

**Boothbay Harbor Memorial Library  
Board of Trustees - Monthly Meeting Minutes  
October 24, 2017  
Location: 4 Oak Street - Community Room  
Nicole Poulton - Chair**

**Trustees present:** Leanne Pander, Joe Gelarden, Barb and Chuck House, Tim Utley, Nicole Poulton, Pauline Dion, Skip Krehling

**Staff present:** Joanna Breen

**MINUTES:**

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

Minutes of the September 12, 2017 meetings reviewed.

Vote to approve: unanimous

**Director's Report:** Joanna Breen

GoPro camera and Zoom recorder (digital equipment) lending policy were reviewed and discussed. Digital equipment lending policy was based off of our existing Telescope lending policy. Motion to approve and adopt the lending policy was approved.

Leanne requested that the Behavior policy be sent out to the board before we discuss.

Executive director's report approved

**Treasurer's report- Skip**

Balance sheet reflects the three towns appropriation. We would like to reach out to Edgecomb. Maintenance reserve is down, we paid for the granite steps out of it. Construction loan has been paid in full. RM Davis is consolidating the endowment now that the loan has been paid. Electricity bill is consistently higher, perhaps due to the new dehumidifier. Accountant has completed the annual review (990). Due November 15.  
Treasurer's report - approved

**Board Development Committee Report - Barb House**

Committee met and discussed a few candidates for treasurer. One person was contacted to assess potential interest in the position, and they are currently thinking about it. Treasurer is part of the executive committee; someone to provide financial oversight and offer good business management sense; reviewing the investment and the endowment. Leanne Pander suggested a few candidates.

**Buildings and grounds - Chuck House**

Granite steps were reset by Heritage Landscaping, and we are very happy with their work. Grant is going to provide us with estimates for improved water drainage. It was thought that the steps moved because of water seeping into the cracks and freezing. Sealing the steps on an annual basis will be added to our maintenance schedule.

Tim Utley will look into the costs of a temporary toilet for the Used Bookstore.

Still looking for an electrician to take a look at few things, and put in an outlet in the the (former) Tween Room.

Trees need to be pruned by a professional arborist. We need to make sure we still provide enough shade.

**Importance of Multicultural Education: Tim Utley**

Tim reminded us that for seasonal celebrations we should make sure that we are representation the spectrum of celebrations and experiences and fulfil our role as an educational institution and remain non-denominational.

Next board meeting, November 14, 2017.

The Board entered executive session at 6:36 PM

The board voted to confirm that, effective Sunday, October 29th Desiree Scorcia will be promoted to the position of Assistant Director.

Motion to adjourn approved at 6:54PM

Respectfully Submitted,  
Joanna Breen (filling in for Jo Haney, Secretary)  
October 24, 2017