

**Boothbay Harbor Memorial Library
Board of Trustee Meeting**

January 19 , 2016

Trustees Present: Nicole Poulton, Eve Conlin, Pauline Dion, Bill Hamblen, Jo Haney, Barb House, Chuck House, Elena Smith, Meridith Watts

Staff Present: Joanna Breen

MINUTES:

President Nicole Poulton called the meeting to order at 5:10

There were no additions to the agenda
Welcome Barb and Chuck House, & Meredith Watts to the board

Minutes of the November 10 meeting reviewed.
Vote: unanimous

Director's Report – Joanna Breen

Website update and proposals to the board – 5 proposals have been looked at and Tim and Joanna have a preferred provider. Nicole will share these proposals with the board and we will vote on these next month.

Mary Pinkham's Resignation/Retirement – last day March 31, 2016

She will be finishing up at the end of March. Tim and Joanna have talked about rewriting the position description to be a Youth Services position. Nicole will check with Tim to see what we can put together for an event that will involve the larger community in thanking Mary for her many memorable years of service to our community.

Joanna interviewed two people for a part-time position and has made an offer to one of the candidates and is waiting to hear.

Treasurer's Report/Financial Report –Duane

Cash & Savings Account: \$207,170.50

Endowment: \$1,081,253.48

Annual Appeal balance : \$69,000

Town Requests for Support 2016

990 Filing

We are 6 months into the year and have received \$70,000 so far of our whole budget. We are requesting \$50,000 from Boothbay and the same from Boothbay Harbor.

We will put in a request of \$4000 from Edgecomb although Edgecomb gave us \$2000 last year. They give more to Wiscasset due to their location.

Motion to approve Treasurer's report: postponed until next meeting.

Committee Reports – Request to Committee Chairs please meet before Feb Meeting for update

Nicole has asked the new board members to consider what committees they might be willing to serve on.

Policy Committee – Nicole

Gift Policy

Moved to February Meeting due to Sharon not being here

Fundraising Committee – Nicole

- Books in Boothbay – update Sharon has agreed to take this on again. Will be held on July 9, ½ day event from 9-1, There will be a lunch /reception at the end of the event. Sharon will have a full report for the February meeting with details on how the board can help with this event.
- Winter Fundraiser Update – DaPonte String Quartet – Feb 13
- Bonnie Ginger has the biggest role in this event and has done an excellent job. There are still some details that will be forthcoming. We need to encourage ticket sales.
- Barb House has been in contact with Jonne Trees and channel 7 has agreed to video the performance. The Da Ponte Quartet has confirmed that this will be okay.
- Another fundraiser at the event will be a special blend tea that will be available for purchase. This tea is being created by Mary Norton as a first edition tea. We are in need of servers for this event and hope to get high school students.
- The Father/daughters dance is coming up on January 29, 6-8:30 at the Opera House. Caroline is a bit nervous at this point because only 5 tickets have been sold so far. Caroline is all set for appetizers. Proceeds will be split between the library and the opera house.

Personnel Committee –

Review of Meeting with MM Employees Health Trust on Jan 8. Nicole and Lauri attended this meeting.

Review of Participation process (for MMEHT) – VOTE for option to join (see attached document with agenda)

Committee will meet soon (Jan) to recommend health plans to the board for final approval in February

“This is a resolution to the Maine Municipal Board Trust....

Be it resolved by the Board of Directors of the Boothbay Harbor Memorial Library as follows:

That the Boothbay Harbor Memorial Library join with other participating municipal and quasi-municipal employers in a Multiple Employer Welfare Arrangement for the provision of employee health benefits, as authorized by 24-A M.R.S.A. 6601 et seq., said Arrangement to be known as the “Maine Municipal Employees Health Trust” (Health Trust); and for that purpose and in consideration of the mutual covenants and agreements among the participating employers, to authorize the President of the Board of Trustees to enter into a Participation Agreement on behalf of the Boothbay Harbor Memorial Library and take whatever other actions may be necessary. The authority granted herein shall remain until revoked.”

Moved and seconded: VOTE unanimous

Personnel committee will meet on Friday at 5 pm.

SCORE review and feedback of the employee handbook – Eve

Eve and Lauri will have a conference call on Wednesday to review the employee handbook and will review the suggestions made. They will have more information at our February meeting.

Joanna shared a new weather cancellation policy that was prepared by Tim. The board has asked Joanna to gather information about how the town makes its determination. Saturdays will be the one day that might be an issue since the town hall is closed on that day.

Old Business:

President Elect – by February. Nicole would like to have a president elect.

New Business:

Annual appraisals for personnel will be coming up within the next month. It is hoped that this will be complete before the February meeting.

Over the course of the last month, Nicole met with Rick Elder to see if any community connections can be made between the Y and the library. With a new Youth Services librarian coming on board this might be a good opportunity to try to encourage older students to make more use of the library.

Next meeting: February 9, 2016

Motion to adjourn at 6:26 pm Vote: Unanimous