

**Boothbay Harbor Memorial Library  
Board of Trustees – Monthly Meeting Minutes  
July 11, 2017  
Location: 4 Oak Street – Community Room  
Nicole Poulton – Chair**

**Trustees Present:** Nicole Poulton, Joe Gelarden, Jo Haney, Barb House, Chuck House, Skip Krehling,

**Staff Present:** Joanna Breen

**MINUTES:**

President Nicole Poulton called the meeting to order at 5:16 pm

We did not have a quorum so need to wait until the next meeting to approve the minutes

Minutes of the reviewed

Vote: postponed until next meeting

**Executive Director’s Report – Joanna Breen**

Books in Boothbay update. Another successful event was held on July 8. Joanna mentioned a need to clarify some details for the event in the future.

The library float was in the Windjammer’s parade and was also a success.

Summer reading has started. Adults are invited to participate in the 6 word book review.

Joyce Wanger has agreed to be in the library on Fridays in the summer.

Joanna has been accepted into a New England Library symposium being held this August.

Joanna purchased a desktop computer for the Director’s office to be available for the GiftWorks program as needed.

The library is experiencing the usual summer activity. There are a lot more people coming into the library. New library cards have not yet been ordered.

Joe mentioned that he talked with some of the authors at the Books in Boothbay and they were very appreciative of the opportunity to come for this event. Nicole suggested that we might want to think about holding another event next year the night before Books in Boothbay where authors are invited and tickets are sold to the public. Buffet items served.

**Treasurer’s Report/Financial Report**

Total Cash Accounts is \$167,055 vs \$154,380 last year.

Cash & Savings \$ 95,265 vs \$94,633

Maintenance Reserve \$ 36,055 vs \$24,021

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

For the six month period ending June 30 income was \$308,978 compared to budget of \$309,759. Income includes \$26,807 that is restricted (Wendy Curtis \$10,107; Media Lab \$5,000 and Youth Program \$11,700)

Spending thru June 30 is \$307,186 vs \$309,759. Spending includes \$12,000 for the maintenance reserve which is not a cash expense. Also included is major maintenance \$17,480 (Siding, Insulation \$13,780 and Dehumidifier \$3,700)

Total for AF is \$94,535 including the \$35,000 in grants. Goal is \$112,279

The balance for the Endowment Account was \$937,155 on 6/30/17 compared to \$1,101,420 last year. The lower balance results in a reduced withdrawal rate to \$3,495 for the new fiscal year compared to \$3,686 in 2017.

Capital Projects \$35,735 vs \$35,695 \$15,000 must be used for elevator.

Once the estates of Lietz and Drucker are settled we can determine the amount that is needed to pay off the construction loan. Skip suggested that we should pay this off from the endowment fund and anticipates that it would be around \$30,000.

We will vote to approve the report at the next meeting.

Motion to approve Treasurer's report:

VOTE:

### **Committee Reports**

Buildings and Grounds – Chuck

Exterior repair, insulation and roof update. Painter is running behind due to a family issue. The steps are on the schedule for the fall. Chuck is pleased with the cost expended on the project in that we are under the anticipated total.

Chuck brought up the question of who in the community has a key to the library. This led to a discussion about use of the library when the library is closed. This specifically applies to book groups. It was determined that we should meet with the groups and see if they can change their meeting time to a day when the library is open. Joanna will check with the insurance company (J.Edward Knight) to see what the liability issues would be regarding use of the facility when the library is closed.

Fundraising Committee- Nicole

Doree Taylor Funds received for FY18 - \$15,000. Nicole has signed the document that releases the funds to the library and hopefully this will be arriving soon.

Annual fund chair ideas for FY18. Suggestions for possible chairs was discussed with further discussion scheduled for the next trustee meeting.

**Old Business:**

Margarete Lietz estate update – closed on May 18<sup>th</sup>, \$50,00 initial distribution will be received soon and the final distribution will occur after the Lietz estate is settled.

Volunteer appreciation August 8, 2017, Mine Oyster? Nicole will check with Elena to confirm the date and time for this event so that invitations can be emailed.

Next Board of Trustees meeting, September 12, 2017

Motion to adjourn at 6:38 pm Vote: unanimous

Respectfully submitted,

Jo Haney

July 11 , 2017