

**Waterboro Public Library Board of Trustees
June 14 2004**

Minutes:

Present: Jack Seery, Tom Cyr, Brenda Pinette, Craig Tripp (and Ruth Blake, Librarian)

Absent: Brigit McCallum and Sandy Jorgensen

Meeting was scheduled early so the trustees could examine the budget prior to the end of the fiscal year

Meeting was called to order by Jack Seery, secretary.

Motion by Brenda that Tom Cyr chair the meeting. Second by Jack.
Approved 4-0

Old Business:

1. Examine current library budget balances and determine spending to be done before the end of the fiscal year.

Board discussed the budget. Craig had talked with Sue Ellen and Ruth to determine how much was left in our accounts after June expenses were paid. We realized that we had spent all of our budget.

Brenda: Motion- All revenues received from fines, book replacements and donations be used to purchase new books. Second Jack Approved 4-0

Jack: Motion - The Board requests that the treasurer ask Sue Ellen, town treasurer, to apply amounts to correct accounting categories. Second- Craig. Approved 4-0

2. Decide how and when to meet as a Board in July.

Jack: motion to skip the July meeting. Second - Brenda. Approved 4-0

New Business:

1. Clarify hours and staffing for the newly increased library schedule.

Jack Motion: The Waterboro Public Library will start its new 35 hour per week schedule on July 1,2004. Second: Brenda Approved 4-0

Jack Motion: the Wednesday evening hours will begin when adequate staffing has been hired. Second Brenda. Approved 4-0 **

Issue of holiday time was raised, given our new schedule. Tom and Ruth will work on this.

Move to adjourn Brenda. Second Jack Passes 4-0

** I am attaching the Hours and Staffing document. This not part of the meeting minutes but will be useful for Trustees to have.

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Submitted by Jack Seery