

Ventress Memorial Library

Board Meeting October 18, 2017

Those present: Cyndee Marcoux, Alex Duncan, Wally Coyle, Greg Guimond, Suzanne White, Jean Christensen and James O’Gara.

Mr. Duncan called the meeting to order at 4:07 PM.

1. Mr. Guimond made a motion to approve the September 20, 2017 minutes. Mr. Coyle seconded and all in favor.

2. **Director’s Report:**

- A. Statistics were not good for August & September. August’s figures were low due to the fact that the Summer Reading program ended the first week in August and not at the end of the month. September’s figures are unsure as to why.
- B. The new Children’s Librarian started last week and hit the ground running. She already has programs in place for this month. Kelsey Socha, the Young Adult/ Reference Librarian will start next week, providing all her tests come back negative. Also have hired a circulation substitute, waiting for test results.
- C. Rachel Breen, the Reference Librarian, has left to pursue an Asst Directors position at the Norwell Public Library.
- D. Advertising for substitutes for the Circulation & Reference. Ms. Marcoux stated that there have been no applications, possibly due to the start amount of \$14.00. She knows other town Libraries are paying \$16-\$18 for subs. Mr. Coyle made a motion to hire subs at \$18, Mr. O’Gara second and all in favor.
- E. South Shore House Doctors has provided Ms. Marcoux with a quote \$147,000 to expand the children’s room and open the wall of the program room. Ms. Marcoux was told by Bob Galvin that she needs 3 bids because the amount is over \$50,000 and that the Library Building Trust would gift the money to the town and in turn town pays out for the repairs. The Library Trustees suggested that to avoid that and go forward, South Shore Doctors submit 4 quotes under \$50,000. Project 1- Book Sale Room, Project 2- Remodeling of Program Room, Project 3- Expansion of Children’s Room and Project 4- mold remediation in the ceiling tiles. Therefore, the Building Trust can pay directly to the Library. Ms. Marcoux presented the plans for the program/children’s room. Mr. Guimond will be present in the next meeting with South Shore Dr. to go over the plans.
- F. Carpeting will be paid by the Building trust for the children’s/program room \$12,000, but does not include the linoleum for the Friends Area. The removal of the main library’ carpet came back at \$80,000. Ms. Marcoux is looking into having The Clean Team give her a quote on cleaning the carpet, hoping it will look better. Mr. Guimond made a motion to have the carpets cleaned up to \$6,000, Mr. O’Gara second and all in favor. Trustees suggested putting in a Special Article for the Town meeting in January for \$482,000 mediation of asbestos floor. And \$362,000 for roof and new tiles. Mr. Coyle made a motion to apply for the special article, Mr. O’Gara second and all in favor.
- G. Town administrator sent email to Bob Galvin in regards to Lead paint remediation. Needs to go to Central Register and COMMBYS, it will be advertised from 10/25-11/8 for bids. This would be for the whole job. South Shore Dr. will do it for \$15,000.
- H. Meet the new Town Administrator is scheduled for Nov 6th from 5-8pm. Light refreshments will be served.
- I. Ms. Marcoux talked to Bob Galvin regarding a Contract for The Library Director. She knows other Directors in the area have them. He told her that she was hired by the Board of Trustees and not the Selectmen. Mr. Guimond suggested drafting a simple contract, send it to the town administrator to look it over and move it forward. She also stated that she was like to receive 4 weeks of vacation, as new hires are getting four

weeks. She was told that all she needs is a signature by Rocco and it can get submitted to payroll. Trustees made a motion to for December meeting to discuss \$5000 stipends for Ms. Marcoux.

3. Announcements and Correspondence

Michelle Noonan sent a Thank you card for the Flowers that were sent for her recovery.

4. Miscellaneous

- A. A book was donated by a Patron on Abortion and would like to add it to the Library collection. Ms. Marcoux feels that the pictures in the book are too graphic and should not be put into circulation. The Trustees will review the book and decide if it is appropriate for the Library's collection.
- B. Ms Marcoux asked the Trustees if they would be donating money this year for the Staff Christmas Party. Suzanne White made a motion to agree on \$500, Mr. Guimond second and all in favor.
- C. It was agreed by the Trustees that the painting of Adeline Phillips be moved and hung on one of the walls in the New Conference Room
- D. Otis spoke to Mr. O'Gara about the preservation of the Historical maps & items that are stored in the Veterans Building. The Historical Society will have a 600 sq. ft space in the building that the Town will lease for \$1 for the next 50 years. Once some of the maps are framed, they will be displayed on the walls of the New Conference Room.
- E. Mr. Coyle received a paper copy of the Executive Summary of the items in the Historical Room. We must decide what do we want in the Historical Room and other historical items. Items that are delicate need an immediate decision. Funds of \$150,000 yearly from CPA acct will go towards documents in the town and library. Mr. Coyle and Mr. O'Gara will go over the Historical Report.

Next Trustee meeting will be December 6, 2017.

Mr. Guimond made a motion to adjourn at 5:34 pm, Mr. Coyle all in favor.

Respectfully Submitted,
Lisa McQueeney