

## **Library Trustees Minutes 05/27/04**

Meeting called to order by Brigit McCallum, President

**Members present:** Brigit McCallum, Brenda Pinette, Tom Cyr, Jack Seery.  
Absent: Sandra Jorgensen and Craig Tripp  
Wendy Carter has resigned from the Board

### **Minutes of April 22, 2004**

Motion to accept by Tom. Seconded by Jack. Action: approved unanimously

### **Librarian's Report**

Motion to accept by Brenda. Seconded by Brigit. Action: approved unanimously

### **Treasurer's Report**

Motion to table by Tom seconded by Brenda

Action: approved unanimously. The Board needs further clarification of budget report and the presence of the Treasurer and Librarian in order to make decisions regarding the appropriate ways to spend the remaining funds before the end of the fiscal year.

### **Friend's Report**

Brigit reported that the Friends are in a process of reorganization

### **Old Business:**

#### **1. Decide whether and how to have a presence at Old Home Days.**

Tom moved that we not have a presence at Old Home Days. Second Brenda.  
Approved unanimously

### **New Business:**

#### **1. Determine meeting schedule and Board member attendance for summer months.**

Motion: Tom - We move the regular meeting of June 2004 to as early in the month as possible in order to review the end of the year finances. Second: Brenda

Action: Approved unanimously. Brigit will check with Ruth and absent Board member regarding the available dates. Suggested dates: June 9, 10, 14, 15

#### **2. Review WPL policy and procedures regarding the allocation of revenues generated**

Motion: Tom - That we table this discussion until the June meeting. Second: Brigit

Action: Approved unanimously

**3. Determine the Board's wishes regarding the overall relationship and ongoing reporting requirements expected of the Building Committee. Create a memo to the Building Committee outlining these wishes**

Motion: Jack - the Board's representative to the Building Committee will make a report to the Board at each monthly meeting. Second: Brenda. Action: Approved unanimously.

**4. Develop an activities publication plan for the summer months to maintain the library's visibility in the community.**

Discussion but no formal action: We will put an article or ad in newspaper regarding new hours, possibly create a banner with new hours. We will develop a series of articles that explain in depth various aspects of the Strategic Plan and publish them in Waterboro Reporter. We may use them in some other form as well. The goal is to educate the town about the Libraries; vision for the future. Tom will edit and write a piece on technology; Brigit will do one on life long learning, we will ask Ruth to do one on children's program. Other board members are encouraged to look at the Strategic Plan and write other pieces if they desire.

**5. Create a standing subcommittee to plan Library program development efforts.**

Motion: Tom - We create a standing sub-committee of three or more members, including a Board member and other patrons to work with the library staff on program development.

Second: Brigit Action: approved

**6. Create an ad hoc sub-committee to review the MinimumMaine Public Library Standards and recommend actions the present Library can/must implement to move toward compliance**

Motion: Tom - Table this until September; Second Brigit Action: approved unanimously

**7. Review Waterboro Public Library Internet Policy and change if necessary in light of CIPA Law (Children's Internet Protection Act) going into effect in June**

Action: Since the Library does not receive E-rate funds, the law does not apply.

**8. Motion to adjourn, Brigit**

Second: Tom

Action: approved unanimously

Next Meeting - Early June. Date to be determined.