

**Boothbay Harbor Memorial Library  
Board of Trustees – Monthly Meeting Minutes  
September 12, 2017  
Location: 4 Oak Street – Community Room  
Nicole Poulton – Chair**

**Trustees Present:** Nicole Poulton, Pauline Dion, Joe Gelarden, Jo Haney, Barb House, Skip Krehling, Leanne Pander, Barbara Scorgia, Joe Scorgia, , Tim Utley

**Staff Present:** Joanna Breen

**MINUTES:**

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

Minutes of the July 11, 2017 meeting reviewed

Vote to approve: unanimous

**Director's Report – Joanna Breen**

- Quote for new internet/wifi equipment and current status
- Behavior Policy. Joanna would like to have this ratified at the October meeting. Also an Appeals Process needs to be part of this Policy in order to be legal. Joanna emphasized that the policy MUST be content neutral. The goal is to have a Policy Committee meeting prior to our next meeting in October.
- Gizmo Gardens was a success. This led to a discussion of the need to upgrade the network connections within the library. Patrons and Staff computers are on the same system and should be separated. Joanna will gather more information to see what our options are for upgrading.
- Library shelving is being moved in order to set up the digital media room. J Fiction is moving into the children's room.
- The barn from the children's room will be moved to Tim Utley's barn for temporary storage. Tim said it could be brought out and used on an as needed basis.
- Assistant Director & Public Services/Children's Librarian positions. Joanna rewrote the job descriptions to better define the jobs to meet the needs and services of our library.

**Treasurer's Report/Financial Report**

Financial Reports for period ending Aug 31, 2017: Balance Sheet with last year comparison, P&L v Bud Summary, P&L v Bud, YTD P&L v Last Year and 2018 Budget.

Cash & Savings Account: \$78857 vs. \$65,995 includes \$20,000 from Drucker Estate

Endowment: \$939,181 compared to \$1,104,987 last year

Annual Appeal balance : \$24,567 including \$21,000 grant. Goal is \$112,058

Total Cash Accounts is \$160,352 vs \$126,612 last year.  
Maintenance Reserve \$ 36,063 vs \$24,026  
Capital Projects \$ 35,745 vs \$35,702 \$15,000 must be used for elevator.

Construction Credit Line Balance is \$36,585 vs \$316,585 last year. \$80,000 from Leitz was used to reduce loan balance.

For the two month period ending August 31 income excluding Leitz estate was \$58,507 compared to budget of \$41,581. Income includes \$26,807 that is restricted (Wendy Curtis \$10,107; Media Lab \$5,000 and Youth Program \$11,700)

Spending thru August 31 is \$45,600 vs \$41,794. Spending includes \$4876 for Library Exterior Painting.

Skip would like to see us to take the funds from the Drucker donation and apply it to the construction loan. Additional funds could be taken from other accounts such as the maintenance reserve and capital projects to finish paying off the \$36,000 credit line.

Joe G . moved that we approve Skip's proposal to pay off the \$36,000 credit line as stated above.

VOTE to approve: unanimous

Motion to approve Treasurer's report: with correcting to Spending.

VOTE to approve: unanimous

## **Committee Reports**

### **Personnel – Leanne**

Leanne gave a review of the extensive work done by the Personnel Committee in drafting the job descriptions in order to better serve the needs and services of our library. In reworking the descriptions, there were discussions about the responsibility of overseeing the donor database.

Joe G. moved that we approve the Assistant Director position and create a position of Public Services/Children's Librarian positions.

VOTE to approve: unanimous

### **Building and Grounds –**

There was a discussion of the Friends of the Library building and the need to replace it. Joanna has spent time with the board of the Friends to explain the advantages of considering a new building and how that would be able to provide for year round use. Joanna proposed the idea that a fundraising effort to replace the bookstore might be more attractive to donors than a Phase II of the library.

Exterior repair update: Nicole shared Chuck's report of the update of the building construction project. Total on the project was less than \$20,000 which is several thousand less than we had expected. Tim praised the work that the contractors have done and would like to see a letter sent to thank them for their work.

Joe S. explained that we have a need to provide a limited amount of funds so that Joanna could have access to funds so that repairs can be made quickly when it is necessary to have repairs done on short notice. Joanna should contact Chuck without having to have approval of the entire board.

Joe S. would like to have a smoke detector/carbon monoxide detector placed into the children's section because it is on its own furnace. This area could then be shut off if there is an issue with the furnace.

Joe S. wanted to know if there is an operation and maintenance manual for all the work that has been done when the renovation work was completed. It is important that we have information and manuals to help us make informed decisions.

**Fundraising Committee- Nicole**

Annual fund chair (if needed) for FY18. Joanna and Nicole have had discussions about whether we need to have a chair this year. There will be a meeting of the committee and this will be discussed at that time.

**Board Development Committee- Barb**

Meeting planned – We are still in need of a Treasurer.

**New Business:**

None at this time.

**Old Business:**

Margarete Lietz estate update – final distribution received \$79,281.12

Next Board of Trustees meeting requested date change to Oct 17, 2017

**Next meeting: October 17, 2017**

**Meeting ended at : 7:12 pm**

Respectfully submitted,

Jo Haney

September 12 , 2017