

Boothbay Harbor Memorial Library
Board of Trustees – Monthly Meeting Minutes
June 20, 2017
Location: 4 Oak Street – Community Room
Nicole Poulton – Chair

Trustees Present: Pauline Dion, Joe Gelarden, Jo Haney, Barb House, Chuck House, Skip Krehling, Sharon Pulkkinen, Barbara Scorgia, Joe Scorgia, Tim Utley

Staff Present: Joanna Breen

MINUTES:

President Pauline Dion filling in for Nicole called the meeting to order at 5:08

Minutes of the May 9, 2017 meeting reviewed

Vote: unanimous

Director's Report – Joanna Breen

Joanna has attended a number of trainings to help her in her new role as Director. One that was particularly beneficial was her attendance at the Maine Association of Non-Profits Leadership Institute. She will attend the New England Library Association Leadership Symposium in August.

Desiree wrote & received a grant from the Gizmo Garden Fund.

Meg 's hours have increased to 30 hours for the summer to help with library staffing needs.

Collection work is continuing with time to reflect on reorganization and best use of space.

Joanna would like to have the library policies reviewed through the board so they can be added to the website and posted in the library.

Joanna is hoping to pick up the newsletter on Wednesday of this week.

Books in Boothbay (July 8 , 9-1) is moving forward. There are more than 40 authors. Thomas Block has again created a poster for the event.

Move to accept Director's Report: VOTE: unanimous

Treasurer's Report/Financial Report

Total Cash Accounts is \$173,894 vs \$160,427 last year.

Cash & Savings \$98,653 vs \$99,548

Maintenance Reserve \$ 33,052 vs \$21,019

Capital Projects \$ 35,754 vs \$35,691 \$15,000 must be used for elevator

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

For the eleven month period ending May 31 income was \$286,389 compared to budget of \$304,261 (\$17,871). Income budget for the year is \$309,759. Most of the income shortfall is do to the annual fund.

We received a grant for \$11,700 for youth technology programs. Involves purchasing of computers and three D printers.

Spending thru May 31 is \$265,666 vs \$278,914 (\$13,248 under budget). Budgeted spending for the year is \$309,759. All groups are at on under budget except for Building & Grounds which is \$1,000 over because of the siding replacement.

Total for AF as of 6/19/17 is \$90,185 including the \$35,000 in grants. \$2,400 has been received since the reminder letter was sent (6/1/17). Goal is \$112,279.

The balance for the Endowment Account was \$929,363.18 on 5/31/17 compared to \$1,089,923 last year.

The Sale of the Leitz property has taken place and the library will receive about \$70,000.

Skip would like to see the construction balance paid off within the year.

Skip presented the proposed Annual Budget for the next fiscal year.

Motion to approve 2018 budget:

VOTE: unanimous

Motion to approve Treasurer's report:

VOTE: unanimous

Committee Reports

Buildings & Grounds – Chuck

The total for the repairs to the buildings will be about \$17,000 when the work is complete. Chuck has contacted a contractor and repairs to the steps will be done in the fall.

Tim mentioned that we have an ongoing drainage problem. There is a solution to the wetness in the basement and that would be to install a barrier to the walls of the basement.

The parking lot will be striped at the convenience of the town. We may lose a parking space when this is complete.

Tom said that once the painting is complete, the fence is going to look bad. He suggests that we will want to consider replacing this next year.

Skip suggested that we appoint Joanna and Tim to review the parking lot solution.

Personnel Committee: Leanne

The committee met and talked about staffing (both short term and long term goals) Joanna said the staff is currently able to cover the hours that the library is open. If there is not staff available, then the board could fill in if needed. Joanna was encouraged to contact Joyce Wanger to see if she would be interested in a temporary position to help with coverage during the summer. Joyce was in agreement.

Looking to the future, staffing needs may change and we need to look at job descriptions to ensure that all areas of the library are being addressed. One idea is to consider a donor manager.

Joanna suggested that we have a “handy man” that we could call on when little jobs need completion. Joanna has asked the Friends of the Library to make a list of little jobs that should be considered. An immediate need is to repair the steps to the porch at the Friends.

Motion to give Joanna permission to have the steps repaired with a Do Not Exceed amount of \$400.

VOTE: unanimous

Personnel committee will review all the job descriptions by the end of summer to make sure they are up to date.

Moved that we accept the report of the personnel committee

VOTE: unanimous

New Business:

Tuesday, August 8, is the date for volunteer appreciation. Pauline will talk with Elena about hosting this.

Lietz garden. Anything that we do should include both Heinz and Margarete’s names on any plaque that we make.

Joanna received a phone call from a woman who would like to donate \$1000 with a specific request to be used for furniture.

Old Business:

Lietz estate has to wait until the end of July before the final distribution of the estate can be made.

Annual fund letters have gone out and there have been several donations received from this mailing.

Next meeting will be July 11, 2017

Motion to adjourn at 7:01 pm Vote: unanimous

Respectfully submitted,

Jo Haney

June 20, 2017