

**WASHBURN MEMORIAL LIBRARY**

**BOARD OF TRUSTEES**

**DECEMBER 12, 2019, MEETING NOTES**

Present were: Rita Kingsbury, Londa Brown, Laurie Blackstone, Christina Maynard, Gary Cole, Heidi Silver, Beverly Turner, Donna Turner--Town Manager, and Lois Walton--Librarian.

Chairperson, Rita Kingsbury, called the meeting to order at 4:55 p.m.

Secretary's Report: Bev read the minutes from the November 7, 2019, meeting. Londa made a motion to accept the minutes as presented. Christina seconded the motion; so voted.

Financial Report: The financials were reviewed through November 30, 2019, and things are looking okay overall. We should be at 83.33 percent or less at this point. The library allowance line is blown as of today. Bev made a motion to accept the financial reports as presented. Laurie seconded the motion; so voted.

Librarian's Report: The librarian's report regarding patrons, circulation, and computer usage was reviewed. Scouts have now moved from Friday to Thursday, Saturday craft time held on Thanksgiving weekend was a success, and the knitting club is going well.

Old Business:

- A. Ye Olde Book Shoppe has been doing a little business since being open just during library hours. Everything has been reorganized and alphabetized.
- B. Jeremiah McIntosh was present to give us an update on the 501c3 status. Everything has been filed and paid for. He is now waiting for the IRS approval which could take a few days to a month. We have been registered as a non-profit organization called the Washburn Memorial Library Foundation. Jeremiah has filed for an EIN. We must maintain the corporation and the 501c3 status, which he will help us with. We

now need to be a 501c3 in order to apply for the King grant. Also, once this status is approved, individuals who make donations will be able to claim these as tax deductions. Donations mean that you get nothing in return.

- C. The next King grant applications can be submitted at the end of December and at the end of June. Londa has things lined up so that we can submit the application in December if the 501c3 paperwork comes through in time.
- D. The books which have been weeded out need to be moved from the basement of the library to the Salmon Brook Historical Society for storage for the winter. Rita will talk to Don Hanson at the high school to see if he and some of his students can help with this.
- E. As discussed in past meetings, some furniture will need to be moved in order to set up the new Children's Section. We will wait to do this until after the boxes of weeded books have been moved.
- F. Chapter 3, "The Trustee Job Description", was reviewed in detail. Specific items mentioned were meeting notices, attendance at the budget committee meeting and town meeting, policies, children's activities are better attended than others, diversity in the library, and a long range plan. It appears that we are not in bad shape, but may want to look at some of these items as we move forward.

#### New Business:

Rita has spoken with Erica McCrum who is the individual who works with grants for the Maine Community Foundation. We will try to meet with her in January.

We reviewed the By-Laws not too long ago, so we will table this for now.

Lois mentioned that as of January 14, 2020, Windows 7 will no longer be supported. We need to do something about this.

Bev mentioned that there appears to be no gate for the top of the stairs. This is a hazard when children are upstairs, especially young ones under age 3 after Story Time. Lois will order a gate, as this could be a big liability.

Gary will be leaving for Florida, so this will be his last meeting until April of 2020.

The next meeting will be held on Thursday, January 16, 2020, at 5:00 p.m.

At 6:15 p.m. Bev made a motion to adjourn the meeting. Christina seconded the motion; so voted.

Respectfully submitted,

A handwritten signature in blue ink that reads "Beverly Turner". The signature is written in a cursive style with a large, stylized initial 'B'.

Beverly Turner, Secretary

**Washburn Memorial Library  
Library Board Agenda  
December 12, 2019**

- ✓ Secretary's Report
- ✓ Treasurer's Report
- ✓ Librarian's Report

**Old Business:**

- Report of Ye Olde Book Shoppe activity since our last meeting
- Update our 501c3 status
- Update on grant writing steps towards a new Children's Section. A reminder that Steven King grants may be submitted at the end of the year and in June
- Movement of boxed books to SBHS Museum
- Furniture changes? If and when?
- Address Chapter 3, "The Trustee Job Description"

**New Business:**

- Should we pursue Maine Community Foundation for grant money?
- Should we review our by-laws at this time?
  
- Date of the next meeting

**Current Board Members**

**Appointed Annually:**

Perham Bev Turner  
Wade Heidi Silver

**Appointed for 3-yr terms by Washburn Town Council:**

Expiring 2020	Laurie Blackstone Christina Maynard
Expiring 2021	Rita Kingsbury Charlotte Griffin
Expiring 2022	Gary Cole Londa Brown

**WASHBURN MEMORIAL LIBRARY**

**BOARD OF TRUSTEES**

**NOVEMBER 7, 2019, MEETING NOTES**

Present were: Rita Kingsbury, Londa Brown, Laurie Blackstone, Charlotte Griffin, Gary Cole, Beverly Turner, Donna Turner--Town Manager, and Lois Walton--Librarian.

Chairperson, Rita Kingsbury, called the meeting to order at 5:00 p.m.

Secretary's Report: Bev read the minutes from the October 3, 2019, meeting. Charlotte made a motion to accept the minutes as presented. Gary seconded the motion; so voted.

Financial Report: The financials were reviewed through October 31, 2019, and things are looking okay overall. We should be at 75 percent or less at this point. The maintenance line is over because of the LED lights and the heat pump, but money from the Maine Community Foundation will be put back there as voted on at an earlier meeting. Bev made a motion to accept the financial reports as presented. Charlotte seconded the motion; so voted.

Librarian's Report: The librarian's report regarding patrons, circulation, and computer usage was reviewed. Seven children attended Story Time this week. The knitting club is going well.

Old Business:

- A. As discussed at prior meetings, the family of Eugene Brown, Sr. donated a bench for the front of the library. It appears that an official vote was never taken to accept this gift. Laurie made a motion to accept the gift of the bench from the Brown family. Bev seconded the motion; so voted—unanimously.
- B. We have been asking by way of social media what would be good for people as far as library hours are concerned. A lot of responses have been received in favor of having Saturday hours. They would also like to see children's activities offered on Saturdays. This would be a good

opportunity for NHS students to volunteer their time. We will try to set up a new schedule with about the same number of open library hours, but we will need to be closed on Sunday and Monday so that Lois can have a 2-day weekend. Bev made a motion that the library be open the following hours beginning on November 12, 2019: Tuesdays from 1:00 to 7:00 p.m.; Wednesdays, Thursdays, and Fridays from 10:00 a.m. to 4:30 p.m.; Saturdays from 9:00 a.m. to noon; and closed on Sundays and Mondays. Laurie seconded the motion; so voted. Rita volunteered to cover the Saturday hours of Thanksgiving weekend, as Lois has already made plans to be away.

- C. For some time we have been considering hours for Ye Olde Book Shoppe. It was determined that for now we will have it open during library hours.
- D. The requirements for the Stephen King grants have changed, and we must now have 501c3 status in order to apply. Grant applications are now available with due dates in December and June. Rita has tried to contact Jeremiah McIntosh several times about this but has gotten no response. Donna contacted Jeremiah by phone during the meeting and found out that stage 1 of the process is completed, Rita needs to sign some documents, we need to get an EIN, and then a short form can be filled and we should be all set. Rita will follow up with this.
- E. Rita and Londa have prepared a list of things that will need to be done for the new children's center downstairs in the library. The list was reviewed and discussed in detail.
- F. The book club has not been well attended recently, and maybe we should consider a redesign for this group. After some discussion, it was determined that we will let this go for now.
- G. Items 7 and 8 of the agenda (A4TD and Trustee Job Description) were tabled until later because of time constraints.

**New Business:**

The next meeting will be held on Thursday, December 12, 2019, at 5:00 p.m.

At 6:15 p.m. Bev made a motion to adjourn the meeting. Charlotte seconded the motion; so voted.

Respectfully submitted,

Beverly Turner, Secretary

**Expense Summary Report**  
Department(s): 70  
November

83.33%  
or  
Less

Account	Budget Net	- C U R R M O N T H -		YTD Net	Unexpended Balance	Percent Spent
		Debits	Credits			
<b>70 - Library</b>	<b>51,581.00</b>	<b>3,864.28</b>	<b>500.00</b>	<b>46,724.62</b>	<b>4,856.38</b>	<b>90.58</b>
<b>01 - Salary</b>	<b>38,626.00</b>	<b>2,930.78</b>	<b>0.00</b>	<b>31,217.31</b>	<b>7,408.69</b>	<b>80.82</b>
16 - Librarian	21,500.00	1,652.40	0.00	17,598.06	3,901.94	81.85
17 - Asst. Lib.	2,000.00	66.00	0.00	1,193.50	806.50	59.68
90 - Health	13,150.00	1,085.97	0.00	10,859.70	2,290.30	82.58
92 - Medi	350.00	23.96	0.00	266.82	83.18	76.23
93 - SS	1,475.00	102.45	0.00	1,140.87	334.13	77.35
94 - Unemp.	42.00	0.00	0.00	42.00	0.00	100.00
95 - Work. Comp.	109.00	0.00	0.00	116.36	-7.36	106.75 ✓
<b>02 - Utilities</b>	<b>4,275.00</b>	<b>338.92</b>	<b>0.00</b>	<b>3,056.09</b>	<b>1,218.91</b>	<b>71.49</b>
01 - Electric	1,000.00	77.93	0.00	922.56	77.44	92.26 -
02 - Heat	2,500.00	134.61	0.00	1,501.63	998.37	60.07 -
05 - Water/Sewer	775.00	126.38	0.00	631.90	143.10	81.54 -
<b>03 - Comm.</b>	<b>380.00</b>	<b>32.48</b>	<b>0.00</b>	<b>335.51</b>	<b>44.49</b>	<b>88.29</b>
03 - Telephone	380.00	32.48	0.00	335.51	44.49	88.29
<b>04 - Maintenance</b>	<b>725.00</b>	<b>17.50</b>	<b>500.00</b>	<b>5,713.53</b>	<b>-4,988.53</b>	<b>788.07</b> * OKay
01 - General	500.00	0.00	500.00	5,556.03	-5,056.03	999.99
07 - Garbage	225.00	17.50	0.00	157.50	67.50	70.00
<b>05 - Supplies</b>	<b>550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>363.26</b>	<b>186.74</b>	<b>66.05</b>
01 - General	100.00	0.00	0.00	51.11	48.89	51.11
02 - Office	200.00	0.00	0.00	28.74	171.26	14.37
05 - Library Sup.	250.00	0.00	0.00	283.41	-33.41	113.36
<b>08 - Admin. Costs</b>	<b>6,725.00</b>	<b>544.60</b>	<b>0.00</b>	<b>5,794.17</b>	<b>930.83</b>	<b>86.16</b>
02 - Dues/Subs.	500.00	0.00	0.00	250.00	250.00	50.00
04 - Postage	75.00	0.00	0.00	0.00	75.00	0.00
05 - Training	100.00	0.00	0.00	0.00	100.00	0.00
09 - Lib.Allow.	4,350.00	544.60	0.00	3,854.17	495.83	88.60
14 - Tech. Sup.	1,700.00	0.00	0.00	1,690.00	10.00	99.41
<b>99 - Misc.</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>244.75</b>	<b>55.25</b>	<b>81.58</b>
03 - Events/Activ	300.00	0.00	0.00	244.75	55.25	81.58
<b>Final Totals</b>	<b>51,581.00</b>	<b>3,864.28</b>	<b>500.00</b>	<b>46,724.62</b>	<b>4,856.38</b>	<b>90.58</b>

\* Requested Funds from Maine Community Foundation - \$5334.00

## Washburn Memorial Library Memorials 2019

In memory of **Joyce Fox** Birds and Blooms Magazine given by Rita Kingsbury.

In memory of **Jessie and Jeremy Fox** Tacky and the Emperor by Helen Lester, I Will Never Not Ever Eat a Tomato by Lauren Child and Beware of the Storybook Wolves by Lauren Child given by Rita Kingsbury.

In memory of **Dana McHatten** The Week-by-Week Vegetable Gardener's Handbook: Make the Most of Your Growing Season by Jennifer Kujawski and Preserving Summer's Bounty by Rodale Food Center given by Ellsworth and Dolores Woodman.

In memory of **Fred Clayton** The Power of Habit: Why We Do What We Do in Life and Business by Charles Duhigg given by Ellsworth and Dolores Woodman.

In memory of **Mrs. Frederick (Lila) Martin** Proof of Guilt, A Fine Summer's Day, A Question of Honor and A Pattern of Lies by Charles Todd given by Harold Marr.

In memory of **Bruce Turner** Car and Driver Magazine given by Burrells Luce.

In memory of **Gwen and Gary McBurnie** gift to the memorial fund from Jeremy McBurnie.

In memory of **Eric Thibodeau** The Invisible String by Patrice Karst, I Miss You: A First Look at Death by Pat Thomas and When I'm With Jesus: For any Child with a Loved One in Heaven by Kimberly Rae given by Jackie O'Clair

In memory of **Eugene B. Brown Sr.**, a garden bench, given by Kay Brown, Gene & Londa Brown, Vicki & Deryle Sponberg, Cheryl & Winston Shenkle, Joanne & David Lavway, and Brenda Turner.

In memory of **Nada Theriault** Return to Moose River by Earl Brechlin given by Gene and Londa Brown.

In honor of **Courtney Howe** Hector and Hummingbird by Nicholas John Frith given by Lois Walton.

In memory of **Elizabeth Sines** Lifesize by Sophy Henn given by Sarah and Isaac Sines.

In memory of **Ellen Tarr**, Tales from a Not So Fabulous Life, Tales from a Not So Talented Pop Star, Tales from a Not So Graceful Ice Princess, Tales from a Not So Smart Know It All, Tales from a Not So Happy Heart Breaker, Tales from a Not So Glam TV Star, Tales from a Not So Happily Ever After, Tales from a Not So Dorky Drama Queen, Tales From a Not So Friendly Frenemy, and Tales from a Not So Happy Birthday by Rachel Renee Russell given by David and Nancy Tarr.

In memory of **Graydon "Buck" Buckingham**, monetary gift to the memorial fund from Kimberly and Shawn Cote and James R. Conant.

In memory of **Dale Rossignol** given by Falicia Rossignol :

The Complete Red Green Series 15 seasons

The Three Stooges Collection- Curly Classics, Spook Louder, All the World's a Stooge



The Three Stooges Collection 2- Three Smart Saps, Cops and Robbers, G.I. Stooze  
Married with Children Seasons 1- 11  
Buck  
The Greater Glory  
The Animal,  
The Road Fury Collection- Population Z, Cyber Vengeance, Steel Frontier, Defcon 2012, Delirium  
Walk the Line  
Return to Lonesome Dove  
Airbud Spikes Back, Airbud Seventh Inning Stretch  
Duck Dynasty Season One  
Duck Dynasty Season Two  
Guns- The Evolution of Fire Arms  
Fantasy and Action 6 movies- Beastmaster, Beowulf, Dragon Quest, Midnight Chronicles, Merlin &  
the War of the Dragons, Warriors of Virtue  
10 Action Movies\_  
Treasure Raiders, Fast Track, Hellbinders, Universal Squadrons, Distortion, Recon, Payback, This  
Thing of Ours, Good Girl Bad Girl, Mad Bad  
Fantasy Collection- Merlin the Return, the Sorcerer's Apprentice, Merlin's Apprentice, The Magic  
Sword  
Fantasy Pack- Merlin & The War of the Dragons, King Arthur- the Young Warlord, the Excalibur Kid,  
Sword of Lancelot  
Law Abiding Citizen  
Tom Clancy's Netforce, Terminal Countdown, Crash Dive, Hangmen, Code Name Dancer, The  
President's Plane is Missing, Infinite Justice, My little Assassin, A Perfect Get Away  
Rescue Adventures Collection- The Legend of Cougar Canyon, George!, Night of the Wolf, Poco:  
Little Dog Lost, Toby McTeague  
Western Collection- Santana Killed Them All, Holy Water Joe, Buffalo Bill, Dig Your Grave: Santana  
is Coming, After Harvest  
4 Family Classics- Lost in the Barrens, Rugged Gold, Pony Express Rider, Baker's Hawk  
The Net  
Touched

In memory of **Timothy Humphrey**, Surrender, New York, Killing Time and The Italian Secretary by  
Caleb Carr given by Jane Humphrey.

**Circulation Statistics By Item Report Class : 11/01/2019 to 11/30/2019**

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	2	2	1	0	0
100 - 199	0	0	0	0	0
200 - 299	1	0	0	0	0
300 - 399	0	0	2	0	0
400 - 499	0	0	0	0	0
500 - 599	1	0	1	0	0
600 - 699	2	3	1	0	0
700 - 799	0	0	2	0	0
800 - 899	0	1	1	0	0
900 - 999	0	4	2	0	0
Audio Book	2	0	0	0	0
Biography	0	0	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	41	43	11	0	0
eBook	0	0	0	0	0
Fiction	38	35	10	0	0
J Audio Books	1	1	0	0	0
J Biography	0	0	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	20	23	1	0	0
J Non-Fiction	15	20	2	0	0
Kit	0	0	0	0	0
Magazine	2	6	1	0	0
Reference	0	0	0	0	0
Undefined	0	0	0	0	0
Video	3	6	0	0	0
Total	128	144	35	0	0

**Circulation Statistics By Patron Report Class : 11/01/2019 to 11/30/2019**

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	26	24	1	0
Non-Resident Juvenile	4	6	0	0
Resident Adult	45	55	27	0
Resident Juvenile	48	58	7	0
Staff	2	0	0	0
Teacher	3	1	0	0
Total	128	144	35	0

June 2019	P	R	C	July 2019	P	R	C	Aug 2019	P	R	C	Sept 2019	P	R	C	Oct 2019	P	R	C	Nov 2019	P	R	C	Dec 2019	P	R	C	
1x	x	x	x	1	15	0	5	1	13	0	18	1x	x	x	x	1	6	0	0	1	10	0	5	1x	x	x		
2x	x	x	x	2	17	0	14	2	8	0	12	2x	x	x	x	2	18	1	26	2x	x	x	x	2x	x	x		
3	12	0	4	3	7	1	7	3x	x	x	x	3	18	0	7	3	21	1	37	3x	x	x	3	0	0	0		
4	10	0	8	4x	x	x	x	4x	x	x	x	4	17	1	13	4	12	0	20	4	14	0	32	4	20	0	8	
5	27	0	5	5	10	3	21	5	13	0	8	5	11	0	4	5x	x	x	x	5	17	0	23	5				
6	18	0	8	6x	x	x	x	6	18	0	27	6	9	0	11	6x	x	x	x	6	9	0	12	6				
7	18	0	13	7x	x	x	x	7	13	0	10	7x	x	x	x	7	13	0	5	7	9	0	9	7x	x	x		
8x	x	x	x	8	17	0	16	8	19	0	16	8x	x	x	x	8	15	1	28	8	14	0	10	8x	x	x		
9x	x	x	x	9	26	1	27	9	7	0	11	9	22	0	25	9	8	0	7	9x	x	x	x	9				
10	12	0	7	10	14	1	11	10x	x	x	x	10	12	0	6	10	11	0	6	10x	x	x	x	10				
11	8	3	13	11	9	0	17	11x	x	x	x	11	11	0	9	11	13	0	17	11x	x	x	x	11				
12	4	3	4	12	15	0	11	12	23	0	14	12	10	0	0	12x	x	x	x	12	5	0	3	12				
13	24	0	17	13x	x	x	x	13	28	0	31	13	12	0	4	13x	x	x	x	13	8	0	15	13				
14	38	1	20	14x	x	x	x	14	6	0	1	14x	x	x	x	14x	x	x	x	14	16	0	16	14x	x	x		
15x	x	x	x	15	18	1	5	15	37	0	14	15x	x	x	x	15	11	0	5	15	11	0	9	15x	x	x		
16x	x	x	x	16	21	0	31	16	33	0	3	16				16	9	1	19	16	11	0	10	16				
17	37	0	16	17	18	0	14	17	66	0	16	17				17	9	0	13	17x	x	x	x	17				
18	58	0	15	18	14	1	11	18x	x	x	x	18	9	0	9	18	31	0	5	18x	x	x	x	18				
19	16	0	13	19	6	0	8	19	18	2	26	19	13	2	20	19x	x	x	x	19	16	1	25	19				
20	18	0	9	20x	x	x	x	20	16	0	2	20	15	0	19	20x	x	x	x	20	14	0	7	20				
21	17	0	17	21x	x	x	x	21	20	1	6	21x	x	x	x	21	14	0	8	21	16	0	13	21x	x	x		
22x	x	x	x	22	25	0	25	22	11	0	1	22x	x	x	x	22	13	0	14	22	34	0	21	22x	x	x		
23x	x	x	x	23	21	0	22	23	17	0	7	23	8	0	4	23	7	0	13	23	7	0	16	23				
24	15	2	7	24	14	0	24	24x	x	x	x	24	7	1	6	24	12	0	9	24x	x	x	x	24				
25	15	0	7	25	10	0	4	25x	x	x	x	25	8	2	13	25	15	0	37	25x	x	x	x	25x	x	x		
26	6	1	6	26	19	0	16	26	18	0	24	26	8	0	13	26x	x	x	x	26	0	0	0	26				
27	11	0	8	27x	x	x	x	27	19	4	17	27	17	0	33	27x	x	x	x	27	0	0	0	27				
28	16	0	7	28x	x	x	x	28	11	0	9	28x	x	x	x	28	14	0	21	28x	x	x	x	28x	x	x		
29x	x	x	x	29	14	0	15	29	14	0	15	29x	x	x	x	29	9	1	11	29x	x	x	x	29x	x	x		
30x	x	x	x	30	35	0	18	30	5	0	3	30	13	0	25	30	8	1	19	30	0	0	0	30				
				31				31x	x	x	x					31	20	0	8					31				
Total	380	10	204	Total	345	5	322	Total	433	7	291	Total	220	6	211	Total	279	6	328	Total	211	1	223	Total				

8  
10  
lots

# WASHBURN MEMORIAL LIBRARY

## BOARD OF TRUSTEES BYLAWS

### Article I. GENERAL LIBRARY OBJECTIVES

The general library objectives of Washburn Memorial Library will be:

- A. To assemble, preserve and administer in organized collections, books, audio visual materials, DVDs, video/audio tapes, electronic devices and related educational and recreational material to give guidance in their use; and to keep the public constantly aware of the library services available to them.
- B. To anticipate and evaluate the ever changing needs and demands of the community; to maintain a fresh and topical supply of material to aid in the continuous education of the people; to stimulate the flow of ideas among the groups within the community and to serve as the community's center of reliable information.
- C. To recognize that the library cannot meet all the demands of the community. Libraries in different political sub-divisions working together, sharing their services and resources, can more fully meet the needs of their users.
- D. To be alert to opportunities for cooperation with other libraries which strengthen the services and resources of our library and cooperate with Washburn's schools and school libraries whenever possible to provide opportunity and encouragement to young children, students and adults to become life-long learners.

### Article II. WHO MAY USE THE LIBRARY

- A. The library will serve all residents of Perham, Wade and Washburn, persons working in the community, and those attending SAD #45 schools. Service will not be denied for religious, racial, social, economic or political reasons.
- B. All borrowers will be registered in the computer. Non-residents and visitors may borrow books upon completion of registration with the name and number of a local contact person.
- C. Preschool children may borrow books when accompanied by a parent. School age children may borrow books themselves.
- D. The use of the library or its services may be denied for just cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any objectionable conduct on library premises.

- E. Borrowers will be charged ten cents (10) a day, on days that the library is open, on all overdue books, audio visual (VHS, DVD and audiotapes), and periodicals. Fines for videocassettes and DVDs are one dollar (\$1) per day. The Librarian will send two overdue notices. After thirty (30) days from the second notice the patron will be billed for the full replacement cost of the library materials.

#### Article III. PUBLIC RELATIONS AND PUBLICITY

- A. Library hours will be posted outside of the library and at the Washburn Town Office. Changes will be noted at these locations as well as in the local weekly newspapers.
- B. National Library Week and Children's Book Week will be appropriately observed and publicized in local newspapers.
- C. Members of the Board of Trustees will serve as ambassadors of the Library.

#### Article IV. BOOK SELECTION AND LIBRARY MATERIALS

- A. The Library Board of Trustees believes that it is desirable that the Washburn Memorial Library have as comprehensive a book collection as the budget allows. All books will be kept in circulation except the latest editions of almanacs, encyclopedias and rare books.
- B. The Librarian is responsible to the Board of Trustees for the selection of books and the development of the collection. The Board does not intend to restrict the Librarian's selection of books either because of their subject matter or the political affiliation of the book's author, but rather to urge and recommend that the Librarian use his/her best judgment.
- C. We realize that because we wish the book selection policy to be liberal and reflect the diverse literary interests of our patrons, books in the library may be regarded by some as controversial or in opposition to personal beliefs.
- D. The library subscribes to the Library Bill of Rights of the American Library Association.
- E. The Library also subscribes to the Freedom to Read Statement prepared by the American Library Association and the American Book Publisher's Council.
- F. Materials, which are no longer useful, in light of stated objectives of the library, will be systematically weeded from the collection according to accepted professional practices.

#### Article V. GIFTS AND MEMORIALS

- A. Any individual or group wishing to memorialize a loved one or friend may mail or take their donation to the Librarian to become part of the Library Memorial Fund. Donors may request the

purchase of specific books. The names of all donors as well as the names of the persons being memorialized will be listed in the Memorial Book. This Memorial Book will be kept up to date by the Librarian. The annual list will be published in the respective town reports of Perham, Wade and Washburn. The amount of the donation will be listed in the library records. The Washburn Memorial Library Memorial Fund will be used at the discretion of the Board of Trustees, in consultation with the Librarian, for purchases of books, periodicals, shelves and equipment as needed. The Board will make the final decision in all purchases with Memorial funds. In order to promote good public relations, titles or subjects suggested or requested for Memorial Books by donors shall be honored whenever possible.

- B. Reference materials will not be purchased as memorial books since the donor expects these books to be enjoyed by patrons.
- C. Used books and other material from personal collections will be accepted on the condition that the Librarian has the authority to make whatever disposition she deems advisable.
- D. Gifts of money, real property, or stocks will be accepted if conditions are acceptable to the Board of Trustees.
- E. Personal property, art objects, portraits, antiques, and other museum objects will be accepted at the discretion of the Board of Trustees.
- F. The library will not accept for deposit, materials which are not outright gifts unless loaned for display purposes for a specified period of time with the donor being responsible for collecting same.

#### Article VI. LIBRARY MAINTENANCE

- A. The Town of Washburn is responsible for regular maintenance of the Library grounds.

#### Article VII. AMENDMENTS

- A. Amendment to these bylaws may be proposed at any regular meeting and will be made known to members of the Board of Trustees not present prior to the next scheduled meeting and will be voted on by a majority of the members at the following meeting.
- B. A copy of the Bylaws and Policies will be on file in the Library and the town offices of the respective towns of Perham, Wade and Washburn.

#### Article VIII. BOARD OF TRUSTEES

- A. The Board of Trustees of the Washburn Memorial Library consists of eight members, six from Washburn, and one each from Perham and Wade. Members from Perham and Wade will be

appointed annually in March by their respective town officials. Washburn members will each serve three year terms with at least two members' terms expiring annually. Board members will be expected to attend all meetings, except when prevented for a valid reason. Whenever possible board members will notify the board chairman of their absence in advance of the meeting. Persons interested in becoming members of the Board of Trustees should notify the Town Manager, First Selectperson, members of the Board of Trustees or the Librarian. When expired terms of Washburn members are to be filled, the Library Board of Trustees will submit a recommendation to the Washburn Town Manager who in turn presents the name to the Town Council for approval.

- B. The Board of Trustees will meet monthly except for July and August. Meetings may be called by the Chairperson at the request of two members or at the request of the Librarian. A quorum will consist of half of the current board members, excluding the Librarian, who may be present at Board meetings but does not vote. The annual meeting of the Board will be in April at which election of officers will be held. Officers selected will be a Chairperson, Vice Chairperson and Secretary. The term of office will be for two years with no officer serving more than two (2) consecutive terms in the same office. The Chairperson will preside at all meetings and if absent the Vice Chairperson will preside. Robert's Rules of Order, latest edition will govern the parliamentary procedure of the Board. The Secretary will be responsible for recording and maintaining minutes of the meetings. Minutes and agenda will be submitted one week in advance of scheduled meeting by e-mail if possible. The Librarian will submit a librarian's report and the Town Treasurer, a financial report, in writing (copies for all Board Members) at all Board meetings. The Town Treasurer will sign checks and pay bills.
- C. The Librarian will attend regular meetings of the board. In addition to the above mentioned reports the Librarian may make recommendations to the Board of such policies and procedures as will promote the general efficiency of the Library. Regulations for routine conduct in the library will be made by the Librarian with the approval of the Board of Trustees. Purchasing decisions aside from those included in the annual budget must be discussed in advance with the Board of Trustees.
- D. Honorary Trustee status will be conferred from time to time upon a person or persons who have served the Library as a Trustee or Librarian with distinction, over a long period of time by a majority vote of the Board. The Board of Trustees will confer this honor at their annual meeting in April. Honorary trustees are entitled to receive any publications generated by the Library, attend meetings of the Board as a non-voting member and will be invited to all functions of the Library. A letter from either the Chairperson or Secretary will notify the honoree. A plaque will be placed on a wall of the Library in a prominent spot and inscribed with the names of the recipients of this honor.

Revised 2/3/2015

Washburn Town Council:

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Keith Brown

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Daren Churchill

---

Frederick Thomas

---

Michael Umphrey

---

Kermit Fuller

Washburn Memorial Library Board of Trustees:

*Linda Bourgoine*  
Linda Bourgoine

*Gary M. Cole*  
Gary Cole

*Charlotte Griffin*  
Charlotte Griffin

*Warrena Forbes*  
Warrena Forbes

*Rita M. Kingsbury*  
Rita Kingsbury

*Laurie Blackstone*  
Laurie Blackstone

*Christina Maynard*  
Christina Maynard



**Washburn Memorial Library  
Library Board Agenda  
December 12, 2019**

Secretary's Report  
Treasurer's Report  
Librarian's Report

**Old Business:**

- Report of Ye Olde Book Shoppe activity since our last meeting
- Update our 501c3 status
- Update on grant writing steps towards a new Children's Section. A reminder that Steven King grants may be submitted at the end of the year and in June
- Movement of boxed books to SBHS Museum
- Furniture changes? If and when?
- Address Chapter 3, "The Trustee Job Description"

**New Business:**

- Should we pursue Maine Community Foundation for grant money?
- Should we review our by-laws at this time?
  
- Date of the next meeting

**Current Board Members**

**Appointed Annually:**

Perham Bev Turner  
Wade Heidi Silver

**Appointed for 3-yr terms by Washburn Town Council:**

Expiring 2020	Laurie Blackstone Christina Maynard
Expiring 2021	Rita Kingsbury Charlotte Griffin
Expiring 2022	Gary Cole Londa Brown