

**Waterboro Public Library Board of Trustees  
Business Meeting - September 23, 2004**

**Minutes:**

**Present:** Brigit McCallum, Jack Seery, Brenda Pinette, Sherri Johnson,(7:00) Dee Barker.

**Absent:** Tom Cyr

**Secretary's Report - jack moved to approve; Brenda second; approved 4-0**

**Librarian's Report - given by Ruth**

**Treasurer's Report Jack moved to accept; Brenda second; approved 4-0**

**Building Committee Report - given by Jack**

**Friends Report - given by Brigit**

**Old Business:**

**1. Report from Minimum Maine Library Standards ad hoc sub-committee - Sherri and Jack**

The sub-committee reported back. Some of the actions taken by the Board are as follows:

1. The following documents were handed out and the Board agreed to read them prior to voting on them at our next meeting. (  
Library Bill of Rights; Freedom to Read Statement; Freedom to View Statement;  
Access to Electronic Resources; Free Access to Libraries for Minors and the WPL  
policy on the access of minor.
2. We would look into providing a map of the library showing fire exits and improving signage that identifies service areas
3. We desired a written policy for the selection and deselection of library materials. This would include the procedure for handling complaints, questions and comments about materials and a procedure for responding to these concerns.
4. We noted that our 5 year plan includes our being open 40 hours per week starting in July 2005.
5. We need a written policy regarding confidentiality.
6. The Standards recommend a technology plan. We have that in our Strategic plan. Do we need more than that?

7. We need an updated brochure.

## **2. Report from standing sub-committee for library program development efforts - Brigit**

Informally, Brigit has been asking people what they would like to see the library become. She sees this as a way of getting people thinking about library programs and will call a formal meeting in a couple of months.

## **3. Report on timeline of Board tasks required to be done for the remainder of this fiscal year -**

10/25 - we need to submit a capital planning budget

12/23 - Selectmen need to submit the budgets to the finance committee

It is not clear when we need to submit our full budget to the Selectmen. There is a Department Head meeting on 9/29. This might give us a clearer set of dates. It is likely that they will have us do this after the November voting

1/24/05 - money articles for the Town Meeting need to be submitted

## **4. Election of officers**

President: Jack nominated Brigit; Brenda seconded; approved 5-0

Secretary: Brenda nominated Jack; Dee seconded; approved 5-0

Treasurer: Jack moved that we table the election of treasurer until next month. Brenda second. Approved 5-0

## **New Business:**

### **1. a) Create budget following our five-year plan if Tax Cap does not pass**

We thought the Selectmen wanted us to do this. It now appears this will not be required.

### **b) Decide on any capital expense needs for coming year.**

Jack moved that Ruth and Tom could decide this. Brenda second. Approved 5-0

## **2. Create a budget for fiscal 06**

Jack moved that we create a subcommittee to create a budget for fiscal 06, using the 5 yr plan and bring it to the Board at our next meeting. If the town needs that budget prior to that meeting, they will call a special meeting of the Board. Dee second. Approved 5-0

Jack moved that the subcommittee be Ruth, Tom and Dee. Sherri second. Approved 5-0

## **3. Review and approve draft donations policy and donations receipt form - Ruth**

Ruth handed out the present policy. She asked that we review it and discuss it at our next meeting.

**4. Brainstorm solutions to Wednesday evening staffing needs - no one available currently to cover for call-outs.**

The Board encouraged Ruth to advertise the need to have extra staff to fill in when the regulars can not work for whatever reason.

The Board also suggested that Ruth talk to other librarians about this problem. If they are having similar problems, could they work together to develop a group of "on-call: substitutes.

**Books to soldiers**

Sherri suggested that we look into ways of sending books to soldiers. The Board encouraged her to look into what that would involve.

**Jack moved to adjourn. Brenda seconded. Approved 5-0**