

**Boothbay Harbor Memorial Library  
Board of Trustees – Monthly Meeting Minutes  
May 9, 2017  
Location: 4 Oak Street – Community Room  
Nicole Poulton – Chair**

**Trustees Present:** Nicole Poulton, Pauline Dion, Jo Haney, Barb House, Chuck House, Leanne Pander, Laura Perkins, Sharon Pulkkinen, Barbara Scordia, Joe Scordia, Elena Smith, Tim Utley

**Staff Present:** Joanna Breen

**Welcome:** Jeanne Dotson. Our hope is that Jeanne will join the board as Treasurer.

**MINUTES:**

President Nicole Poulton called the meeting to order at 5:00 pm

Minutes of the April meeting were reviewed

Vote to accept: Unanimous

**Executive Director's Report:** WELCOME- Joanna Breen

- Newsletter – Joanna has just started looking at this and getting a sense of how, where and when to accomplish this task. The newsletter should be mailed out the first week in June. There were several suggestions for items that should be included in the newsletter.
- Joanna has only been on the job one week so did not have time to prepare a formal report. She will be sure to have one the next meeting.
- Books in Boothbay update. (July 8) Joanna and Desiree met with a publisher and have also received requests from authors and publishers to be involved in the event.
- Right now Joanna is working to juggle three job descriptions and would like to see how this could be re-written so that it does not all fall onto her.
- Joanna would really like to have help with the collection development. Joyce Wanger's name was mentioned as a possibility to help on a temporary basis. The other possibility would be to see if there might be a library student who would like to have practice working in this area of the library to gain experience.

**Treasurer's Report/Financial Report**

Total Cash Accounts: \$194,252 vs \$172,057 last year

Cash & Savings Account: \$125,398 vs. \$172,057

Maintenance Reserve: \$33,048 vs. \$21,017

Capital Projects: \$35,730 vs \$35,688 (\$15,000 must be used for elevator)

Construction Credit Line Balance: \$116,585 vs. \$316,585 last year

Annual Appeal: \$85,486 including \$35,000 in grants. Goal is \$112,279

Endowment Account: \$921,351 on 3/31/17 vs. \$1,082,919 last year. This decrease is from paying down the construction loan.

For the six month period ending April 30 income was \$279,960 compared to a budget of \$298,763 (\$18,803). Income budget for the year is \$309,759. Most of the income shortfall is do to the annual fund.

Spending thru April 30 is \$235,475 vs \$258,343 (\$22,868 under budget). Budgeted spending for the year is \$309,759. All groups are at or under budget.

Motion to approve Treasurer's report:

VOTE: Unanimous

Review of Board members and Terms – Vote second terms as needed (goodbye – Lauri Perkins)

Review Committees and Chairs – plan for FY18

Positions to be filled for FY18

- President Elect
- Personnel Committee
- Fundraising Committee
- Board Development Committee
- Finance Committee

Motion to approve Jo Haney for a second term

VOTE: Unanimous

Nicole would like to have someone be willing to prepare to take on the role of president when her term expires in 2018. Pauline has agreed to be president elect. This would mean that she serves as president elect for one year and then would be president for one year until her term of service ends.

During the meeting board members reviewed the committees. Sharon suggested that we could eliminate Community Outreach since Joanna and Desiree are actually doing a lot of this work already.

Leanne volunteered to chair the Personnel Committee.

Sharon questioned the role of the Policy Committee. Nicole would like to have the committee be a source of review for the staff. Joanna plans to review the policies with the staff and make recommendations to the board for any changes that need to be made.

After lively discussion, committees were re-arranged and new members added. Nicole will send out the updated list.

## **Committee Reports**

### **Buildings and Grounds – Chuck**

Exterior repair, insulation and roof update, to begin on May 15.

Unfortunately we are delayed but should be starting the first of the week. Itchy and scratchy will be doing the insulation work. Painting is set to begin. Chuck hopes that we will have work complete in 4 or 5 weeks. The final cost looks as though it will be less than the projected cost. There may be enough within the original projected cost that will cover the repair to the granite steps.

Tim gave an overview of his suggestion for changes to the parking lot. He said that the town would paint the stripes if we gave them the drawings. Tim also gave an overview of suggestions for the lilac garden. He also suggested that the Craft Fairs be moved to the side of the building so that the lawn has a chance to rest from use. The board felt that it might be better to let an area rest, but keep the lawn available for use by various groups.

### **Personnel Committee – Nicole**

Nicole would like to have a meeting before the next board meeting. She is looking into health care options that might be available as tax deductible.

### **New Business:**

Exit interview with Tim/Annual list of items

Nicole had an exit interview with Tim. Tim gave Joanna a list of the things that need to be completed annually.

Date of Volunteer appreciation. August 8 at Mine Oyster

### **Old Business:**

Margarete Lietz estate update – Closing on May 18. There have been a couple of changes to the purchase and sale agreement.

Annual Fund letters – round two – in progress, 50% sent May 9. There are about 100 letters that will be going out. Sharon asked if we will need to pull letters on a future mailing so we do not duplicate mailings to those potential donors.

Next meeting, June 20

Motion to adjourn at 7:23 pm Vote: Unanimous

Respectfully submitted,  
Jo Haney  
May 9, 2017