

**WPL Board Meeting
November 17, 2003**

The monthly meeting was called to order at 6:35 p.m. by President, Brigit McCallum.

Members present:

Brenda Pinette, Tom Cyr, Sandra Jorgensen, Jack Seery, Elaine Pellerin and Ruth Blake

Minutes

First Motion by Tom Cyr, Second Elaine Pellerin

Accepted unanimously

Librarian's report

Had been emailed to all members...

Motion to accept First Brenda Pinette Second Jack Seery

Report accepted unanimously.

Treasurer's Report

Had been emailed for review.

Motion to accept First Jack Seery Second Tom Cyr

Decision to review report prior to meeting and forward all questions to Craig Tripp.

Report accepted unanimously

Friends Report:

The Friends and the Board of Trustees will share a table at the Holiday Fair, Saturday December 13, 2003. All who become members of the Friends will receive a token gift. Elaine Pellerin suggested all new members of the Friends of the WPL will have their name printed in the Waterboro paper.

Old Business

1.) Current Building, maintenance reports

A.) Front steps- recommendation that board not get involved. Librarian will obtain help to fix steps. A routine periodic memo will be sent to Nancy Brandt on a monthly basis on building concerns. Ruth will also document in her monthly report what repairs have been done and what repairs need to be done. Motion: Library building is owned by the Town of Waterboro and therefore all major repairs/projects need to be completed by the Town. The librarian can hire out minor maintenance to handyman to complete the work.

Passed Unanimously

B.) New furnace boiler- to be voted on by selectmen on 11/18/03

C.) Furnace- failure alert system wait until next month for the Selectmen's meeting and put on agenda.

D.) Ramp- handrail- Ruth will ask handyman to fix.

2.) Reports to be sent to the Selectmen

A.) Board Members Job Description to be sent to Pam

B.) Board By-Laws to be sent to Pam

- C.) Snow Day Policy Tom Cyr will send to Pam
- D.) Personnel Subcommittee names-
Wendy Carter, Craig Tripp, Sandy Jorgensen
- 3.) Visioning Committee update:
Results of the Library Visioning Session on October 20, 2003
New financial planning committee update.
Next meeting Date: Monday November 24.

New Business:

- 1.) Waterboro Elementary Holiday Fair Table
Saturday December 13, 2003, from 10 a.m. to 2 pm.
The Board of Trustees will have a table with information and education about the WPL. The Friend will have raffles and a membership drive. Cindy Gilmore will raffle a back and white photo, Brigit McCallum will donate a doll and any other raffles are welcome.
- 2.) Christmas Open House is scheduled for Saturday December 6, 2003 9 a.m. to 2 p.m. Pictures with Santa. Please let Ruth know if you donate a baked good.
- 3.) Ad with our Thanksgiving and Christmas closed hours will be in the Smart Shopper and Waterboro papers.
- 4.) Gifts for Volunteers- there are three volunteers. They will receive a \$10 gift certificate and their names will be placed on a plaque in the library and an announcement will be in the Waterboro paper.
- 5.) Wording of article(s) for next year's Town Meeting Warrant- Tom Cyr will write and email to all members for review.
- 6.) Letter to the Selectmen about the current fine, donation and book replacement monies- Craig Tripp will draft letter to Nancy Brandt to clarify the proper accounting procedure so the library can keep these revenue as part of the library's funds.
- 7.) Membership:
Linda and Joe Fortunato have resigned. Elaine Pellerin is a new member. There is one opening on the Board.

Meeting adjourned at 8:30 P.M. First Motion Tom Cyr Second Motion Brenda Pinette.
Voted unanimously.

Next Meeting:

Tuesday December 15, 2003, 6:30 P.M.

Submitted by Brenda Pinette, Secretary