

**Boothbay Harbor Memorial Library  
Board of Trustees – Monthly Meeting Minutes  
February 14, 2017  
Location: 4 Oak Street – Community Room  
Nicole Poulton – Chair**

**Trustees Present:** Nicole Poulton, Pauline Dion, Jo Haney, Barb House, Chuck House, Skip Krehling, Leanne Pander, Laura Perkins,

**Staff Present:** Tim McFadden

**MINUTES:**

President Nicole Poulton called the meeting to order at 5:13 pm

Minutes of the January 10, 2017 meeting reviewed and accepted

Vote: unanimous

**Director's Report** - Tim McFadden

Circulation Position update. The candidate that was selected ended up withdrawing so we are back to the beginning. Interviews will be conducted with 2 people present. There is no candidate at this time so the search continues.

Tim mentioned that the E-rate process has changed. Tim will be attending a webinar on the new process.

We have replaced 2 circulation computers with 2 computers from PCs for Maine.

Tim also has a laptop that will be used for the giftworks program.

Tim presented his monthly report orally and will have a written report that he will send at a later date.

Lauri asked if Tim had contacted Lou Curtis regarding the donation in Wendy's name. He had contacted Lou and the library has received a card from Lou thanking the library for acknowledging this donation.

There was a discussion about the condensate vent that needed to be cleared. It was not cleared after the recent storm and as a result the library had to be closed due to the potential health hazard. Tim will talk with John's Lawns to make sure to clear the vent when they come to clear the sidewalks. Chuck will check to see if it is possible to add an elbow to extend the vent.

**Treasurer's Report/Financial Report**

Total Cash Accounts is \$231,643 vs \$214,640 last year.

Cash & Savings \$165,883 vs \$160,951

Maintenance Reserve \$ 34,040 vs \$18,011

Capital Projects \$ 35,720 vs \$35,677

Endowment Account Balance: \$1,079,579

Annual fund update just over \$80,000

Line of Credit/meeting with RM Davis on January 19.

We have about \$316,000 in debt. We have signed an extension but the annual interest rate has gone up. After meeting with RM Davis it would make sense to pay off the debt. Nicole would like to remove \$200,000 from the endowment to reduce our debt burden. This would also show the towns that we are being fiscally responsible. Then once the Lietz estate is sold, then we could use the proceeds to pay off the remainder of the debt.

The motion to transfer \$200,000 from the endowment account to the construction credit line was moved and seconded. VOTE: unanimous

Skiip said we are running a little behind in our annual fundraising and we need to be thinking about sending out a letter to donors. Tim will ask Sharon for a list of donors who have not donated this year.

Skip is going to re-create the graph showing annual fund donations. He will take out the grants so that we can see the actual amount that comes from donations.

Motion to approve Treasurer's report:

VOTE: unanimous

### **Committee Reports**

Building and Grounds – Chuck

Quote update for exterior repair. Chuck has contacted 5 people. He currently has one estimate and hopes to have another by next week so that we can make a determination. Chuck will keep us posted so that we can make a determination of contractor before the next trustee meeting.

Fundraising Committee-Nicole

Fundraising activities planned for Lietz Estate – Estate sales. We did have a chance to meet. We have decided that the Lietz estate will be our main fundraiser for this year. Sharon has said that her husband might be willing to help sell some items on ebay. Once we take possession we will need to remove valuable items to a storage location. Books in Boothbay update – Time mentioned that Joanna, Sharon and Desiree had a very constructive meeting. There is a web form that the authors can fill out. Tim mentioned that this has made the process easier for everyone.

Board Development Committee – Nicole

Possible new Board member: Tim Utley and Cindy Casey. Nicole will check with Joe and Barbara Scorgia to see if they are interested in serving on the board. Skip will talk with Angie at Bath Savings to see if she would be interested in serving. Still searching for Treasurer- discussion of options.

Personnel Committee – Leanne and Nicole

Executive Director Job Advertisement – see attached – Posted as of Feb. 13, 2017

Executive Director Job Description – DRAFT- see executive session

**Old Business:**

Margarete Lietz – estate- Ad hoc committee (Nicole , Pauline, Kathryn)

Items to discuss regarding Lietz estate – Meeting with Tom Berry on January 19

1. Taking possession – resolution authorizing acquisition – Vote
2. Inquiry about Insurance and Loan balance to be paid off \$61,143.25 due
3. Tom Berry to obtain Deed Description and Survey of the property
4. Possible closing date, March 20<sup>th</sup> – TBD

Motion to authorize the resolution to acquire Lietz property. Moved and seconded.

VOTE: unanimous

**New Business: Executive Session to discuss Executive Director Job Description**

The personnel committee has done a lot of work this past month to prepare for the search for a new Executive Director. Leanne and Nicole worked on the ad and job description. Several ads have already been posted. We still need to post on Melibs and also in the Boothbay Register. The job description will be posted on the library web site.

Motion to adjourn at 7:00 pm Vote: Unanimous

ACTION NOTE: Chuck will check about the possibility of extending the condensate vent and report back to us during the March meeting.

ACTION NOTE: Jo will print out the Resolution to acquire Lietz property and get a copy to Nicole.

ACTION NOTE: Nicole will invite the potential board members to the next meeting so that they can decide if they would like to join the board.

Next meeting: March 14, 2017

Respectfully submitted,

Jo Haney

February 14 , 2017