

**Boothbay Harbor Memorial Library  
Board of Trustee Meeting  
October 11 , 2016**

**Trustees Present:** Nicole Poulton, Jo Haney, Barb House, Skip Krehling, Lauri Perkins, Lee Pander, Elena Smith

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

**MINUTES:**

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

There were no additions to the Agenda.

Minutes of the September 13, 2016 meeting updated and approved.

Vote: unanimous

There will be a memorial service for Duane on the 29<sup>th</sup> at 1:00 at the Legion Hall. Duane's wife, Londa, dropped off all the library papers that Duane had. Skip suggested that Tim hold on to them until a new Treasurer can be named.

**Director's Report** - Tim McFadden

Proposals submitted. Tim has submitted 3 grant proposals in the past month. Annual Appeal Letter – status. Although it is behind, it is ready to be printed. The printer will print, fold, and stuff the letters. Tim is expecting them to be ready within a week.

Tween Room Digital Media Lab. The staff would like to move 3 shelf units to the children's room. Desiree's desk would be moved closer to the entrance to the children's room. The CDs and DVDs would be moved as well and 3 end units (\$280/unit) purchased in order to accomplish the needed moves. This will allow for room for the digital media lab. This project is dependent upon the receipt of a grant.

Joanna and Desiree and Caroline will be attending the MLA conference although not all on the same days.

Joanna and Tim visited the Rotary Club and gave a presentation sharing the new library web site.

Tim was able to price a dehumidifier. The Trustees voted unanimously to approve this purchase.

Joanna shared the website with the trustees. The many new design and features were well received by all present.

Skip asked about the invoicing for the web design and whether there is a monthly hosting fee. Tim explained that the hosting fee for the first year was incorporated in the cost of the design. Tim will review the contract to see what the hosting fee will be going forward.

Hoopla. This is a new service that the library is providing to patrons. The library has committed \$3000 to its account. As items are borrowed, the account is charged. The average charge for items is \$1.80 but some more popular items are a bit higher. Barb asked how many libraries in the state are using Hoopla. Tim said that a number of larger libraries have access as does Skipdompha. Lee asked if there was a way to determine if a patron is a seasonal patron or a year-round patron. This was followed by a discussion of how to manage this subscription to ensure that year round patrons have access and how to handle summer visitors. Joanna will check to see if it is possible for summer accounts to expire at a designated time such as October 15.

Joanna mentioned that we need to update our patron numbers to comply with Minerva. This means that all patrons will be issued new numbers and cards. Lee suggested that Joanna touch base with other Minerva users at the Maine Library Conference. Lee asked if there could be 2 fields so that the old library number would still be active for the patron account. Joanna will look into this and see if that will work in our online access to services.

Nicole suggested talking to Sharon and set up a Policy Committee meeting. Nicole asked about a timeline for implementation. Tim will talk with Sharon to put this high on the priority list. Joanna thinks that we should aim to have this ready for the beginning of the new year. At the next meeting we should have a policy to present to the board and Joanna will have artwork choices to present to the board. Lauri suggested that the voting for the new card design be available on the website. Joanna thought this would be an excellent use of the new site.

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

Cash & Savings Account: 114,432

Endowment: 1,093,870

Annual Appeal balance FY 2017: 22,491

Skip asked about how much is dedicated to the elevator fund. Skip also asked if there is a time limit on the funds from the Davis Foundation.

We have more pre-paid expenses and we should keep this in mind. This does require a bit more book keeping.

Katherine Sullivan will act as interim Treasurer (till replacement is found). Skip asked if she would be willing to spend one hour a month with Skip to review the accounts.

Motion to approve Treasurer's report: VOTE: unanimous

## **Committee Reports**

*Buildings and Grounds:* Chuck House

Dehumidifier approval (see above)

Chuck plans to take another look at the portico which is separating from the building.

*Fundraising Committee* – Nicole

Annual Appeal Letters to be signed (end of Oct). Nicole will let the trustees know when these are available so that notes can be written to personalize the requests for donations.

Meeting in the next week to plan fundraisers for FY17

*Outreach Committee* – Barb

Advertising for Hoopla was discussed. Nicole suggested asking Joe if he could write something for the paper.

Books in Boothbay was also discussed.

*Board Development Committee*—Nicole

Upcoming meeting to be scheduled – looking for someone to lead this effort. Perhaps Pauline would be willing to lead this but would need help.

Possible suggestions? A search for treasurer is ongoing.

### **Old Business:**

None

### **New Business:**

Wendy Curtis – use of bequeathed life insurance funds. Tim will contact Lou Curtis to see if there is any specific area that should be designated for the funds. One suggestion was to use the funds for the exterior of the building. For now the funds will stay in the saving account. We will make a decision later about the use of these funds.

Next meeting: November 8, 2016 change to November 15, 2016 due to elections

Motion to adjourn at 6:59 pm Vote: Unanimous

Respectfully submitted,

Jo Haney

October 11, 2016