

**Boothbay Harbor Memorial Library
Board of Trustee Meeting
March 8 , 2016**

Trustees Present: Nicole Poulton, Pauline Dion, Joe Gelardin, Jo Haney, Barb House, Chuck House, Sharon Pulkkinen, Elena Smith, Meridith Watts, Skip attending for Duane

Staff Present: Tim McFadden

MINUTES:

President Nicole Poulton called the meeting to order at 5:08 pm

There were no additions to the Agenda.

Minutes of the February 9th meeting reviewed and approved.

Vote: unanimous

Director's Report - Tim McFadden

Three reports from the library staff have been submitted to the board of trustees.

Tim shared information about the request made at the Boothbay Harbor selectmen t meeting to increase funds for FY17. The meeting at the Town of Boothbay was impacted by the number of groups requesting funds. One selectmen brought up the number regarding our interest payment being equal to the amount we are requesting. The selectmen did not make a decision regarding funds to groups. Tim feels our case is strong because we have not requested any funds for a few years. The percentage from the town has actually decreased over the past few years from 20% to now about 14%.

Youth Services Librarian Search . There are currently 15 applications for Mary's position. Several have master's degrees in library science. Tim would like to start interviews next week.

Tim and Joanna will be visiting the offices of the website designers next week. Joe advised that the website needs to be simple to use. Nicole wants to make sure there is an online presence for donations and for event payments.

Mary Pinkham's Retirement

There will be an all day event for the public to celebrate Mary's retirement. The evening event will start at 4:30 for staff and trustees. Tim asked for guidance for gift ideas. One suggestion is a print by Jim Taliana. Another is a rocking chair. Sharon wondered if Mary would have room for a chair. The trustees set an amount not to exceed \$500.

Treasurer's Report/Financial Report –Skip

Cash & Savings Account: \$201,291.29

Endowment:\$ 1,050,264.13

Annual Appeal balance : We are currently about \$30,000 under our budget for FY16

Our cash reserve is down to around \$140,000 due to lower income and to maintenance reserve. Skip recommends keeping the budget tight and not spending unless absolutely necessary until the end of the fiscal year.

At the finance committee it was discussed that we identify people who have given in the past and should be sent a letter reminding them that the library is in need of their support.

The fundraising committee will be meeting soon.

Motion to approve Treasurer's report:

VOTE: unanimous

Draft Budget for FY17 – Nicole

Nicole reviewed the proposed budget. There is an increase in the budget by about \$3000 in the collection budget due to interest in increasing access to the ebook collection. Nicole would eventually like to see the staff be 4 full-time employees.

Youth Services Library Salary Discussion & Approval – We are currently recommending \$17.25 per hour based on 76 hours bi-weekly. VOTE: unanimous

Side discussion: Nicole would like to see someone taking on the social media aspect of the library. Right now Nicole is tending the Facebook page and this needs to be the responsibility of library staff. Chuck said he hopes we have some flexibility with staff so that we can take advantage of people's strengths.

Discussion on NEW Benefit OPTIONS (1 & 2) – documents attached

Nicole proposes that we go with Option 2 with a set amount to the employee in addition to 5% for an IRA. The National Health Plan would be a better option at the current time. The 5% IRA contribution will be to all employees whether full-time or part-time. The health benefit will be \$4000 to fulltime employees and pro-rated for part-time employees. 76 hours plus is considered full-time.

VOTE: unanimous

Caroline Roberts has requested an increase in wages. Nicole would like to stay with the 3% cola and she will get ½ the health benefit. This actually represents an increase of about 6% to her overall wages.

Nicole proposes that we increase employee salary by 3% COLA and that we modify Tim's salary to adjust for the decrease in benefits offered.

VOTE: unanimous

Committee Reports

Request to Committee Chairs- Please meet in March prior to April Trustee Meeting

Fundraising Committee – Nicole

Books in Boothbay – Sharon

Sharon needs suggestions for Maine author who have published since January 2015. Thomas Block is working on a new poster. There will be a Sisters in Crime scene at the event. Sharon needs to meet with the finance committee to find financial support and sponsors.

DaPonte String Quartet – Report Summary from Bonnie Ginger

A very successful event. Bonnie has submitted a detailed report that will be a guide for any future event.

Doree Taylor Charitable Foundation Request (March 1) -\$30,000 for Operating Support FY17. We are going to make proposals next year. We will not receive notification about this grant request until July.

Personnel Committee- Nicole/Jo

Employee Handbook updates for 2016 – review & discussion –

Proposed that revisions will take effect immediately with part-time employees changes taking effect as of the fiscal year.

VOTE: unanimous

Old Business

President Elect – needed – Nicole will be away May and June Board meetings

Nicole would like to have a president elect in place. Nicole's schedule has changed and the board would prefer to change the meeting date to accommodate her schedule during May and June

Annual Personnel Appraisals (review request to Board). These are next on the schedule and will be discussed at our next board meeting.

Alicia Nichols Update & Capital Campaign.

She has recently had by-pass surgery and will be ready to work with us again as of April 1.

REMINDER – Mary Pinkham's Party if April 1st 4:30-6:30 pm POTLUCK

New Business

Next meeting – April 12, 2016

Motion to adjourn at 7:22 pm Vote: Unanimous

Respectfully submitted: Jo A. Haney

March 2016