

Jacob Edwards Library

Minutes of September 27, 2011

The meeting of September 27, 2011 was called to order by Chairwoman Joan Menard at 12:05 PM. Present were trustees Joan Menard, James Puracchio, Paula Dacoles, Seth Lajoie, Gary Bridgman and Library Director Margaret Morrissey. Gary Bridgman volunteered to record the minutes of the meeting. Margaret distributed the minutes from the June 21, 2011 meeting of the Trustees. Margaret noted a change to the minutes and a motion was made by Paula Dacoles and seconded by Seth Lajoie to accept the revised minutes. Motion was unanimously accepted.

At this time, a balance of \$71,530 was indicated by Paula Dacoles in the Trustee's checking account. Paula requested an accounting of the spending of the Trustee contributions for 2011. Margaret explained to the Board the process for approval and spending of the Trustees funds and will produce the spending by vendor.

Chairwoman's Report. Joan Menard described the ASPIRA award given to Margaret Morrissey for her large efforts and activities with the Hispanic community. Joan reminded all Trustees of the need for all Trustees to take the required online ethics test required. Joan handed out the Long Range Plan ("Plan") FY2011-2012. Seth Lajoie moved for the Board to accept the Plan and James Puracchio seconded the motion. The Trustees unanimously moved to accept.

Joan Menard discussed each of the current policy review matters:

-Fraud Protection. The Town of Southbridge adopted a Fraud policy which will be distributed to the Trustees as it applies to them.

-Meeting Room Policy. Matters discussed included whether or not a fee could or should be charged and whether "for profit" organizations should be allowed to use the meeting rooms. The policy was not changed but Joan indicated the policy will be reviewed at the next meeting.

Margaret Morrissey went over her Library Director's Report, including upcoming programs.

Under the category of new business, Joan Menard discussed the PRISM Energy audit. Against an electric budget of \$24,000, the Library incurred \$26,000 in F/Y 2011. The PRISM Energy audit indicated that \$12,900 would be needed to make the required changes with The Town of Southbridge or the Library paying approximately \$4,000. The savings as a result of the proposed changes are approximately \$2,400 per year in electricity. Changes are principally energy saving bulb installation plus thermostat installations. Joan agreed to further discuss the matter with the Town Manager with the thought being that if funds are advanced by the Trustees, then the Town should make an effort to reward the Library budget with the savings.

Gary Bridgman motioned to adjourn the meeting at 1:15, James Puracchio seconded. So voted. The next meeting will be held on October 18, 2011 at 12pm.

Approved at meeting October 18, 2011