

**Waterboro Public Library Board of Trustees
Business Meeting Minutes– October 28, 2004**

Present: Brigit McCallum, Jack Seery, Tom Cyr, Brenda Pinette, Sheryl Johnson.

Absent: Dee Barker

Secretary's Report - Moved to accept, Brenda; Second Jack. Approved 4-0

Treasurer's Report no report made

Librarian's Report - Ruth - given

Building Committee Report - Jack - given

Friends Report – Brigit - given

Old Business:

1. Election of treasurer

Jack moved that we elect Tom Cyr Treasurer. Sherri seconded.

Approved 5-0

2. Create and approve library budget for fiscal year '06

The work sheets as developed by Tom, Ruth and Dee were discussed.

Tom moved that we approve the budget for fiscal 06. Second by Jack

Approved 5-0. Tom will send a copy of the budget.

Capital expense plan for FY 06 (included in the budget)

This plan had to be in the Town office by 10/25/04. Therefore, Tom, Ruth and Dee developed and submitted it prior to our meeting. It included 1. Spectrum Webconnect software and related hardware and Internet services. (this will allow people to access our catalogue from their homes) and 2. table and chairs for the library meeting room.

The Board discussed purchasing Website maintenance and updating services. This is related to the WebConnect purchase as significant website modifications will be required. Ruth has mentioned Molly's willingness to pass the torch so to speak on most of the maintenance work, with the exception of the blog.

Motion by Tom: That we create an ad-hoc subcommittee of Ruth, Brigit and Tom for the purpose of reviewing the issue of maintaining and development of the WPL website.

Second Brigit Approved 5-0

Discuss and decide how much to insert into the budget for programming.

In this discussion, we decided to separate advertising from programming and create a separate line item for advertising. We also decided to budget

\$400 for children's programming and another \$400 for adult programming.

3. Report from standing sub-committee for library program development efforts – Brigit and Dee

Brigit reported that the committee will hold a public meeting of anyone interested the developing the adult program for the library. It will be held of Wednesday evening, 11/17 at the library. Brigit will advertise.

2. Minimum standards – Approve policies described in Minimum Standards:
 - Library Bill of Rights;
 - Freedom to Read Statement
 - Freedom to View Statement
 - Access to Electronic Resources
 - Free Access to Libraries for Minors
 - WPL policy on the access for minors.

Sherri had concerns about some of the content of these documents and others had concerns about the incoherence of the documents when taken as a whole. Jack offered to attempt to write a coherent document that WPL can use as its policy statement.

3. Review and approve draft donations policy and donations receipt form We gave Ruth a suggest statement that she can use to explain to patrons who donate material that the library reserves the right to decide whether or not they go into the collection and provide the patron with a list of their donations for tax purposes without putting a dollar value on the donation. Motion: Sherri to accept the revised form; second by Tom; approved 5-0

4. Wednesday evening staffing needs report - Ruth
Problem is resolved for next couple of months

New Business:

1. Thanksgiving - Since the town closes at 5:00 it is ok for the library to close at 5:00
2. Motion: Jack - We will not meet on the 4th Thursday of November or December but will have one meeting of December 9th at 6:30 in the library.
Second Brigit; Approved 5-

Meeting adjourned

Submitted by Jack Seery