

**Waterboro Public Library Board of Trustees
Meeting - August 26, 2004 Minutes submitted by Jack Seery**

Present: Sherri Johnson, Dee Barker, Brigit McCallum, Jack Seery, Tom Cyr, Brenda Pinette, and Librarian, Ruth Blake

Craig Tripp our recently resigned Treasurer gave a summary of the work of the Treasurer and explained his resignation.

Secretary's Report:

Tom moved that we accept the minutes from May and June. Second Brenda.

Approved 6-0

Librarian's Report given

Ruth informed us that we needed to create three budgets: 1. For the remainder of this fiscal year if the tax cap passes; 2. Budget for fiscal 2005 if the tax cap passes; 3. Budget for fiscal 2005 if the tax cap does not pass

Treasurer's Report - none presented

Building Committee Report - presented

Friends Report - presented

Introductions:

Each Board member shared his/her interests regarding their involvement with the library

Old Business:

1. 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.

The Board acknowledged that it had already requested a monthly report and the Selectmen had determined that any recommendation from the Building Committee had to be approved by the Library Trustees. In addition, Jack moved that the Chair of the Building Committee would add the Library Trustees to the e-mail list of the Building Committee. Second Brenda. Approved 6-0

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

We did not have a formal vote here. However, the board discussed the value of educating the public on the work of the library and its vision for the future. Members were encouraged to write articles for the Waterboro Reporter around aspects the library's work.

3. Create a standing sub-committee to plan library program development efforts.

Tom moved that the Trustees create a subcommittee for adult program development and that the Trustees appointment Brigit as Chair of that subcommittee. Second Dee. Approved 6-0

4. Create an ad hoc sub-committee to review the Minimum Maine Library Standards and recommend actions the present library can/must implement to move toward compliance.

Dee moved that the Trustees create a subcommittee to review the minimum Maine Public Library Standards and recommend actions to be taken to move the library closer to compliance. Brenda Second. Approved 6-0

Jack moved that Dee, Sherri and himself form that subcommittee. Brenda second. Approved 6-0

New Business:

1. Create a timeline of Board tasks required to be done for the remainder of this fiscal year (Board election of officers in September, budget, alternative budget if Palesky passes, articles for town warrant, and other deadlines).

We know we need to elect officers in September and budgets will be due in October. In addition, Ruth will obtain from the Town Administrator a list of dates for meeting town requirement

2. Other

Mr. Perkins requested to use the library parking lot to hold a bake sale to raise money for a skate board rink. Tom moved that Mr. Perkins be allowed to use the parking lot pending approval of the Town Administrator. Second Jack. Approved 6-0

Brigit suggested that, as part of the Library's Adult programming, we encourage voter registration. Tom moved that the Library encourage voter registration and the use of absentee ballots through educational materials and other activities. Second Jack Approved 6-0

Our next meeting is September 23rd at the library

The Board is reminded that the Building committee will meet on September 20th at the library. At that time, the person who organized the fundraising for the Baldwin library will share how they did it.

The Building Committee is also trying to schedule a workshop with the Selectmen and representatives from HUD regarding accessing HUD grants.