

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

Meeting:	May 14 th , 2005		
Trustees:	Deborah Briggs	Chair [former Vice-Chair] Vice-Chair	present
	<u>Léna Bourque</u>	Treasurer [former Secretary]	present
<i>New</i>	Jackie Demers	Secretary	present
	Katherine Church		absent
<i>New</i>	Anthony [Tony] Dias		present
<i>New</i>	Pam Hiralall		present
	Olivia Melo	Library Director	present

Meeting came to order at: 9:10 a.m.

TRUSTEE WELCOME & OFFICERS:

Letter to the Editor

Secretary Léna Bourque submitted a letter to the editor in 2 of the 3 local papers: Standard Times and Wanderer [Sentinel reported they did not receive]. Welcoming new trustees and bidding farewell to the departing trustees. Well received. Note: Olivia and Léna looked up Pam's name in the Tri-town phone book [wanting to get it spelled correctly]. The book was incorrect. Please note spelling above.

Information Binders

Pam, Tony and Jackie receive lots of reading material from Olivia. Welcome.

Election of Officers

Olivia started the meeting stating the need to hold the election of new officers. Of the old board, only Deb - Vice Chair and Léna, Secretary remained. A brief discussion of officers duties was presented and nominations commenced. Deb was nominated to take the Chairs position - she accepted the nomination - trustees voted unanimously in favor. Léna, secretary, said she would be willing to move into the treasurer's position, as there is a lot of business that she is familiar with [building accounts/trust funds/etc]. Léna was nominated for Treasurer; she accepted the nomination - trustees voted unanimously in favor. Jackie Demers said she would be willing to resume the secretary position that she had held 3 years prior. Jackie was nominated, she accepted the nomination - trustees voted unanimously in favor. After a lengthy discussion, both Tony and Pam decided to stand down from accepting nominations for the vice chair position; both want to become more familiar with board first. Katherine was absent and could not be nominated for any positions.

MINUTES

March 19th - Read. Correction suggested as to the list of those that attended meeting. RHDC member Claude Miguel attended to assist with window project. Correction also requested for including the last names of recipients of Friends Memorial Trees, Jenkins, Fearing and Winslow [respectively]. Motion to accept corrected minutes, motion seconded. Minutes accepted.

April 9th - Read. Motion to accept minutes as read, motion seconded. Minutes accepted.

DIRECTOR'S REPORT

Olivia presented the Statistics from both March and April - *see attached*

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NEW BUSINESS:

Overdrive Audio Book Collection

News Release: May 4, 2005. Patrons can download popular titles to Smart Phones, PDAs and PCs. – *see attached*

Mayflower Bank Grant for Book-by-Mail Grant

The following is the correspondence used to secure grant for mail project.

Letter: March 18, 2005 to Mayflower Bank from director

Re: concept/proposal letter *see attached*

Letter: April 27, 2005 from Mayflower Bank President to director

Re: \$500 grant awarded *see attached*

Letter: May 5, 2005 to Selectmen from director

Re: grant notification to town *see attached*

OLD BUSINESS:

Bathroom Renovation / Letter to Jim Huntoon:

Progress is going well. A wayward check from Town Hall to pay the contractor stalled the project a bit [slightly off schedule]. Check was re-issued and project proceeded. Last to do, is lay flooring. It was decided that it would be appropriate to lay flooring in "Directors Office" [former utility closet] as well, to complete the project.

Long Range Plans:

The long range plan has an October 2005 due date. The 3 priority service responses concerning the JPML are: [taken from pg 10 of MBLA handbook]:

Commons Current Topics and Titles General Information

The Draft of Goals & Objectives was determined by the LRP Forum Committee.

Deb Briggs was the trustee representative - *see attached forum sign-in sheet*

COMMUNICATION SENT:

Building Improvements update to Jim Huntoon & FinComm

Letter: May 5 2005 to MC/FinComm from OM/Director – *see attached*

Re: Update on Building Improvements

Letter: May 10, 2005 to MC/FinComm from OM/Director – *see attached*

Re: List of Repairs

OTHER:

Time Change

It was suggested by Deb to try holding the meetings a wee bit earlier. Idea was well received by fellow trustees. On a trial basis, the next meeting will start at 8:30 a.m. instead of 9:00 a.m.

ADJOURNMENT:

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

Next [regular] meeting scheduled for:

June 18th (3rd Saturday [NOT 2nd] due to schedule conflicts)

Respectfully submitted,

Léna Bourque, Secretary/Trustee

Last minutes as Secretary