

**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

**Washburn Memorial Library  
Library Board Agenda  
November 7, 2019  
5:00 PM**

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

**Old Business:**

- ~~1.~~ Consider a motion to accept the gift of our new bench
- ~~2.~~ Consider a plan for changing library hours to include Saturday
- ~~3.~~ Consider Saturday or a weeknight for hours for Ye Olde Book Shoppe monthly
- ~~4.~~ Update on our 501c3 status
- ~~5.~~ Consider a proposal for new Children's Center
- ~~6.~~ Consider a redesign for our Book Club
7. Association for Training and Development (A4TD) person for us?
8. Chap 3 "The Trustee Job Description"

**New Business:**

1. 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 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 Gardner'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**, memorial money for children's books 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.

Oct 2019	P	R	C	Nov 2019	P	R	C	Dec 2019	P	R	C
1	6	0	0	1	10	0	5	1	x	x	x
2	18	1	26	2	x	x	x	2			
3	21	1	37	3	x	x	x	3			
4	12	0	20	4				4			
5	x	x	x	5				5			
6	x	x	x	6				6			
7	13	0	5	7				7	x	x	x
8	15	1	28	8				8	x	x	x
9	8	0	7	9	x	x	x	9			
10	11	0	6	10	x	x	x	10			
11	13	0	17	11	x	x	x	11			
12	x	x	x	12				12			
13	x	x	x	13				13			
14	x	x	x	14				14	x	x	x
15	11	0	5	15				15	x	x	x
16	9	1	19	16	x	x	x	16			
17	9	0	13	17	x	x	x	17			
18	31	0	5	18				18			
19	x	x	x	19				19			
20	x	x	x	20				20			
21	14	0	8	21				21	x	x	x
22	13	0	14	22				22	x	x	x
23	7	0	13	23	x	x	x	23			
24	12	0	9	24	x	x	x	24			
25	15	0	37	25				25	x	x	x
26	x	x	x	26				26			
27	x	x	x	27				27			
28	14	0	21	28	x	x	x	28	x	x	x
29	9	1	11	29	x	x	x	29	x	x	x
30	8	1	19	30	x	x	x	30			
31	20	0	8					31			
Total	279	6	328	Total				Total			

**Circulation Statistics By Item Report Class : 10/01/2019 to 10/31/2019**

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	3	4	2	0	0
100 - 199	0	1	0	0	0
200 - 299	0	0	3	0	0
300 - 399	0	1	3	0	0
400 - 499	0	0	0	0	0
500 - 599	1	2	5	0	0
600 - 699	0	2	7	0	0
700 - 799	1	1	3	0	0
800 - 899	0	0	0	0	0
900 - 999	0	1	3	0	0
Audio Book	2	1	0	0	0
Biography	0	0	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	54	56	16	0	0
eBook	0	0	0	0	0
Fiction	46	38	11	0	0
J Audio Books	2	2	0	0	0
J Biography	0	0	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	27	24	3	0	0
J Non-Fiction	15	19	5	0	0
Kit	0	0	0	0	0
Magazine	14	10	0	0	0
Reference	0	0	0	0	0
Undefined	1	1	2	0	0
Video	15	16	3	0	0
Total	181	179	66	0	0

**Circulation Statistics By Patron Report Class : 10/01/2019 to 10/31/2019**

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	26	26	1	0
Non-Resident Juvenile	1	3	0	0
Resident Adult	79	67	58	0
Resident Juvenile	72	78	7	0
Staff	3	2	0	0
Teacher	0	3	0	0
Total	181	179	66	0

## CHAPTER THREE

# The Trustee Job Description

## 3

### General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

### Qualifications

- serious commitment to being a library trustee
- serious commitment to the provision of library services within your community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Maine library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

### Principal Activities

#### 1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on at least a quarterly basis to conduct business. The bylaws should indicate how often the board meets. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Maine's open meetings law.

#### 2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Once a determination is made as to how much money will be needed, the request must be carefully and accurately prepared and then presented to the municipal governing body;



for example, the select board or the city council. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. After municipal funding has been approved, the library board must monitor the use of these public funds to assure that they provide what was intended.

**3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.**

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year.

**4. Help determine and advocate for reasonable staff salaries and benefits.**

If the library is to offer meaningful and accessible services to the residents of your community, it should have a trained library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including wages and benefits like health insurance, retirement, sick leave, and vacation. By providing adequate compensation for staff, the library board will help local officials and the public in general to understand the importance of the library and the complexity of the tasks involved with providing good library services.

**5. If you are a governing board you will hire, supervise, and evaluate the library director.**

There may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a

significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee take an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness.

Advisory boards are often asked to take part in hiring a new director, but the final decision on hiring, firing, and evaluating the library director falls under the responsibility of the town/city officials.

**6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.**

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal level. At a minimum the board should do a formal community needs assessment every five years. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress

**7. Act as an advocate for the library through contacts with civic groups and public officials.**

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters. This is an area where an individual trustee can directly help the library in a significant way.

**8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.**

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information and ideas. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of the library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on censorship issues to the public and the media, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information.

**9. Assist in the formulation and adoption of a long-range plan for the library. Periodically review and revise long-range plan.**

Working through the budget process, developing policies, studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development.

**10. Attend Maine Library Association conferences, regional system workshops, and other training opportunities in order to expand knowledge of effective leadership.**

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of library trusteeship, is to participate in the various opportunities for education that are available to trustees. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the Maine Library Association (MLA). The network of friends that can be developed through MLA will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

### **Sources of Additional Information**

- The Maine State Library website [www.maine.gov/msl/](http://www.maine.gov/msl/)
- United for Libraries [www.ala.org/united/](http://www.ala.org/united/)
- The Trustee Listserv [MELIB-Trustee@lists.maine.edu](mailto:MELIB-Trustee@lists.maine.edu)
- Maine State Library Continuing Education Calendar <http://evanced.info/maine/evanced/eventcalendar.asp?libnum=0>
- Checklist for Effective Library Trustees (attached)

## Checklist for Effective Library Trustees

- Be active and informed about library matters in general and of those affecting your library. Ask questions of the director and study the issues.
- Attend all board meetings and be fully prepared to participate knowledgeably.
- Question issues until you understand. Don't be reluctant to vote no on a proposal you don't understand or are uncomfortable about.
- Be a team player and treat your fellow board members with respect.
- Support board decisions even if you disagree. It is your responsibility to ask questions, to be as informed as possible, and to discuss openly in order to come as close to consensus as possible. A democracy works by the rule of the majority. Seek reconsideration in the future if circumstances change.
- Understand the roles of all involved - the board, director, staff, Friends, patrons, etc.
- Conflicts of interest by any board member are the concern of all members of the board. A trustee or family member may not receive any gain, tangible or intangible, in dealing with the library.
- Advocate for the library in every manner possible.
- Support competitive salaries in order to attract and retain qualified staff.
- Appropriate compensation is a direct measure of the commitment and respect a community has for the institution and its staff.
- Understand and respect the role of the director and support the director's administrative decisions.
- Always remember that your job is to provide the highest quality library service possible for your community.

**Expense Summary Report**  
Accounts: E 70-01-01 - E 70-99-99  
October

*75% ok less*

Account	Budget		Budget Adjustments	Budget Net		Curr Mnth Net		YTD Net		Unexpended Balance		Percent Spent
	Original	Net		Net	Net	Net	Net	Net	Net			
<b>70 - Library</b>	51,581.00		0.00	51,581.00	9,700.43	43,360.34	8,220.66	84.06				
<b>01 - Salary/Benefits</b>	<b>38,626.00</b>		<b>0.00</b>	<b>38,626.00</b>	<b>3,247.39</b>	<b>28,286.53</b>	<b>10,339.47</b>	<b>73.23</b>				
16 - Librarian	21,500.00		0.00	21,500.00	1,982.88	15,945.66	5,554.34	74.17				
17 - Assistant Librarian	2,000.00		0.00	2,000.00	0.00	1,127.50	872.50	56.38				
90 - Health Insurance	13,150.00		0.00	13,150.00	1,085.97	9,773.73	3,376.27	74.32				
92 - Medicare	350.00		0.00	350.00	28.75	242.86	107.14	69.39				
93 - Social Security	1,475.00		0.00	1,475.00	122.94	1,038.42	436.58	70.40				
94 - Unemployment Compensation	42.00		0.00	42.00	10.50	42.00	0.00	100.00				
95 - Workers Compensation	109.00		0.00	109.00	16.35	116.36	-7.36	106.75				
<b>02 - Utilities</b>	<b>4,275.00</b>		<b>0.00</b>	<b>4,275.00</b>	<b>187.56</b>	<b>2,717.17</b>	<b>1,557.83</b>	<b>63.56</b>				
01 - Electricity	1,000.00		0.00	1,000.00	75.65	844.63	155.37	84.46				
02 - Heat	2,500.00		0.00	2,500.00	111.91	1,367.02	1,132.98	54.68				
05 - Water & Sewer	775.00		0.00	775.00	0.00	505.52	269.48	65.23				
<b>03 - Communications</b>	<b>380.00</b>		<b>0.00</b>	<b>380.00</b>	<b>31.70</b>	<b>303.03</b>	<b>76.97</b>	<b>79.74</b>				
03 - Telephone	380.00		0.00	380.00	31.70	303.03	76.97	79.74				
<b>04 - Maintenance</b>	<b>725.00</b>		<b>0.00</b>	<b>725.00</b>	<b>5,851.93</b>	<b>6,196.03</b>	<b>-5,471.03</b>	<b>854.62</b>				
01 - General	500.00		0.00	500.00	5,834.43	6,056.03	-5,556.03	999.99				
07 - Garbage Disposal	225.00		0.00	225.00	17.50	140.00	85.00	62.22				
<b>05 - Supplies</b>	<b>550.00</b>		<b>0.00</b>	<b>550.00</b>	<b>58.94</b>	<b>363.26</b>	<b>186.74</b>	<b>66.05</b>				
01 - General	100.00		0.00	100.00	0.00	51.11	48.89	51.11				
02 - Office	200.00		0.00	200.00	0.00	28.74	171.26	14.37				
05 - Library Supplies	250.00		0.00	250.00	58.94	283.41	-33.41	113.36				
<b>08 - Administrative Costs</b>	<b>6,725.00</b>		<b>0.00</b>	<b>6,725.00</b>	<b>307.91</b>	<b>5,249.57</b>	<b>1,475.43</b>	<b>78.06</b>				
02 - Dues & Subscriptions	500.00		0.00	500.00	0.00	250.00	250.00	50.00				
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	307.91	3,309.57	1,040.43	76.08				
14 - Technical Support	1,700.00		0.00	1,700.00	0.00	1,690.00	10.00	99.41				
<b>99 - Miscellaneous</b>	<b>300.00</b>		<b>0.00</b>	<b>300.00</b>	<b>15.00</b>	<b>244.75</b>	<b>55.25</b>	<b>81.58</b>				
03 - Special Events/Activities	300.00		0.00	300.00	15.00	244.75	55.25	81.58				
<b>Final Totals</b>	<b>51,581.00</b>		<b>0.00</b>	<b>51,581.00</b>	<b>9,700.43</b>	<b>43,360.34</b>	<b>8,220.66</b>	<b>84.06</b>				

<b>Memorial Books</b>	
Balance Forward	\$ 606.58
Cash Received Feb-April	\$ 220.00
Purchases of Memorial Items	\$ (172.01)
Cash Received - 11/5/19	\$ 25.00
<b>Balance 11/07/2019</b>	<b>\$ 679.57</b>
<b>Miscellaneous Donations</b>	
Balance Forward	\$ 19.97
Donations Received (March thru June)	\$ 295.46
Book Purchases	\$ (220.02)
<b>Balance 11/07/2019</b>	<b>\$ 95.41</b>
<b>King Grant 2</b>	
Balance Forward	\$ 3,100.33
Re-issue check for Fire Marshall Permit	\$ (49.00)
Mr. Hanson & Misc. Reimbursements	\$ (510.55)
<b>Balance 11/07/2019</b>	<b>\$ 2,540.78</b>
<b>I-Pad Grant</b>	
Balance Forward	\$ 573.70
Purchases - Sept/Oct.	\$ (192.15)
<b>Balance 11/07/2019</b>	<b>\$ 381.55</b>
<b>Lego Grant</b>	
Balance Forward	\$ 2,141.00
Purchase & Reimbursement (May thru July)	\$ (869.70)
<b>Balance 11/07/2019</b>	<b>\$ 1,271.30</b>
<b>Ye Olde Book Shoppe</b>	
Balance Forward	\$ -
Receipts - March thru August	\$ 1,070.00
REceipts -Sept/Oct	\$ 35.00
<b>Balance 11/07/2019</b>	<b>\$ 1,105.00</b>

<b>Randall Reserve Account</b>		
Balance Forward	\$ 705.57	
<p>This account was set up when the Randall Fund was in a CD at the bank. This is money that would be deducted from the CD on an annual basis. When the CD was closed out and sent to the Community Foundation, this never went with it. It should be transferred to the Community Foundation.</p>		
To go towards LED Lighting & Heat Pump	\$ (705.57)	
<b>Balance Sept. 5, 2019</b>	<b>\$ -</b>	
<b>Maine Community Foundation</b>		
		<b>Available for Distribution</b>
Thompson Fund	\$ 15,848.35	\$ 610.00
Randall Fund	\$ 56,857.84	\$ 6,790.00
	<b>\$ 72,706.19</b>	<b>\$ 7,400.00</b>
Deducted for Heat Pump & LED Lighting		\$ (5,334.43)
<b>Remaining Amount available for use.</b>		<b>\$ 2,065.57</b>
<b>Heat Pump/LED Lights</b>		
Heat Pump	\$ 3,500.00	
LED Lighting	\$ 6,400.00	
Old Light Disposal	\$ 150.00	
<b>Sub Total</b>	<b>\$ 10,050.00</b>	
Rebate - Lights	\$ (3,510.00)	
Rebate - Heat Pump	\$ (500.00)	
<b>Sub Total</b>	<b>\$ 6,040.00</b>	
From Randall Reserve	\$ (705.57)	
From Maine Comm. Found.	\$ (5,334.43)	
<b>Final Total</b>	<b>\$ -</b>	



**Stephen & Tabitha King Foundation**  
Post Office Box 855  
Bangor, ME 04402  
Phone: 207-990-2910  
Fax: 207-990-2975  
www.stkfoundation.org  
e-mail: info@stkfoundation.org

To apply for funding, please complete the following:

Name of organization: \_\_\_\_\_

Date of application: \_\_\_\_\_

Address, phone & email of authorized contact person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project title: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Project description

\_\_\_\_\_  
\_\_\_\_\_

Number of people served by this project: \_\_\_\_\_

Geographic area served by this project: \_\_\_\_\_

Time frame for project: \_\_\_\_\_

Project budget: *attach separate page*

Board of directors: *attach separate page*

501 (3) (C) status: *attach separate page*

Have you applied before? If so, when? \_\_\_\_\_

If you have received funding from the King Foundation in the past, please indicate the amount.

**Submission deadlines (circle one):** June 30 or December 31.

Notification of the Foundation's decisions should be made within eight weeks of the deadlines. If there are conditions to the awarding of a grant, a contract to be signed on behalf of the organization will be sent along with the award notification. If a grant proposal is denied, applicants should wait one year before applying again. If an applicant is awarded funds, they should wait two years before applying again.

**Ethical statement:**

The Stephen & Tabitha King Foundation was created because its founders wanted to give back to their communities. The foundation will strive to fulfill its mission with respect, integrity, and consideration. Persons working for the Foundation may not sit on the board of organizations applying for funding, nor may they receive gifts or services from organizations applying for funding. Grant decisions are made by the Foundation in its sole discretion and are not subject to review or appeal. The Foundation has absolutely no obligation whatsoever to any particular applicant.

The information contained in this application and in any supported or attached materials is true and correct to the best of my knowledge.

Signature of contact person \_\_\_\_\_  
(Please type or print name) \_\_\_\_\_

Date \_\_\_\_\_

**KING FOUNDATION GUIDELINES**

The Stephen and Tabitha King Foundation was created in 1986 to provide support for Maine communities. A family foundation, we are interested in projects that address the underlying causes of social and environmental problems, as well as those that address the consequences. We have a strong interest in literacy, community services and the arts. As community

Tue, Oct 29, 3:08 PM (17 hours ago)

Order of events to happen in November as we create our Stephen King grant:

- ✓1. We have to have 501 c (3) status
- ✓2. Move desk from BP's room upstairs
- ✓3. Put library desk currently upstairs downstairs where the desk was
- ✓4. Move both glassed cabinets containing yearbooks, town reports & ME reference books from upstairs to BP's room
- ✓5. Sell audio cassette towers and use bases for new toddler section
- ✓6. Move bar table & chairs from BP's room out to front room to provide seating for parents of toddlers and have a Keurig pot, colorful mugs & pods on it
- ✓7. Move large Demco table from downstairs front room into BP's room to serve as a reference area for people doing genealogy research.
- ✓8. Children's table in BP's room out to new toddler section
- ✓9. Books that we feel will not sell in book sale need to be boxed up and taped shut to be stored temporarily. → *shipped for sale - Thrift Books - 25 to 30 boxes*
- ✓10. We need medium sized, sturdy boxes that can be taped shut and we need them at the library now. We have a place to store boxes of books until spring - *Hist. Soc.*
- ✓11. Continue weeding biographies and move books so that last small unit of shelving can be taken down to make more room for a Children's Center
- ✓12. Work to move books from last shelving unit that needs to go before toddler room is created

Additional ideas to draw people into our library:

1. Offer artist displays every three months allowing them to display pricing and artist info. Ask for artist biography when doing displays
2. Monthly or as able to....quilt displays, again by artist or theme by time of year

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**Washburn Memorial Library**  
**Library Board Agenda**  
**November 7, 2019**  
**5:00 PM**

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

Old Business:

1. Consider a motion to accept the gift of our new bench
2. Consider a plan for changing library hours to include Saturday
3. Consider Saturday or a weeknight for hours for Ye Olde Book Shoppe monthly
4. Update on our 501c3 status
5. Consider a proposal for new Children's Center
6. Consider a redesign for our Book Club
7. Association for Training and Development (A4TD) person for us?
8. Chap 3 "The Trustee Job Description"

New Business:

1. 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