

**Boothbay Harbor Memorial Library
Board of Trustees – Monthly Meeting Minutes
April 13, 2017
Location: 4 Oak Street – Community Room
Nicole Poulton – Chair**

Trustees Present: Nicole Poulton, Pauline Dion, Joe Gelarden, Jo Haney, Barb House, Skip Krehling, Leanne Pander, Laura Perkins, Sharon Pulkkinen, Barbara Scorgia, Joe Scorgia, Tom Utley,

Staff Present: Tim McFadden, Joanna Breen, Megan Donaldson

MINUTES:

President Nicole Poulton called the meeting to order at 5:07 p.m.

Joanna introduced Megan (Cressey) Donaldson, our new circ desk person.

Welcome New Board Members: Tim Utley, Barbara and Joe Scoriga

Minutes of the March 22, 2017 reviewed. 3 minor changes were made to spellings.
Vote to approve: unanimous

Director's Report - Tim McFadden

This is Tim's final board meeting before his retirement on April 28.

We did not get the grant for the Maine Public Library Grant Fund. Tim plans to interview the staff before he leaves. Tim gave a brief review of the changes to the E-rate program. Tim recommends that the board stay on top of the process of E-rate application especially when considering infrastructure for any building additions. Nicole wants to make sure that Tim gives us/the new Director a guideline for the timing of items that need to be completed, ie. Grant applications, town funding requests, annual appeal letters, etc.

Joanna gave an update of the Earth Day program scheduled for April 22. One item happening as part of this event is the relocation of the Rachel Carson monument from in front of the First National Bank to the pocket garden in front of the library. The monument has been in its current location since 1980. Tim praised Joanna and Desiree for the work they have done to organize this event.

Treasurer's Report/Financial Report

Cash & Savings Account: \$135,999

Maintenance Reserve: \$33,042

Capital Projects: \$35,727 (\$15,000 must be used for an elevator)

Endowment: \$908,832

Annual Appeal total: \$79,378 (includes \$35,000 in grants)

Nicole suggested we use the Wendy Curtis insurance funds first, then the funds from the Capital Projects line, then Maintenance Reserve to use for the building repairs that need to be done to the main building.

The second appeal letter will be going out later this month. Sharon is gathering the needed information for Nicole. We will also be receiving funds from Laddie Drucker's estate. In addition to this, we will also be receiving funds from the Margarete Lietz estate. This is scheduled to be settled around the end of May.

Draft Budget FY18. We will discuss this further at our next meeting. Nicole wants to review the health benefits for employees and there may be recommendations about needed changes to our current employee benefits.

Motion to approve Treasurer's report.

VOTE: unanimous

Committee Reports

Buildings and Grounds – Chuck

Exterior repair and insulation update

Chuck is ill and not in attendance. Nicole will get an update from Chuck so we can move forward with the repairs to the exterior. Barb arrived late and said that Chuck has confirmed that Alex Vise will do the repair work in a timely fashion.

Personnel Committee – Leanne, Jo and Nicole

Edits to the BHML Employee Handbook – Benefits statement (Health Insurance). Nicole will make the necessary edits and send the revised benefits for the board to review so that we can vote on the changes at the next board meeting. These changes need to be updated for the next fiscal year.

Old Business:

Margarete Lietz estate update – Closing in May. The sale will be directly from the estate to the purchaser. This actually will be a benefit to us since we do not have to get directly involved in the ownership of the property.

Executive Session

Tim told Nicole that he does not want any recognition for his retirement.

Executive Director recommendation, discussion.

Executive Sessions ended at 7:17 pm.

Executive committee made a motion that we approve Joanna Breen as our next Executive Director. Moved and seconded. VOTE: Ten in favor. One abstention.

A motion was made that the executive committee proceed with negotiations with the approved candidate and report back to the board via email. Seconded. VOTE: unanimous.

Leanne will fill in on the Executive Committee while Jo is away on vacation.

Motion to adjourn at 7:29 pm Vote:

Respectfully submitted,

Jo Haney

April 13 , 2017