb Library was one of 500 to be awarded a collection of books to be displayed as We the People "Freedom" bookshelf. These books will compliment our existing collection of books on the Green Dot list.

Other

Letter to Mayflower Bank:

A letter was submitted to Mayflower Bank requesting \$500.00 in funds to provide a "Book-by-Mail" program to the elderly and home bound in Rochester. The funds will help cover the cost of buying the mail bags as well as postage for one year.

Memorial Trees:

The Friends of Plumb Library have agreed to purchase the three memorial trees in memory of Eunice and Althea, former Trustees and Olive, former Librarian.

Jenkins

Fearing

Winslow

Adjournment:

Meeting was adjourned at: 10:30 a.m.

Next [regular] meeting scheduled for: **April 9th (2nd Saturday)**

Respectfully submitted,
Olivia Melo, Library Director