WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

APRIL 4, 2019, MEETING NOTES

Present were: Londa Brown, Christina Maynard, Charlotte Griffin, Heidi Silver, Beverly Turner, and Donna Turner, Town Manager. Also present was Attorney Jeremiah McIntosh to explain to the Board some things about 501c3 status.

Secretary's Report: Everyone had received by e-mail a copy of the March 7, 2019, meeting minutes. Bev made a motion to accept the minutes as written. Charlotte seconded the motion. Motion carried.

Financial Report: The financials were reviewed through March 31, 2019. Technical support is paid early in the budget year, so that line is gone. Workers' compensation, heat, and electric are up. Other than that everything looks fine.

Librarian's Report: There was none due to the fact that the librarian, Lois Walton, was not present at the meeting.

New Business:

- A. The Rotary Club would like to have the library do something regarding the Vietnam wall that is coming. They would like guides to give tours and facts about the wall. There will be a script to use for different age groups.
- B. Flyers regarding the library were distributed with the town reports. No flyers have been filled out and returned.
- C. Jeremiah McIntosh was present to address a few topics:
 - 1. The first topic discussed was 501c3 status. There is a \$900.00 fee for filing, but Jeremiah has volunteered to do the legal work for free. Jeremiah will get us a guide to follow. The process starts with the IRS. Once it is declared as a charitable organization, then it goes to the state to get registered. The 501c3 would own nothing but will support the Washburn Memorial Library.
 - 2. Jeremiah and Jamie McIntosh would like to do some fundraising for the library. He just wanted to know if this would be okay with the Board.

- 3. Jeremiah would be willing to do some collaboration on different things if we needed—photocopying, purchasing, etc.
- D. Governor Janet Mills has declared April as Library Month. There is a Proclamation which Londa will get printed and hung up and try to get in the news for April.
- E. Londa indicated that we could use some volunteers for more weeding and labeling.
- F. The library has received a Lego grant for \$2,000.00. Each child who signs up for this program will get a free set of Legos from United Way. Donna will talk to Marcie about getting this started.

The next meeting will be held on Thursday, May 9, 2019, at 5:00 p.m.

At 6:00 p.m. Heidi made a motion to adjourn the meeting. Charlotte seconded the motion. Motion carried.

Respectfully submitted,

Beverly Turner—taking notes for Laurie Blackstone, Secretary, who was sick

Brown

Subject: Fwd: February minutes

----- Forwarded message -----

From: Laurie Blackstone < blackstonehome@hotmail.com>

Date: Mon, Mar 4, 2019 at 11:24 AM

Subject: February minutes

To: Lois Walton < lfwwml@gmail.com>

This is also a reminder that the board will meet on Thursday afternoon at 5:00pm for its regular monthly board

meeting.

Please read the minutes.

I will probably have an agenda later this week.

Lois

Sent from Mail for Windows 10

Lois Walton Librarian Washburn Memorial Library 1287 Main Street Washburn ME 04786

Expense Summary Report
Accounts: E 70-01-01 - E 70-99-99
March

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75.00 0.00 75.00 100.00 0.00 100.00 Ince 4,350.00 0.00 4,350.00 port 1,700.00 0.00 1,700.00 300.00 0.00 300.00 5/Activities 300.00 0.00 300.00	stage 75.00 0.00 75.00 sining 100.00 0.00 100.00 rary Allowance 4,350.00 0.00 4,350.00 chnical Support 1,700.00 0.00 1,700.00 ellaneous 300.00 0.00 300.00 ecial Events/Activities 300.00 0.00 300.00 51,581.00 0.00 51,581.00	02 - Dues & Subscriptions	500.00	0.00	500.00	0.00		0.00	0.00 500.00
100.00 0.00 100.00 nnce 4,350.00 0.00 4,350.00 port 1,700.00 0.00 1,700.00 1,700.00 5/Activities 300.00 0.00 300.00	lining 100.00 0.00 100.00 rary Allowance 4,350.00 0.00 4,350.00 chnical Support 1,700.00 0.00 1,700.00 ellaneous 300.00 0.00 300.00 ecial Events/Activities 300.00 0.00 300.00 51,581.00 0.00 51,581.00	04 - Postage	75.00	0.00	75.00	0.00		0.00	0.00 75.00
ince 4,350.00 0.00 4,350.00 port 1,700.00 0.00 1,700.00 300.00 0.00 300.00 5/Activities 300.00 0.00 300.00	rary Allowance 4,350.00 0.00 4,350.00 chnical Support 1,700.00 0.00 1,700.00 1,700.00 ellaneous 300.00 0.00 300.00 ecial Events/Activities 300.00 0.00 300.00 51,581.00 0.00 51,581.00	05 - Training	100.00	0.00	100.00	0.00	T TA	0.00	
port 1,700.00 0.00 1,700.00 300.00 0.00 300.00 s/Activities 300.00 0.00 300.00	chnical Support 1,700.00 0.00 1,700.00 ellaneous 300.00 0.00 300.00 ecial Events/Activities 300.00 0.00 300.00 51,581.00 0.00 51,581.00	09 - Library Allowance	4,350.00	0.00	4,350.00	496.99		543.73	543.73 3,806.27
300.00 0.00 300.00 \$/Activities 300.00 0.00 300.00	ellaneous 300.00 0.00 300.00 ecial Events/Activities 300.00 0.00 300.00 51,581.00 0.00 51,581.00	14 - Technical Support	1,700.00	0.00	1,700.00	0.00		1,690.00	1,690.00 10.00
300.00 0.00 300.00	ecial Events/Activities 300.00 0.00 300.00 51,581.00	99 - Miscellaneous	300.00	0.00	300.00	0.00		0.00	0.00 300.00
	51,581.00 0.00 51,581.00	03 - Special Events/Activities	300.00	0.00	300.00	0.00		0.00	0.00 300.00

Expense Summary ReportAccounts: E 70-01-01 - E 70-99-99

March

Account	Budget Original	Budget Adjustments	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
70 - Library	51,581.00	0.00	51,581.00	4,095.38	9,385.73	42,195,27	18.20
01 - Salary/Benefits	38,626.00	0.00	38,626.00	3,024.51	5,832.35	32,793.65	15.10
16 - Librarian	21,500.00	0.00	21,500.00	1,683.18	3,222.18	18,277.82	14.99
17 - Assistant Librarian	2,000.00	0.00	2,000.00	60.50	121.00	1,879.00	6.05
90 - Health Insurance	13,150.00	0.00	13,150.00	1,085.97	2,171.94	10,978.06	16.52
92 - Medicare	350.00	0.00	350.00	25.29	48.49	301.51	13.85
93 - Social Security	1,475.00	0.00	1,475.00	108.11	207.28	1,267.72	14.05
94 - Unemployment Compensation	42.00	0.00	42.00	10.50	10.50	31.50	25.00
95 - Workers Compensation	109.00	0.00	109.00	50.96	50.96	58.04	46.75
02 - Utilities	4,275.00	0.00	4,275.00	521.83	1,145.98	3,129.02	26.81
01 - Electricity	1,000.00	0.00	1,000.00	133.11	233.99	766.01	23.40
02 - Heat	2,500.00	0.00	2,500.00	325.53	785.61	1,714.39	31.42
05 - Water & Sewer	775.00	0.00	775.00	63.19	126.38	648.62	16.31
03 - Communications	380.00	0.00	380.00	29.56	88.68	291.32	23.34
03 - Telephone	380.00	0.00	380.00	29.56	88.68	291.32	23.34
04 - Maintenance	725.00	0.00	725.00	17.50	80.00	645.00	11.03
01 - General	500.00	0.00	500.00	0.00	45.00	455.00	9.00
07 - Garbage Disposal	225.00	0.00	225.00	17.50	35.00	190.00	15.56
05 - Supplies	550.00	0.00	550.00	4.99	4.99	545.01	0.91
01 - General	100.00	0.00	100.00	4.99	4.99	95.01	4.99
02 - Office	200.00	0.00	200.00	0.00	0.00	200.00	0.00
05 - Library Supplies	250.00	0.00	250.00	0.00	0.00	250.00	0.00
08 - Administrative Costs	6,725.00	0.00	6,725.00	496.99	2,233.73	4,491.27	33.22
02 - Dues & Subscriptions	500.00	0.00	500.00	0.00	0.00	500.00	0.00
04 - Postage	75.00	0.00	75.00	0.00	0.00	75.00	0.00
05 - Training	100.00	0.00	100.00	0.00	0.00	100.00	0.00
09 - Library Allowance	4,350.00	0.00	4,350.00	496.99	543.73	3,806.27	12.50
14 - Technical Support	1,700.00	0.00	1,700.00	0.00	1,690.00	10.00	99.41
99 - Miscellaneous	300.00	0.00	300.00	0.00	0.00	300.00	0.00
03 - Special Events/Activities	300.00	0.00	300.00	0.00	0.00	300.00	0.00
Final Totals	51 581 00	000	51 581 00	4 005 38	0 385 73	42 105 27	18 20
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Beverly Turner

From:

Londa Brown < libbrown625@hotmail.com>

Sent:

Tuesday, April 2, 2019 7:52 AM

To:

Lois Walton; Christina Maynard; Charlotte Griffin; Silver, Heidi; Rita Kingsbury; Donna

Turner; Gary Cole; Beverly Turner

Subject:

Re: February minutes

Good Morning,

Here is the agenda for our Board Meeting this Thursday. Lois is in Boston with Cecil and will be traveling home today. He has had issues with his eyes and hopefully we'll get a good report today.

April 2019 Library Board Meeting

I. Secretary's Report

II. Treasurer's Report

III. Librarian's Report

IV. New Business

A.Rotary Club Meeting for Aug Fest

B. Flyers - what has been received?

C. Jeremiah McIntosh to address 501c3 status

D. On April 1, Governor Mills will

Proclaim

that all of April will be designated

Maine

Libraries Month! See the

Proclamation

here:

https://www.maine.gov/msl/libs/2019 maine library month proclamation.pdf

VI. Date & Time of our next meeting

Maine Libraries Month - April - what can we do to promote our library and get it in the news during April? Come with a suggestion!

Sent from Outlook

From: Lois Walton < Ifwwml@gmail.com> Sent: Monday, March 4, 2019 1:18 PM

To: Christina Maynard; Charlotte Griffin; Silver, Heidi; Rita Kingsbury; Donna Turner; Gary Cole; Beverly Turner; Londa