

Joseph Plumb Memorial Library – Rochester

Minutes for Meeting of the Board of Trustees

Meeting: March 9th, 2013 8:30am

Attendance:	Phoebe Butler	Chair
	Dennis Desrosiers	Vice-Chair
	Jennifer Kulak	Treasurer
	Jay Williams	Secretary
	Mary Levenson	Trustee
	Winston Sharples	Trustee
	Gail Roberts	Director
Guests:	Richard LaCamera	Town Administrator
	Michael Meunier	Facilities Manager

Meeting came to order at: 8:35 a.m.

Next [regular] meeting tentatively scheduled for: April 13th @ 8:30 a.m.

MINUTES

Minutes for January approved (February meeting cancelled due to storm).

DIRECTOR'S REPORT

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

- Reviewed balances in Trust Funds. DDesrosiers voted to accept, JKulak 2nded, approved
- Reviewed 2014 budget. PButler voted to accept, JKulak 2nded, approved
- 2013 Compensation plan reviewed. Jen and Lisa now added to plan as town employees rather than contractors.. Motion to accept plan and Jen and Lisa's step position on the plan by JKulak, MLevenson 2nded, approved.
- Reviewed 2012 Library report. Need to alter "items borrowed" figure from 54,559 to 54,559, and JKulak voted to accept, MLevenson 2nded, approved.

OLD BUSINESS:

- Richard LaCamera and Mike Meunier were on hand to discuss the elevator project, and review costs and funding for same. Currently have 25k from town budgeted for project and another @27k in other funds that we can put toward this project. We may have to consider some additional fundraising based on some new developments Mike raised. Mike did not have all the cost estimates together yet, but new issues were discussed relating to costs.
New developments:
 - State requires that elevator must stop flush with floor in basement will require cutting into the basement floor to accomate and will raise cost.
 - Gail requested 6k grant from MakePeace for bathroom in basement (bathroom is optional).
 - If Mike can pull permit under someone's license he can do framing and sheetrocking himself to lower costs. Mike will investigate and report
 - May be able to have Old Colony Voc-Tech do electrical work to save costs. Mike will investigate and report.

NEW BUSINESS:

- Reviewed new library policies:
 - Privacy policy: DDesrosiers motioned to accept, JWilliams 2nded, approved.
 - Charges for services policy: JKulak motioned to accept, MLevenson 2nded, approved.
- Reviewed new SAILS Smart Pay initiative, basically allowing functionality for patrons to pay for fines and fees online with credit card. Decided to see how testing with Lakeville and Norfolk libraries proceeds before making any decisions on whether to participate
- Gail mentioned that will need to coordinate some effort to do cleanup on library grounds due to recent storms. Lots of branches down. JWilliams to check with Boy Scouts to see if they would like to do that as community project, as well as some maintenance on the Gazebo.

FRIENDS:

- Open house raised \$1,376.29; increase in \$277 from last year.

ADJOURNMENT:

Meeting was adjourned at: 10:12a.m. DDesrosiers moved, WSharples seconded, approved.

Respectfully submitted,
Jay Williams, Secretary