

Joseph Plumb Memorial Library - Rochester

Minutes for Meeting of the Board of Trustees

Meeting: May 11thth, 2013 8:30am

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

Guests:

Meeting came to order at: 8:30 a.m.

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

MINUTES

Minutes for April approved.

DIRECTOR'S REPORT

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

Director's report highlights:

- Town meeting scheduled for May 20th will propose longevity pay increase for employees over 10 years with the town.
- 12 Town reports sent to Town Bindery in Freetown for binding.
- Reviewed procedures for staff when encountering a patron in the library with erratic, unruly, or otherwise unacceptable behavior
- Page Tabitha Schneider resigning and reviewed candidate for replacement Emily Audet.
- Country Fair is Aug 16th - 18th.
- Book Sale slated for Sept. 6th (evening) and 7th

OLD BUSINESS:

- Reviewed Web site progress
- Reviewed the process for signing vouchers. Town has recently mandated that library expenditures requiring vouchers must be signed by at least 4 trustees. There is a problem here as there are some bills that will become overdue if waited for monthly meeting for trustees to sign, and it is often difficult to get 4 trustees to come into the library to sign for these in the time required. Several trustees were uncomfortable with a method proposed for pre-signing vouchers. Gail will look into having creditors and utilities alter billing cycle such that the library receives its bills just prior to regularly scheduled trustee meetings. Alternative solutions may also be explored.
- Zinio online magazine subscription service is now available for patrons.
- Freegal service (free downloadable music) fee reduced from @\$1800 to @\$1000

NEW BUSINESS:

- Meeting room policy was reviewed and several changes were suggested. Gail will make changes as suggested and present next month for approval.
- Gail planning to take trip to New York Book Expo May 29th-31st. Trustees ruled that this was in her capacity as Library director and she should not take vacation time for this absence.

FRIENDS:

- Friends will have table at Plumb Corner yard sale on June 1st. Will need truck to move books and people to man table.

ADJOURNEMENT:

Meeting was adjourned at: 9:58 a.m

Respectfully submitted,
Jay Williams, Secretary