

**Boothbay Harbor Memorial Library
Board of Trustee Meeting
June 14 , 2016**

Trustees Present: Eve Conlin, Pauline Dion, Joe Gelardin, Jo Haney, Barb House, Chuck House, Skip Krehling, Laura Perkins, Sharon Pulkkenin, Elena Smith

Staff Present: Tim McFadden

MINUTES:

Pauline Dion, sitting in for Nicole Poulton, called the meeting to order at 5:13

There were no additions to the Agenda.

Minutes of the May meeting updated and approved.

Vote: unanimous

Director's Report - Tim McFadden

The new website is the main focus at this time. Joanna has really taken on the major share of this work. It is hoped that a draft of the site will be ready in the next week before it goes live. Joe and Barb have offered to review the site for proofreading. Lauri will review the "live" site for navigation and user friendliness. Tim feels that the page will be well received.

Conva.com was used for design work on the recent newsletter.

Staffing is working out OK but Joanna has noticed the difference on the impact of her time. Desiree will officially begin work on June 28. She is also going to be doing the children's games at the 4th of July Barbeque for BRCA.

Approval of Director's report:

Vote: unanimous

Vote to renew board membership terms for Pauline and Sharon. Jo called for a vote.

Vote: unanimous

Note: Let the record show that Pauline did not vote in this matter.

Treasurer's Report/Financial Report –Skip

Cash & Savings Account: \$156,109

Checking/Savings: \$99,323

Endowment: \$1,089,923

Annual Appeal balance : \$87,308

Maintenance Reserve: \$21,019

While income for the year is below the annual budget by about \$30,000, the expenses are also below expectation due to lower energy costs and some to salary decrease due to Mary's retirement. There was a discussion regarding whether incoming donations are to be applied to the current year or the next. There are mechanisms in place to help determine which year to apply the donation using excel as well as Giftworks.

Motion to approve Treasurer's report:

VOTE: unanimous

Committee Reports

Buildings and Grounds – Chuck

Chuck has been working on a grant to replace the clapboards on the old building. Chuck has put together a budget. Total cost would be just under \$30,000. The grant request is for \$15,000 which we will need to match. Deadline for application is June 23. Chuck spoke with Bree at Maine Preservation. Tim will call Chris Closs at Maine Preservation to see if he will come out to review the possibility. Jody Lewis is going to come to look at the front steps that are currently pulling away. Joe will coordinate with Chuck to also have Bill Haney take a look at this.

The staff at the Friends of the Library are not happy about the lack of a bathroom. The cost of renovation at this time appears to be cost prohibitive. Pauline suggested looking into a composting toilet to see if that would be a feasible temporary solution. We need to involve the Friends staff in the conversation regarding this issue. Skip questioned the service fee for water and sewer if there is no service.

The dehumidifier in the library is not working. Bill Hamblin thinks it might be the compressor. Mid-coast is coming back next week and we will make a decision once we have the information about repair or replacement of the dehumidifier.

Fundraising Committee – Pauline

Plant Sale update – funds raised \$2892. \$1061 from the silent auction. Expenses were \$98. Silent auction items still to be picked up and paid: \$111.

Many Thanks to all who participated!

Books in Boothbay –. Posters are ready to be posted around town. Board members were asked to take posters and post them. Eleana is prepared to take care of all the lunch details.

100 Annual appeal letter requests (reminders) sent out on May 31. These were sent out and donations are coming in.

Request to the Mildred McEvoy Foundation - \$5000 for operating support (submitted).

Submission to AR & Marylouise Tandy Foundation on July 1st (\$10,000 requested)

Annual Appeal Chair for FY17 suggestions? Bonnie and Ron have done a great job this past year. Eve suggested Nick and Mandy Scott or Becky and Kevin Alley. Eve will check with Nick and Mandy to see if they might be willing to serve as chairs for the campaign.

Collection Development Committee – Lauri

Lauri asked the board if it would be helpful to know the collection statistics and the funds being allocated to the adult section and the children's section. Joanna mentioned that the people counter is not working. Tim will check with the company regarding this since it was purchased last fall and should still be under warranty.

Board Development Committee- Pauline

Upcoming meeting to be schedule for June. Pauline will send out a doodle poll to see when people would be available.

Possible suggestions? Treasurer search is ongoing. Eve has asked Kim Poore. Kim would like more information and Skip said he would be willing to share.

Tim will ask the Friends Board to see if someone would be willing and interested in serving on the Library board.

Thank you to Skip for covering the Treasurer's position in the interim.

There is a need to connect with the Community Center to see how we can build a relationship. It is felt that that is an overlap of programming efforts and concern that the Community Center is having an effect on library services.

Joanna had a suggestion for outreach: a boatmobile to take books around the harbor.

Old Business:

President Elect – decision. Still looking for someone to replace Nicole. We have agreed to keep the discussion open.

Youth Trustees possible replacements

Will Perkins is willing. Will will ask a friend. Lauri will talk to Will and possibly Riley Sullivan.

Alicia Nichols contract has been renewed.

New Business:

The town is going to be stringing the lights at Christmas to coordinate with the Botanical Gardens.

Nicole will ask Bill Hamblen to see if he would be willing to serve on the building and grounds committee.

Next meeting: July 12 , 2016

Motion to adjourn 6:43 pm Vote: Unanimous

Respectfully submitted,

Jo Haney

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