

Boothbay Harbor Memorial Library
Board of Trustees – Meeting Agenda
November 14, 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 Kreamling, Leeane Pander, Barbara Scorgia, Joe Scorgia.

Staff Present: Joanna Breen

MINUTES:

President Nicole Poulton called the meeting to order at 5:08

Minutes of the October 24, 2017 meeting reviewed

Vote to approve: unanimous

Director's Report – Joanna Breen

- Children's Librarian position. The one viable candidate dropped out because of unavailable housing. The search has been reopened with MLS "preferred".
- *Behavior Policy*, Discussion will be ready for the board to review after the first of the year. As part of this, it would be a good idea to have emergency procedures in place. Joanna will contact Seacoast Security to see what services are active and what our options are.
- *Giving Tuesday*, November 28, 2017. There are links on the library website to the various charitable groups.
- There is good feedback about the changes to the children's room. The Xerox machine has been moved to the foyer which means that the computers can now be moved into the new space. Having the computers visible, especially at night, is a benefit to the staff.
- During the recent power outages, the library saw an increase in use by people seeking to use internet services as well as a warm place to read.
- The library participated in the Ghost Train/Charlotte's Web Halloween event at the Railway Village.
- Joanna has been nominated as a candidate to represent Region 4 - Knox and Lincoln Counties on the new Maine Library Advisory Council
- Joanna will ask Sharon about the old newsletters that have been returned to see what can be removed from storage. Joanna would like help to determine what records should be digitized and how they should be categorized.
- Jo Haney will take on the responsibility of learning how to upload the board minutes to the library website and helping to maintain the Board section of the site

Treasurer's Report/Financial Report

Total Cash Accounts: \$186,561 vs. \$197,323

Cash & Savings Account: \$131,146 vs. \$134,446

Maintenance Reserve: \$28,489 vs \$27,031

Capital Projects: \$26,927 vs \$35,209 (\$15,000 must be used for elevator)

Construction Credit Line Balance is zero vs \$316,685 last year

Endowment: \$957,775 on 10/31/2017 compared to \$1,070,306 last year (RM Davis is working on consolidating the two accounts.)

Annual Fund: \$26,625 including a \$21,000 grant. Goal is \$112,058

For the two month period ending October 31 income excluding Lietz & Drucker estate was \$121,364 compared to budget of \$165,412. Appropriations from towns have been received.

Spending thru October is \$101,482 vs \$105,498. Spending includes \$5,800 for Library Exterior Painting and \$4,771 for the Gizmo Grant. Collections if \$3,000 under budget but \$4,000 expected to Hoopla was not sent until November. Personnel is \$12,000 under budget because of one vacancy. Building and grounds spending includes \$6,552 for the Portico Repair

We need to submit our next year's request to Boothbay Harbor by the end of December and the end of January for Boothbay. The board has discussed the amount of increase to request.

Motion to approve Treasurer's report:

VOTE: to Approve: unanimous

Committee Reports

Fundraising Committee – Nicole

Discuss annual Appeal, idea and mailing. Joanna has prepared a draft of the next letter to send out for fundraising. Joanna will have the revised version ready before Thanksgiving with a goal of having the letter ready to send out by early December.

Board Development Committee – Barb

Treasurer update. We have received word that we may have this position filled. Perception of the Library Board – There was a brief discussion but no action to be taken.

New Business:

Holiday Party, Location TBD, December 12, 2017 at 5 pm (Staff, Friends of the Library and Board)

Motion to adjourn at 6:35 pm Vote to Approve: unanimous

Respectfully submitted,

Jo Haney

November 14, 2017