

**WPL Board Meeting
October 27, 2003**

The monthly meeting was called to order at 6:35 p.m. by Tom Cyr.

Members present:

Brenda Pinette, Tom Cyr, Sandra Jorgensen, Wendy Carter, Craig Tripp.

Minutes

First Motion by Sandy Jorgensen, Second Craig Tripp

Accepted unanimously

Librarian's report

Treasurer's Report

Had been emailed for review.

Billing will be changed according to town policy. Purchase order is needed for all purchases. Order forms may be obtained from Nancy Brandt at the Town Hall.

Motion to have CD renewed at the Biddeford Savings, to roll over CD at a higher interest rate but term not to exceed two years. Also to close out account with \$1100, which will go to the town of Waterboro Additional library money, interest from Down's account will also go to the town but will be restricted for classic books.

Another \$150 will be designated for the Building Fund.

Motion to accept First Tom Cyr, Second Wendy Carter

Report accepted unanimously

Friends Report:

Next meeting scheduled for Thursday November 30, 2003 at the Town Hall.

Old Business

1.) Current Building, maintenance vs. restoration

* Front door is fixed.

* Front steps- Sandy Jorgensen unable to fix the steps. Wendy Carter will check at Town Hall to find out who is responsible for completing the job. Liability is the issues

* Handrail on the Handicap ramp is wobbly and needs to be fixed.

2.) Board Members Expectations subcommittee report. Revised

Motion to accept First Sandy Jorgensen Second Wendy Carter. Voted unanimously.

3.) Snow Day Closing Policy- Reviewed, discussed and modified

Motion to accept policy as modified First Brenda Pinette Second Sandy Jorgensen

Voted unanimously.

4.) Personnel Policy tasks:

a.) Subcommittee for Personnel Evaluation

Sandy Jorgenson, Craig Tripp, and Wendy Carter

b.) Subcommittee to adjust By-Laws

Brigit McCallum and Brenda Pinette

Article III Officers: Motion to change President to Chair and Vice President to Vice Chair. First Sandy Jorgensen Second Wendy Carter Defeated 2 to 3.

Article IV Meetings. Minimum of 10 times a year to stay in compliance with the Library Board of Trustee Job Description.

Article VI Powers and Procedures of the Board

- 1.) The Trustees will be citizens of the Town.
- 2.) The Trustees will collaborate with members of the Town of Waterboro and the Hiring Panel in the selection of competent and sufficient staff.
- 3.) The Trustees shall over see the routine administration and operation of the Library.
- 4.) The Trustees will be responsible for policy planning and prioritizing.
- 5.) The Trustees shall have the power to elect officers.
- 6.) The Trustees shall have the power to fund raise for the purpose of the growth and development of the library.

Article VII Amendments

1.) The Bylaws may be amended by simple majority vote, subject to approval by the Board of Selectmen.

Accepted as amended First Wendy Carter Second Craig Tripp

Voted Unanimously

5.) Visioning Committee Report

Wendy Carter presented article on the Visioning Forum held on October 20, 2003.

New Business:

Tom Cyr discussed a battery back-up for the Librarian's computers. Two systems would be needed for the computers. The cost is \$75 each for a total of \$150.

Meeting adjourned at 8:00 P.M. First Motion Tom Cyr Second Motion Wendy Carter.

Voted unanimously.

Next Meeting:

Monday November 17, 2003, 6:30 P.M.

Submitted by Brenda Pinette, Secretary