

**Boothbay Harbor Memorial Library
Board of Trustee Meeting
April 19 , 2016**

**Approval of March 8th 2016, meeting minutes EXECUTIVE SESSION – Trustees only –
Discussion of Tim’s Appraisal (see attached) 5:00-5:45**

Trustees Present: Nicole Poulton, Eve Conlin, Pauline Dion, Joe Gelardin, Bill Hamblen, Jo Haney, Barb House, Chuck House, Laura Perkins, Sharon Pulkkinen, Elena Smith, Skip Krehling

Staff Present: Tim McFadden

MINUTES:

President Nicole Poulton called the meeting to order at 5:45 pm

There were no additions to the Agenda.

Minutes of the March meeting updated and approved.

Vote: unanimous

Director’s Report - Tim McFadden

Youth Services Librarian – Desiree Scorcia has been hired and will start in June after the school year ends and her current employment ends. Tim would like to have Stephanie Leeman stay until the end of the fiscal year. Vote: unanimous

Website – Moving along. Tim and Joanna met with Shines and Jecker to hone in on what we are looking for with the library website. Shines and Jecker were able to give Tim a mockup of the splash page. Timeline is about 6 weeks. Nicole would like to have it ready for summer.

Tim had a call from Terry McLynch and he would like to donate a bench in memory of his daughter who was a guest conductor at the summer concerts on the lawn. The Trustees agreed that this would be a fitting tribute.

Treasurer’s Report/Financial Report –Skip

Cash & Savings Account: 185,785.73

Endowment: \$1,095,432.63 Down due to fluctuations in the stock market. The endowment withdrawal will be 4% for next year down from 4.4%.

Annual Appeal balance :

Draft Budget for FY17 –There will be about 4.45% increase . We will vote on the budget next month at the annual meeting.

Seeking a possible replacement for Duane. We are in need of a person with accounting skill. Jennifer Page would be an excellent choice. Joe will talk with Jennifer to see if she

would be interested and available. Nicole will ask Katherine if she will be able to help in the interim.

Motion to approve Treasurer's report:

VOTE: unanimous

Committee Reports

Buildings and Grounds – Bill/Chuck

Bill and Chuck had some time to go around the building so that Chuck can take over for Bill as he leaves the board. They met last Tuesday and Bill put together a list of annual tasks and possible additional tasks. The exterior of the building needs maintenance, tree trimming, reset granite steps, a roof over the book drop, repair fence around garbage, shelving in Tim's office, sump pump repair, removal of old furnace, repaint parking lot, doorbell. Systems needs to be reviewed and Bill went over these with Chuck. Bill has given Chuck a digital file of all the pertinent records.

Fundraising Committee – Nicole

Will meet in the next week

Books in Boothbay – Sharon

The date is set for July 9. Sharon would like to have sponsors to help defray the cost. She would like to have about \$800-\$1000. Further discussion will occur at the fundraising committee meeting.

Preparations for the plant sale – Saturday, May 28th

There will be a meeting in early May to finalize plans.

Personnel Committee – Jo/Lauri/Eve

Employee Handbook updates for 2016

Tim will make sure that each employee has a copy. The employee will then email Tim that they acknowledge receipt of the handbook.

Collection Development Committee – Lauri

We want to make sure that what is purchased will compliment the collection. Books that are pulled will go to the Friends. Books in bad condition will go to the dump. There have been two meetings but there is not a need to hold monthly meetings, perhaps on a quarterly basis.

Outreach Committee - Joe

The committee met to do brainstorming. The committee wants to help Sharon as much as possible for Books in Boothbay. Also, the committee wants to work with Caroline to see how to best help her. There is some interest in putting together a program on cancer. Joe contacted Baker and Taylor to see if there is any interest in providing speakers. He also contacted Simon and Schuster with this request.

Old Business:

President Elect – needed by May meeting
Alicia Nichols Update & Capital Campaign – seeking members

New Business:

Meridith Watts has resigned from the Board due to time constraints.
Bill will also be leaving in May. Two new board members are needed.
Youth Trustees (possible replacements?) Both Lisa and Gretchen are graduating. Will Perkins would be a great choice.

Note: Bill ordered a doorbell during the meeting and it should be installed soon.

Next meeting: May 10, 2016

Motion to adjourn at 7:19 pm Vote: Unanimous

Respectfully submitted,
Jo Haney
April 19, 2016