

**Boothbay Harbor Memorial Library
Board of Trustee Meeting
January 10 , 2017**

Trustees Present: Nicole Poulton, Pauline Dion, Joe Gelardin, Jo Haney, Barb House, Skip Krehling, Leanne Pander, Laura Perkins, Sharon Pulkkinen, Elena Smith, Kathryn Sullivan, Riley Sullivan

Staff Present: Tim McFadden, Joanna Breen

MINUTES:

President Nicole Poulton called the meeting to order at 5:06 pm

Minutes of the November 9, 2016 meeting reviewed & accepted

Vote: unanimous

Welcome to Riley Sullivan, one of our youth trustees.

Director's Report - Tim McFadden

Grants Awarded & New Generation Grant possibility

Staff Development Day – Recommendations to the Board. Lee asked about the salary suggestions in the staff development report and wondered if there were comparable library salaries that would be provided to the trustees. Nicole will be meeting with the bank on Friday and this may have an impact on what the budget planning. Lee feels that vacation/benefits package is an attractive incentive to employees.

Circulation Position Lee had questions about this. Lee asked Joanna about the process of interviewing. Joanna meets with the candidate, then Desiree shows them around the library. If they seem to fit then they meet with the Executive Director. The hiring is done by Tim and associates while the trustees interview and hire the Executive Director. Lauri and Joe gave high praise to Joanna and Desiree for the atmosphere and running of the library.

The Friends of the Library presented the library with a check for \$30,000. Joe reminded the trustees that we need to keep in mind the need for bathroom facilities at the Friends of the Library store.

Tim said that he and Joanna have had discussions regarding the next phase of the library that would include renovations to the Friends of the Library building. Skip reminded the trustees that it is important to have the Friends involved in the design. Joanna said that Ann Kelly expressed concern about maintaining the "Charm" of the used book store. Lee wondered if it would be possible to use the money we receive from the Friends to seed Phase 2. Skip pointed out that if this were done, then we would need to increase our annual fundraising by that amount.

Nicole asked if it was possible to have circulation stats for the previous year so that we can compare years. Joanna said she thought this would be possible and will prepare that information for future meetings.

Treasurer's Report/Financial Report –Skip Krehling/Kathryn Sullivan

Cash & Savings Account: \$217,760 vs \$187,326 last year.

Cash & Savings \$149,136 vs \$137,087

Maintenance Reserve \$ 30,037 vs \$18,010

Capital Projects \$ 35,717 vs \$53,730

Annual Appeal balance :

Construction Credit Line Balance is \$316,585 vs \$334,585 last year.

Skip feels that we are in a good position with our accounts at this point, Our income is higher this year by about \$27,000.

Line of Credit meeting with Bath Savings on January 13. The endowment is used as collateral. The current line of credit is \$350,000.

Motion to approve Treasurer's report:

VOTE: unanimous

Committee Reports

Policy Outreach- Barb asked whether we need to have a separate Outreach Committee since Joanna has taken over much of this role.

Pauline suggested that Nicole send a description of the committees to all the trustees to allow people to join committees of their interest.

Old Business

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

Items to discuss regarding Lietz estate

1. Taking possession – paying off reverse mortgage (\$20,000)
2. Options for liquidating the estate (to date met with auctioneer – Sawyer's Way)
3. Real Estate assessment (Tindal and Callahan) see attached email
4. Other board thoughts or recommendations (possible second opinion)

A major discussion ensued regarding whether we should take this on and how we should proceed. It was determined that we should have another estimate by an auctioneer or liquidator. Chuck House and Bill Haney will be asked to do a physical assessment of the house. Nicole will make arrangements for this to happen prior to the February meeting. We will also schedule a viewing by trustees to see what we think about accepting this donation.

Thank you to Elena and Ralph for a fabulous Holiday party for our December meeting!

New Business:

Upcoming needs – Committee meetings to discuss the following:

Personnel Committee – Employee job descriptions- in preparation of hiring a new director

Policy Committee – Library card policy. Right now there is no library card policy. Sharon thinks that we look at it tonight and that Tim and Joanna should set the policy with support of the trustees

Joanna mentioned that there had been no written policy in the past and prepared a policy for the trustee meeting. Joanna wants to change the way we identify patrons so that we know who is resident vs. seasonal/non-resident. The concern surrounds the use of Hoopla and how we can provide this service to patrons who are homeowners/tax payers vs. employees of local businesses but who live in other towns. Non-residents will pay \$30. It was determined that at this time, if a non-resident patron pays the annual fee, then they should have the access as long as their card is current.

Collection Development Committee- Farmer Collection discussion. We will try to reach out to the family to see how they feel about what the library can do with the books that were donated by Enid Farmer. Perhaps member of the family would like to have some of the items. At the same time, this made us aware that we need to revise our policy regarding donations of non-cash items.

Wendy Curtis – We will use this donation to maintain the exterior of the building. Motion to approve the use of the Wendy Curtis funds for the update and renovation of the exterior of the old portion of the library. If there are additional funds available, we might also look at purchasing a bench for outdoors. Vote: unanimous

Tim will let Lou Curtis know our plans for this use of this donation.

Motion to adjourn at 7:01 pm Vote: Unanimous

Next trustee meeting will be February 14, 2017

Respectfully submitted,
Jo Haney
January 10, 2017