

Rochester Public Library Meeting Minutes  
November 8, 2016

Meeting called to order at 5:40 PM

Members Present:

Trustees – Tony Goupee, Mary Sue Crowley, Lynn Moltz and Jolanta Labejsza  
Librarian: Jeannette Bair

Public Communications/Comments: None

Board Communications/Comments: None

Secretary's Report:

Motion was made to approve the October 11<sup>th</sup> minutes. All were in favor.

Review of Action Items:

Most action items were completed.

Treasurer's Report:

We will revisit Treasurer's report at next meeting with Treasurer present.

Librarian's Report:

Budget & Finance meetings are scheduled as follows: 11/10 (health care),  
11/15, 11/21, 11/29<sup>th</sup> at 5:30 pm

Motion was made to approve the Librarian's emailed report as presented. All were in favor.

Old Business:

Reviewed fundraising goals for 2016 and draft of annual letter.

Dog procedure – Service dogs Only sign will be posted. The sign will state that as we are a public library that caters to all, we ask that you not bring your dog into the building as some people are allergic to dogs, others are afraid of dogs to mention just a few reasons.

Interlibrary Loan Policy - Motion was made to adopt the policy with the amendment of a \$3 overdue fee for materials returned after the due date. All were in favor.

Building Insurance – Revisit next meeting.

Phone service – Revisit next meeting.

Librarian's annual review was completed.

New Business:

Building Security – A new door lock will be placed on the basement door.

Action Items:

Jeannette will go forward with the Annual letter with suggested changes.

Jeannette will call the Vermont League of Cities and Town regarding the building insurance.

Jola will ask about caller ID on the town telephone lines.

Barb will go to the Town Clerk's office to review budget items.

Discussion is underway regarding Co-Sponsored events with Pierce Hall and the Library.

Meeting Adjourned at 6:26 PM

Next Meeting: January 10<sup>th</sup>, 2017

Respectfully submitted,

Lynn Moltz  
Secretary