

Boothbay Harbor Memorial Library

Board of Trustee Meeting

September 13, 2016

Trustees Present: Nicole Poulton, Barb House, Chuck House, Laurie Perkins, Skip Kreahting, Pauline Dion, Joe Gelarden, Sharon Pulkkinen

Staff Present: Tim McFadden, Joanna Breen

### **MINUTES:**

Add Sharon to Thank You under the Director's Report.

Correct the July minutes date.

Motion to approve with corrections

Vote: unanimous

Prospective board member, Lee Pander was introduced. Pander was a librarian in Connecticut for many years. Most recently she was a Public Services Librarian at Bowdoin before retiring. She actively involved in Land Trust.

### **Director's Report - Tim McFadden**

Two staff meetings recently held, at the end of August and beginning of September.

Halloween Haunted House – Monday when the library is closed, a “little kid” friendly haunted house will be set up in the library, with a place to photograph outside.

Desiree Scorcia, the new Youth Services Librarian, was introduced. She started at the end of June 2016. We are thrilled to add her to our team.

Digital media lab initiative for the Tween Room - Physical changes will be required, but the idea is to attract more children to the library. General decline in checkouts in library's but an uptick in digital usage (nationwide); we want to stay on trend with this and offer technology to the community.

Tim hopes a grant can be found to cover funding. There is a \$15,000 grant that did come in already; a recent gift of a life insurance policy from Wendy Curtis; and the Joe Orchulli Silent Auction funds.

Planning for phase two of construction can resume once the board is repopulated.

The \$3,000 budgeted for Overdrive Advantage and Zinio has been used for Hoopla. Hoopla is a digital media streaming service with music, movies, TV, comic books, audiobooks, and ebooks.

Goal to launch the new website October 1 in advance of the Fall Foliage Festival. Announcements should be made to library users before the website launches. Search box with unique function, searches the download library.

Tim met with the Friends at their annual meeting. Attendance was down, but their announcement did not make it into the newspaper, so that could have contributed.

Caroline has coordinated with the Community Center and the YMCA to create the Coastal Cancer Cooperative Support Group. Library will host several weeks of audio programs from the American Cancer Society. Attendees will listen to presentation and discuss.

Annual Appeal Letter is finished and has been sent to the Scotts. Need to coordinate a time for them to come in for the photo. Anticipated date of completion will be the end of the month.

Sharon has updated GiftWorks based on returns from the spring newsletter.

Tim and Joanna will speak at the Rotary on September 29. Topic TBD, but potentially the new website or media lab. Meeting starts at 5:30 PM, Montgomery Road.

Joanna and Skip discussed the Rotary replacing the library's antiquated classics. New classics will now be the book that gets dedicated and donated by Rotary's weekly speakers.

Our dedicated volunteer, Wendy Curtis passed away. She and her husband were integral in large scale fundraising. The library has been named as the beneficiary of one of her life insurance policies.

Joanna discussed her work with Bob Hasch and Lisa Carbone regarding their substance abuse intervention and recovery outreach program. The library will support their efforts by purchasing materials and maintaining online resources. These materials will be cataloged into the "Self Help" section.

### **Treasurer's Report/Financial Report –Skip**

Cash & Savings Account: \$132,971

Endowment: \$1,104,957

Annual Appeal balance : \$20,871

Issue before the board is how long to wait before we do something about the Credit Line?

Skip recommends getting the Capital Campaign started; if we don't we should bite the bullet and take the money out of the endowment so we are not paying interest.

Motion to approve Treasurer's report:

VOTE: unanimous

### **Committee Reports**

#### **Buildings and Grounds – Chuck**

No second bid came in for replacing the dehumidifier.

Chuck will contact Desiree's father and see if he has any connections.

Nicole would like at least 2 quotes, and the board should vote on it. Chuck will review the quotes and recommend one to the board. This can be voted on via email.

What do with the siding on the original building? The Maine Preservation Commission Grant did not come through.

Pauline will contact Chris Closs with Maine Preservation to invite to come up to him to view the original building and advise on which grants to apply to.

We are looking at \$25,000 to replace clapboard, removing, replacing and insulating.

There is \$24,000 in the maintenance reserve.

Also, the portico is also separating from the steps.

#### **Fundraising Committee – Nicole**

- Annual fund letters are going to the printer soon
- Maybe an evening of drinks and appetizers for the board to sign letters and seal letters. Personal notes make a big difference.
- Coulombe Foundation – we will apply, due at the end of the month.
- Volunteer party a success. It should be an annual thing, August is a good month. Special thanks to Elena!
- Annual appeal is the first thing we need to get done

- Nicole will get Sharon information on how effective the second appeal was, recommends pulling first new appeal for donors who got a second appeal letter. Also, we need to check off anyone who has already donated to the Annual Fund to NOT send then this upcoming letter.

### **Board Development Committee – Nicole & Joe**

- Joe and Nicole met
- There are 3 open slots that need to be filled.
- Treasurer very important
- Can we provide a stipend?
- Nicole will talk to Katherine about Treasurer
- Treasurer could potentially work from home.
- Hope to meet late September early October

Will and Riley are the new youth trustees.

Nicole encouraged all committees not listed above to meet. Specifically, the Policy Committee to discuss technology lending and the Outreach Committee with regard to the website.

Motion to adjourn

VOTE: unanimous

Respectfully Submitted,

Joanna Breen

(For Jo Haney)