

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

**Trustees Present:** Nicole Poulton, Pauline Dion, Joe Gelarden, Jo Haney, Barb House, Chuck House, Skip Kreamling, , Lee Pander, Lauri, Perkins, Sharon Pulkennin, Elena Smith

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

**MINUTES:**

President Nicole Poulton called the meeting to order at 5:12

There were no additions to the minutes of October.

Minutes of the October, 2016 meeting updated (one date correction) and approved.

Vote: unanimous

**Director's Report** - Tim McFadden

Annual appeal letter had the wrong dates and it was suggested that in the future we use a more general date, ie Fall 2017. There was discussion about how to keep up with changes to the list.

Early Bird Sale. Tim wondered if we wanted to do something at the early bird sale. We were not very successful with gift wrapping last year. One idea is to have wreaths for sale. The general feeling was that we would be in direct competition with the greenhouse. Also, the factors of keeping the wreaths fresh and having a place to store the wreaths needed to be considered. Joe suggested we think about something that would be unique that we could do next year.

Staffing changes. Caroline Roberts will be stepping down on December 9 due to opportunities for her family. Tim and Joanna feel that this presents the library with an opportunity to change the staffing structure by adding a part time circulation person. This would free up Joanna to promote the library by playing to her strengths of marketing the library. Joanna would pick up the tasks of the program director, which would mean that there is a full-time staff member who tends to these important aspects of the library. In order to do this, Joanna's job description would need to be updated to reflect this change.

Lauri asked if our volunteer staffing changed during the winter months. Tim confirmed that this does occur, but the library is able to adjust to this change since there is a change in patron use during the winter months.

Nicole said this is a good time to review and update all the job descriptions.

Motion to approve a part-time circ position with the knowledge that job descriptions will be reviewed and updated.

VOTE: unanimous

Tim has announced that this is his notice that he will retire in 6 months (April 2017).

Kudos to the staff for an excellent Halloween event.

Joanna gave an update on the new library card samples. We do need a policy committee meeting for registration procedures. Joanna has samples from vendors and has artwork from local artists. There was also discussion of whether we should be thinking about an app so that the "card" could be on the patron's phone. Joanna pointed out that this is another reason that it would be useful to have a staff person on the circ desk. All of this work begins at the policy level and needs to be done before the end of December.

**Treasurer's Report/Financial Report** –Skip filling in

Cash & Savings Account: \$197,154

Endowment: \$1,070,306

Annual Appeal balance FY 2017: \$27,921

Motion to approve Treasurer's report: VOTE: unanimous

Skip will send a summary to the board and will send the full report to Nicole and Jo as he has been doing.

Our credit line is due to renew on December 19, 2016.

Motion presented to the trustees to approve that Nicole will sign a credit document by the end of November 2016 to renew our credit line.

VOTE: Moved, seconded. Unanimous approval.

The library is the beneficiary of an estate that could potentially bring us about \$200,000. There is also a bank account as well as a car and furnishings in the house that includes a collection of 800 clowns. There is a reverse mortgage that could impact us, but this should be minimal. Chuck will talk with Al Roberts to see what he charges to handle the work pertaining to the sale of an estate and whether he would be interested in doing this work. Nicole will continue to talk with lawyers to see what our role needs to be.

Nicole will schedule a finance committee soon.

**Committee Reports**

*Buildings and Grounds:* Chuck House

Dehumidifier update. We eventually got one from a vendor in Wiscasset and it has been installed. Final cost was \$3700 which included purchase and installation.

Chuck met with Jody Lewis and he is scheduled to come in soon to adjust the steps. It is hard to determine why it is moving. We also need to decide if we want to pursue work on the exterior in the spring of 2017. Chuck has already received a few quotes for this work which will be around \$30,000.

Motion to have Chuck request bids for the work on the exterior. This would include replacing clapboards, insulation, exterior painting of clapboards and trim plus contingencies that may arise from this work. Moved, seconded. VOTE: unanimous

*Fundraising Committee – Nicole*

A meeting will be scheduled.

Books in Boothbay. The format of this past summer worked well and will be the format again for 2017. Sharon has been preparing a list of authors and will help with this aspect. Sharon has already had a conversation with Joanna about the event and planning.

*Board Development Committee—Nicole*

Nicole will schedule a meeting to work on this.

**Old Business:**

Use of Wendy Curtis life insurance funds.

**New Business:**

Next meeting: December 13, 2016 will be held at the Bistro at 5 pm. Nicole will send out a digital invite so we can give Elena numbers for attendance.

Motion to adjourn at 6:58 pm Vote: Unanimous

Respectfully submitted,

Jo Haney

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