

**Boothbay Harbor Memorial Library  
Board of Trustee Meeting  
February 9, 2016**

**Trustees Present:** Nicole Poulton, Eve Conlin, Joe Gelardin, Bill Hamblen, Jo Haney, Barb House, Chuck House, Laura Perkins, Elena Smith, Meridith Watts

**Staff Present:** Tim McFadden, Joanna Breen

**MINUTES:**

President Nicole Poulton called the meeting to order at 5:09 pm

There were no additions to the Agenda.

Minutes of the January meeting were approved.

Vote: unanimous

**Director's Report** - Tim McFadden

The big item on Tim's report was the five proposals for a new website for the library. Tim and Joanna have reviewed 5 proposals and both prefer the proposal by Shines and Jecker. This one is based on a WordPress format which will make editing the web site easier. The proposal by Firefly was also very impressive but was not based on WordPress. There is a preference in going with a company that uses WordPress as the platform to create the site.

There was a motion to vote to use Shines and Jecker to create the new library site.

Vote: Unanimous

The Father/Daughter Aloha dance was well received and well attended. One concern is that the Opera House takes half the proceeds. There are plans to explore other venues and possibly changing the date. There was also discussion about making the dance more family inclusive rather than a father/daughter.

A circulation assistant has been hired. Stephanie Leeman. This is a part-time, 12 hour/week position. She was hired as a temporary employee.

Tim will be meeting with the Town of Boothbay Harbor and requesting an increase in their donation. \$50,000 from Boothbay Harbor. Bill suggested that Tim contact Dan Bryer to see if the town of Boothbay has made a decision about their contribution to the library. It is important to justify the increase request. Bill made suggestions for what should be mentioned at the meeting at the town of Boothbay Harbor when Tim and Nicole go to that meeting which is scheduled for February 10.

Weeding the collection. There has been some concern about the process so a collection development committee will be established. Lauri, Meri, and Bonnie Ginger would like to be on the committee.

A vote was taken to re-establish the collection committee with members of the staff, members of the board and interested community members. Lauri will take on the role of chairman of this committee and will have a meeting before the next board meeting.  
Vote: unanimous

Tim and Joanna will work on a description of the new position, Youth Services, that will be created when Mary retires. There will be a party for Mary on April 1 to celebrate her many years of service to the patrons of our communities. There will be an open house for people to say good-bye and then a reception with board members and others. Elena said she would be able to provide food and drink for the event. Joe will write a column on Mary to be included in the Boothbay Register the third week in March.

#### **Treasurer's Report/Financial Report –Nicole**

Summary of Financials

Cash & Savings Account: \$212,517.63

Endowment: \$1,014,336.23

Annual Appeal; \$73,861 versus approximately \$72,267 at this point last year.

Net Income is \$45,486 below budget at January 31, 2016

Currently working on FY17 budget.

We plan to seek out donors who have consistently donated to the library and send a specific appeal to those people.

Total expenses are about \$15,000 below budget at this point.

Motion to approve Treasurer's report

VOTE: unanimous

#### **Committee Reports**

##### *Fundraising Committee – Nicole*

Bonnie Ginger has done an amazing job organizing the DaPonte String Quartet event. The tickets are sold out. Barb has tried to contact Jonne Trees to see about filming the event and will try again. Lauri will also try to touch base with Jonne. We will be setting up at 4:30 on Friday. Saturday volunteers should be there by 11:30.

##### *Books in Boothbay – Nicole*

Sharon has reported that all is going well for this event. This will be a half day event this year.. The adult section will have a performance by the Sisters of Crime. Sharon will be meeting with Margaret Hoffman who has offered to head up the publicity through the Railway Village.

*Personnel Committee- Nicole/Lauri*

The Employee Handbook was reviewed by a representative of SCORE through a phone conversation with Eve and Lauri with typing updates by Jo. The plan is to bring the revised handbook to the board in March to vote on the revisions.

**Old Business:**

President Elect is needed.

Nicole will be away during the May & June Board meetings and will at least need someone to take on the role for those two months.

Annual Personnel Appraisals will be ongoing this month.

Library Closing Policy (Inclement weather). Tim presented the board with a new procedure for determining the closing of the library. This is different than what is currently in the employee handbook. Nicole would prefer to leave this decision to the Library Director and Assistant Library Director

A motion was made to accept the new procedure for inclement weather.

VOTE: unanimous

**New Business:**

Library Daily Closing Procedure Policy.

There was a discussion about whether the old front door should be unlocked during the day. After the discussion it was determined that the door should be kept locked and labeled as an emergency exit only.

Next meeting: March 8, 2016

Motion to adjourn at 6:51pm Vote: Unanimous