

**Boothbay Harbor Memorial Library
Board of Trustee Meeting
January 9, 2018**

Trustees Present: Nicole Poulton, Pauline Dion, Joe Gelardin, Jo Haney, Barb House, Chuck House, Leanne Pander, Sharon Pulkkinen, Barbara Scorgia, Joe Scorgia, Tim Utley

Staff Present: Joanna Breen

MINUTES:

President Nicole Poulton called the meeting to order via Skype at 5:03 pm

Minutes of the November 14, 2017 reviewed

Vote: to approve: unanimous

THANK YOU to Elena & Ralph for another wonderful BHML Holiday Party (Dec. 12, 2017)

Director's Report – Joanna Breen

Annual appeal was mailed on December 11. We have received informal feedback and patrons seem to like the format.

Maine Humanities Council programs will be launching in February and running through June. Joanna has decided that pre-registration for these programs is not necessary.

The tween room has been converted to a media room. The great room now has the old feel to it with plenty of table space for patrons to use.

Tables in the computer room are temporary. Joanna would like to wait to see how the room is used before purchasing furniture for this room. There has been no negative feedback about the smaller space.

A new staff person will be joining the library staff. Harolyn Hylton will begin on January 22. She has 20+ years working in libraries. She will be at the next trustee meeting so that we can all meet her.

Joanna has been elected to the Maine Library Advisory Council (MLAC). This new board for libraries to represent libraries in all regions of the state.

Vote to accept report: unanimous

Emergency Policy, Discussion and vote

Joanna stated that while this is a policy to consider, we should remember that any policy is really a work in progress and should be reviewed/updated as needed.

After discussion it was decided that all staff should have emergency services training in CPR and use of the AED. There should be an emergency kit in addition to the first-aid kit.

Leanne had several recommendations for things to consider. It was suggested that the library have a test fire-drill. Leanne suggested making a floor plan with location of fire extinguishers and exits. There was further discussion regarding events that might require

the services of professionals such as plumbers, electricians, etc. For plumbing issues Joanna would contact the Building and Grounds committee. Joanna will make the changes to the emergency policy that were discussed this evening and present the updated version at the next board meeting for a vote.

Behavior policy, Discussion and vote

All policies should have a draft and approved date on them so the most current policy can be identified.

Unattended children policy. Joanna shared her thoughts and concerns about the policy both for unattended children policy and staff children at the library. It has been decided by the board that there will only be ONE policy for all unattended children at the library.

Vote to approve Behavior Policy and includes the Unattended children policy: unanimous

Treasurer's Report/Financial Report

Skip will send an updated report. We are currently behind in our annual appeal. The recent mailing had a good response. Skip plans to complete the books on Wednesday and will send the report to the board.

Committee Reports

Fundraising Committee – Nicole

Doodle poll out for next meeting.

Old Business:

Treasurer, John O'Connell Update. Nicole has tried to call him but has yet to make contact. She will send an email and hopes to speak with him prior to the February meeting with the hopes that he will be able to attend.

Chuck mentioned that there is a floor issue on the main floor that needs to be looked at. He will take care of that.

New Business:

FY19 Budget preparation to begin (in preparation for proposal requests) in late January. Nicole hopes that John will be able to help with this since the first proposal is due the end of March.

Next meeting will be February 13, 2018.

Motion to adjourn at 6:37 pm Vote: unanimous

Respectfully submitted,

Jo Haney

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