

## *Jacob Edwards Library*

### **Minutes of November 15, 2011**

The meeting of November 15, 2011 was called to order by Chairwoman Joan Menard at 12:07 PM. Present were trustees Joan Menard, Dick Whitney, Paula Dacoles, James Puracchio, Seth Lajoie and Library Director Margaret Morrissey. Tammie Darling was present to record the minutes. The October 2011 minutes were read, a few changes were noted and Paula Dacoles motioned to accept the minutes. Dick Whitney seconded. So voted.

Paula Dacoles discussed her Financial Report by stating income, expenses and balances of the Bank of America accounts. Joan Menard discussed the need for the Trustees to complete the required ethics test online if they haven't already done so. Joan also discussed that she was unable to attend the Worcester Trustees meeting on 11/5/11, which focused on e-books. She had no Chairwoman's Report at this time.

In the category of Old Business, Joan Menard inquired about the status of utilizing state funds to pay for the ceiling repair. Margaret stated that she has not yet looked into the process. Margaret informed the Trustees that she had been in contact with Schott Fiberoptics and they are willing to fund the purchase of a new ornamental tree to be planted in the front of the Library. Margaret has left messages with Benoit Landscaping to plant the tree in the spring. There has been no response from the Town regarding the parking lot survey and tree situation. Margaret would like to put together a prioritized punch list of all tasks that need to be completed for each interested party.

A discussion took place on the policy regarding the Meeting Room. Margaret distributed the current policy. Changes were noted and Paula Dacoles motioned to accept all changes. James Puracchio seconded. So voted. A review on the wireless policy will take place next month.

Margaret Morrissey went over her Library Director's Report, including statistics for August 2010 through October 2011, and the upcoming programs and meetings she has attended. Margaret also notified the Trustees that a contribution had been received in the amount of \$2000 from the Estate of Daniel W. Bousquet. Dick Whitney motioned that the check not be deposited into the endowment account, Seth Lajoie seconded. So voted.

Under the category of New Business, Margaret had a demonstration for the ScanPro 2000 scanner and was given a quote to purchase the scanner along with the necessary port, new dedicated computer and screen. Paula Dacoles voted to approve up to \$14,000 for the new scanner, etc., Seth Lajoie seconded. So voted.

Paula Dacoles motioned to adjourn the meeting at 1 pm, Seth Lajoie seconded. So voted. The next meeting will be held on December 20, 2011 at 12pm.