

**Boothbay Harbor Memorial Library
Board of Trustees – Monthly Meeting
March 22, 2017 5:00 PM
Location: 4 Oak Street – Community Room
Nicole Poulton – Chair**

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

Staff Present: Tim McFadden, Joanna Breen

WELCOME Guests: Tim Utley, Barbara and Joe Scorgia

MINUTES:

President Nicole Poulton called the meeting to order at 5:10 pm

The meeting was started with introductions so our visiting guests could meet all of us and get a sense of who we are and we could meet them as well.

Minutes of the February 14 meeting reviewed.

Tim shared a letter from Lou Curtis regarding the donation from his wife's estate.

Vote to accept minutes as submitted: unanimous

Director's Report - Tim McFadden

Tim gave a summary of his report: A grant submitted to the Dory Taylor Fund. We are hoping to receive a positive decision in July. We have also submitted another grant request for outdoor theater equipment for the summer theater on the lawn program. We should hear about this grant in April. Tim has submitted a report to the town of Boothbay Harbor. He is also working on the annual report for the State. Tim asked Joanna if she would be interested in taking his place on the state board and she agreed that she would be willing to take his place on the state board. Tim is working on cleaning out his files and computer to prepare for his leaving and organizing for the new director.

Joanna gave us an overview of our new employee, Megan. Megan is currently enrolled in the program with the state library and shows great promise. Joanna

also spoke about the volunteer meeting she organized. (essentially this is professional development for the volunteers). Joanna and Desiree are planning Earth Day events to be held April 22 to bring the community together through a variety of activities for the day. The new library cards are currently on the “back burner” due to all the recent staff changes. Nicole suggested that Joanna should consider the procedure for this and bring that proposal to the board. In reality Joanna is looking at this being accomplished in the fall.

Treasurer’s Report/Financial Report

Cash & Savings Account: \$153,714

Endowment: \$1,106,689

Annual Appeal balance: \$79,253 including the \$35,000 in grants

Maintenance Reserve: \$30,042

Capital Projects: \$35,724

On March 6 we transferred money from the endowment account to pay down the line of credit. We hope that when the Lietz property is resolved we will be able to pay off the remainder of the line of credit. Due to the increase in interest rates, this was determined to be the correct move to make with the finances. We are significantly behind in our annual appeal and will be sending out a letter in the near future.

Nicole mentioned that we will be receiving \$20,000 from Laddie Drucker’s estate. We will need to decide what we need to do with these funds once they are in our possession

Motion to approve Treasurer’s report:

VOTE to accept: unanimous

FY2018 Budget planning has begun. Nicole and Skip met and have come up with a draft of the budget. We will discuss the proposal at the April meeting and voting will occur during the May annual meeting. Skip feels that the proposed budget reflects a realistic assessment of the library’s needs. To achieve next year’s budget we will need to look at ways to raise money beyond what is a realistic amount that we can raise through fundraising.

Committee Reports:

Buildings and Grounds – Chuck

News about the steps. Jody Lewis had hoped to get here last fall but only recently was able to look at these. He feels that there is something more happening and we will now need to find someone to look at and repair the granite steps. Tim asked if it was doable before the summer. Chuck said it would be a board decision and recommends that we should look into this further.

Update for exterior repair. Nate Froemiller has declined to give us a bid. We do have a bid from Alex Vise. \$10,280 is his quote for clapboard renovation. Chuck will see what Alex would charge for insulation of the walls and ceiling and will send an email so that we can vote and move forward with this work.

Nicole moved that we go forth with having Alex Vise do the clapboard renovation for \$10,280.

VOTE to accept: unanimous

Tim Utley suggested that we take a look at the issue with the sump pump in the basement to alleviate issues with moisture.

Joe G. suggested that we consult with the town public works department so that we can fix the issue of the water that drains into the library parking lot.

Fundraising Committee – Nicole

Books in Boothbay update – Joanna

We are moving forward with this program and all is going well.

Personnel Committee – Leanne, Lauri and Nicole

Job Description Review. With the changes that we are going through at this time, we will be reviewing our current job descriptions so that we have a more accurate description for our staff.

NEW Business- Annual Appeal Letters – second round – in progress. Nicole will work with Sharon to try to figure out who we should send letters to at this time.

Old Business – Executive Session

Begin Executive Session 6:15 pm

Margarete Lietz – estate discussion

Update and candidate discussion for Executive Director Job

End Executive Session

Motion to adjourn at 7:43 pm Vote: unanimous

Respectfully submitted,

Jo Haney

March 22, 2017