

*Jacob Edwards Library*

**Minutes of December 22, 2009**

The meeting of December 22, 2009 was called to order by Chairwoman Joan Menard at 12:08 PM. Present were trustees Gary Bridgman, Joan Menard, James Puracchio, Dick Whitney, Seth Lajoie and Library Director Margaret Morrissey. Tammie Darling was present to record the minutes.

At this time, the library minutes for the November trustee meeting were read. Gary Bridgman motioned to accept the minutes, Dick Whitney seconded. So voted.

Paula Dacoles was not present to discuss the financial report. It was noted that the Library has received notification from the Board of Library Commissioners that the Library will receive \$11,300.17.

There was no Chairwoman's report, except to announce that Joan Menard is now engaged. The meeting moved on to the category of "Old Business" where a discussion began on the official location of all of the meeting minutes, which had been determined to be in a folder at the Town Clerk's office. Tammie Darling will email all library minutes to Maddie Daoust.

Margaret Morrissey distributed her Director's Report with statistics for November 2009. Under the category of technology, the People Counter, borrowed from CMRLS, was used to counter Library visitors and the results agree with those counts provided by the existing 3M system. Windows 7 has been installed on all computers except one with few issues.

The Thompson Bequest, which was distributed from a Trust, will be deposited into the Endowment Fund.

In the category of staffing, a job offer has been sent to Ashley Malouin for the Adult Services position, applications for Children's Library Aide are in review, a name has been sent to the Town Manager for approval as Page in the Adult Dept., a request to post a Library Aide position has been sent to the Manager after Megan Couture resigned.

Tax Abatement Workers and other volunteers continue to support the Library. Specially noted is Herb Grignon. Margaret would like to speak to the Town Manager about recognition for his efforts.

Margaret attended a number of meetings, with outreach as one of her major roles. The Garden Club and the Friends of the Library were helpful with donations to give the Library its holiday look, Gingerbread House decorating, hat and glove drive and Toys for Tots were all very successful. Margaret is still waiting for \$10,000 approved at November meeting. Forthcoming Programs were listed and Trustees signed up for various events. Holiday closings were noted.

A Trustee dinner will be held with Bank of America (David Maxwell) on Thursday 1/28/10 at 5:00 at Vienna restaurant in Southbridge. The trustee meeting will be at 5:00, with Bank of America at 6:00.

A brief discussion began on possibly purchasing more hand sanitizing units for the Library. At this time, the Library will continue with current sanitizing system.

Dick Whitney motioned to adjourn the meeting at 1:00 pm. Gary Bridgman seconded. The next meeting will be held on January 28, 2010 at 5pm at Vienna restaurant.