

Dec. 17<sup>th</sup> - DO BOOK (small fr) pre

Washburn Mer Library  
Board of es  
Novemr 018

Those present: Charlotte Griffin, Christina Maynard Heidi Silver, Laurie Blackstone, Lois Walton, Donna Turner, Londa Brown, Gary Cole and Rita Kingsbury

Secretary's Report: A typed copy of the October minutes was handed out to everyone. After it was read Gary moved to accept the report as presented. Rita seconded. Motion carried.

Financial Report: We should be at about 75%. Balance on the King grant is \$3551.20. We still have to pay for the new sign from that. Fees account: \$441.87 Memorial account: \$582.44.

Librarian's Report: Memorials are up to date. We are down in statistic numbers. No new books have been purchased from the Memorial Fund. Other needed items have been purchased.

Old Business: \$165 was donated from the Trunk or Treat event. A thank you note is going to Jamie and Jeremiah. We purchased a portable sign. After the new permanent library sign is put in place the grant will be finished. The memorial bench has arrived. Don Hanson has it. He will be pouring the cement and installing it in the garden. Grant for Lego program has been sent in. We will be calling the High school girls to help with inventory. Memorial gifts are being put online. Adam is still trying to fix the end of the ramp. Maybe next year we can hot top it.

New business:

We need a flyer for bookstore and announcements put online and on Facebook. It will be open two Mondays in December, the first and third Monday, the 3<sup>rd</sup> and 17<sup>th</sup>. It will cost \$1.00 for hardcover and 50 cents for paperback. There will also be a donation jar. Proceeds will purchase new books. Donna offered to make a flyer. Maybe Mark would put them in the grocery bags at the store. Rita will do first Monday. The bookstore name will be Ye Olde Book Shoppe. There will be coffee, maybe cookies and door prizes.

Bylaws: 1.A. How to keep patrons informed? We have Facebook, website, business card. What else can we do? Londa will present the Digital library and Cloud library to Rotary. How can we reach students? What can we do to make the library visible to the community? Bring an idea to the December meeting. We need a Perham rep. Also attendance to meetings is important.

Next meeting will be December 6<sup>th</sup> at 5:00. Adjourned at 6:04.

Next mtg. Jan. 3<sup>rd</sup> @ 5:00

Respectfully submitted,  
Laurie Blackstone

2<sup>nd</sup> Tues. each month - special classes, etc  
Jan. Val Cards  
Feb. - Ancestry - Londa  
March - Knitting

Cribbage  
Vet. women?

Bethany Zell - Healthy Eating?  
Paul Cyr - Feb?2

Washburn Memorial Library Board of Trustees Meeting, November 8, 2018

- I. Secretary's Report
- II. Treasurer's Report
- III. Librarian's Report
- IV. Old Business
  - A. Trunk or Treat
  - B. Portable Sign
  - C. Book Store Organization
  - D. Grant for Legos
  - E. Inventory
  - F. Memorial list updated online - will put up lists from past years as far back as Lois has a list
  - G. Ramp
- V. New Business
  - A. Book Store Opening - times & personnel, flyers, announcements
  - B. Bylaws
- VI. Date & Time of our next meeting

Dec. 6<sup>th</sup> @ 5:00

1st + 3rd Mondays in Dec-

Dec 3 + 17<sup>th</sup>

5-7 pm

50¢ soft 1.00 hard

Drawing once a month

Refreshments

2. Other ways to draw library awareness-

Digital library

Junior Book Club?

December - Good idea @ how to bring people in

**Circulation Statistics By Item Report Class : 10/01/2018 to 10/31/2018**

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	1	2	0	0	0
100 - 199	0	0	0	0	0
200 - 299	0	1	2	0	0
300 - 399	0	1	0	0	0
400 - 499	0	1	0	0	0
500 - 599	3	4	0	0	0
600 - 699	6	5	8	0	0
700 - 799	1	0	0	0	0
800 - 899	0	1	0	0	0
900 - 999	5	6	0	0	0
Audio Book	1	1	1	0	0
Biography	0	0	1	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	51	52	9	0	0
eBook	0	0	0	0	0
Fiction	65	72	14	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	29	31	5	0	0
J Non-Fiction	3	5	1	0	0
Kit	0	0	0	0	0
Magazine	0	0	0	0	0
Reference	0	0	0	0	0
Undefined	0	2	1	0	0
Video	14	20	0	0	0
Total	180	205	42	0	0

**Circulation Statistics By Patron Report Class : 10/01/2018 to 10/31/2018**

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	11	19	3	0
Non-Resident Juvenile	8	5	0	0
Resident Adult	111	122	37	0
Resident Juvenile	37	36	1	0
Staff	2	3	1	0
Teacher	11	20	0	0
Total	180	205	42	0

	Oct 2018	P	R	C
	1	12	0	28
	2	18	0	12
	3			
	4			
	5			
	6	X	X	X
	7	X	X	X
	8	X	X	X
	9	32	0	20
	10	13	0	10
	11	4	0	0
	12	17	0	5
	13	X	X	X
	14	X	X	X
	15	9	0	9
	16	13	0	11
	17	10	0	13
	18	6	2	1
	19	24	0	6
	20	X	X	X
	21	X	X	X
	22	5	0	1
	23	18	0	3
	24	5	0	0
	25	10	0	2
	26	14	0	18
	27	X	X	X
	28	X	X	X
	29	16	0	16
	30	5	0	8
	31	9	0	11
	240			2 185

WASHBURN MEMORIAL LIBRARY MEMORIALS 2018

In memory of **Gwendolyn M. Churchill McBurnie** a gift to the memorial fund from Jeff and Kim McBurnie.

In memory of **Calvin O'Clair** the circulation scanner from Jackie O'Clair.

In memory of **Eric Thibodeau** Harry Swotter: A Harry Potter Quiz Book by Rich Jepson, The Sorcerer's Companion: A Guide to the Magical World of Harry Potter by Allan Zola Kronzek, The Unofficial Harry Potter Cookbook: From Caldron Cakes to Knickerbocker Glory by Dinah Bucholz, The Unofficial Harry Potter Insults Handbook: 101 Combacks For The Wicked Wizards and Witches In Your Life by Birdy Jones given by Aunt Jackie O'Clair.

In memory of **Alton Bragg** The Notorious Benedict Arnold by Steve Sheinkin given by the Dumont Family, Paul, Diane, Damian and Isaiah.

In memory of **Neal Flewelling** Guitarmaking by William R. Cumpiano and Making an Archtop Guitar by Robert Benedetto given by the Board of Trustees of Washburn Memorial Library.

In memory of **Lila Martin** Winter at the Door by Sarah Graves given by Harold Marr.

In memory of **Christina Lavway** Magnolia Table by Joanna Gaines given by Burt and Carlene Donovan.

In memory of **Richard Porter** Stay Hidden by Paul Doiron given by Burt and Carlene Donavan.

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

In memory of **Jessie and Jeremy Fox** Clouds and Rain by Marion Dane Bauer given by Rita Kingsbury.

In memory of **James David Rand** Wilderness by Hannah Pang, Curiousitree Natural World by A.J. Wood, and Animals: A Visual Encyclopedia by Animal Plant given by the Easler Family.

In memory of **Audrey Bell** The Sewing Book by Alison Smith given by Robert Bell.

In memory of **Christina Lavway** Here If You Need Me by Kate Braestrup given by Gene and Londa Brown.

In memory of **Wilmot "Bill" Flewelling** The Good Neighbor The Life and Work of Fred Rogers by Maxwell King given by the Salmon Brook Historical Society.

In memory of **Stacey "Goose" Griffin** Gridiron Genius by Michael Lombardi given by Adam and Julie Doody.

In memory of **Louise McCall** a gift to the memorial fund from Laura, Aaron, Mason, and McCall Turner.

In memory of **Elizabeth Sines** Woodland Creatures by Emily Boone given by Sarah and Isaac Sines.

In memory of **Helen Armstrong** a gift to the memorial fund from her family, George Seward, Noreen McIntosh, Jerry and Lesly McIntosh, Coleen and Ed Slater, Bridget and Michael Wolland, Rosco McIntosh and Scott and Sharon McIntosh

Proceeds from the Trunk or Treat event sponsored by McIntosh Law Office. The library was the chosen recipient.

In memory of **Louis Laforge** The Ride of My Life A Fight to Survive Pancreatic Cancer by Bob Brown given by Rinette Harrison.

### Expense Summary Report

Department(s): 70  
January

11/08/2018  
Page 1  
*15% OK 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>50,132.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,065.87</b>	<b>12,066.13</b>	<b>75.93</b>
<b>01 - Salary</b>	<b>37,252.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27,464.00</b>	<b>9,788.00</b>	<b>73.72</b>
16 - Librarian	21,160.00	0.00	0.00	15,471.00	5,689.00	73.11
17 - Asst. Lib.	1,450.00	0.00	0.00	1,170.00	280.00	80.69
90 - Health	12,700.00	0.00	0.00	9,397.80	3,302.20	74.00
92 - Medi	340.00	0.00	0.00	241.24	98.76	70.95
93 - SS	1,450.00	0.00	0.00	1,031.74	418.26	71.15
94 - Unemp.	25.00	0.00	0.00	25.00	0.00	100.00
95 - Work. Comp.	127.00	0.00	0.00	127.22	-0.22	100.17
<b>02 - Utilities</b>	<b>4,275.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,827.49</b>	<b>1,447.51</b>	<b>66.14</b>
01 - Electric	1,000.00	0.00	0.00	706.10	293.90	70.61
02 - Heat	2,500.00	0.00	0.00	1,552.40	947.60	62.10
05 - Water/Sewer	775.00	0.00	0.00	568.99	206.01	73.42
<b>03 - Comm.</b>	<b>380.00</b>	<b>0.00</b>	<b>0.00</b>	<b>291.52</b>	<b>88.48</b>	<b>76.72</b>
03 - Telephone	380.00	0.00	0.00	291.52	88.48	76.72
<b>04 - Maintenance</b>	<b>725.00</b>	<b>0.00</b>	<b>0.00</b>	<b>972.61</b>	<b>-247.61</b>	<b>134.15</b>
01 - General	500.00	0.00	0.00	815.11	-315.11	163.02
07 - Garbage	225.00	0.00	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>529.57</b>	<b>20.43</b>	<b>96.29</b>
01 - General	100.00	0.00	0.00	0.00	100.00	0.00
02 - Office	200.00	0.00	0.00	317.94	-117.94	158.97
05 - Library Sup.	250.00	0.00	0.00	211.63	38.37	84.65
<b>08 - Admin. Costs</b>	<b>6,650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,818.01</b>	<b>831.99</b>	<b>87.49</b>
02 - Dues/Subs.	500.00	0.00	0.00	250.00	250.00	50.00
04 - Postage	100.00	0.00	0.00	50.00	50.00	50.00
05 - Training	100.00	0.00	0.00	0.00	100.00	0.00
09 - Lib.Allow.	4,250.00	0.00	0.00	3,828.01	421.99	90.07
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>162.67</b>	<b>137.33</b>	<b>54.22</b>
03 - Events/Activ	300.00	0.00	0.00	162.67	137.33	54.22
<b>Final Totals</b>	<b>50,132.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,065.87</b>	<b>12,066.13</b>	<b>75.93</b>

**Current Account Status**

**G 1-320-08 General / King Grant 2**

-16,956.88 = Budget  
0.00 = Bud Adj

13,405.68 = YTD Exp  
0.00 = YTD Enc

**-3,551.20 = Balance**

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
04	0082	31069	04/19/18	00987 Treasurer, S	Barrier-Free Permit	R AP	25.00	0.00
04	0082	31069	04/19/18	00987 Treasurer, S	Construction Permit	R AP	24.00	0.00
08	0214	31624	08/02/18	01117 Duane Thomps	Library Steps and Ramp	R AP	12,200.00	0.00
08	0223	31670	08/10/18	01118 Saucier Carp	Library Work	R AP	1,000.00	0.00
09	0271	31858	09/13/18	01127 Londa Brown	Library Landscape Reimb.	R AP	96.88	0.00
09	0298	31882	09/20/18	00504 S.W. Collins	Invoice 1809-151822	R AP	59.80	0.00
<b>Totals-</b>							<b>13,405.68</b>	<b>0.00</b>

**Monthly Summary**

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
April	49.00	0.00	0.00	0.00
August	13,200.00	0.00	0.00	0.00
September	156.68	0.00	0.00	0.00
<b>Totals</b>	<b>13,405.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Current Account Status**

**R 70-703 Library - Fines**

100.00 = Budget  
0.00 = Bud Adj

**-441.87 = YTD Net**

-341.87 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
04	0083		04/19/18		04/19/2018 C/R	R CR	0.00	137.50
05	0117		05/09/18		05/09/2018 C/R	R CR	0.00	15.00
06	0157		06/15/18		06/15/2018 C/R	R CR	0.00	15.37
08	0215		08/03/18		08/03/2018 C/R	R CR	0.00	180.00
08	0252		08/29/18		08/29/2018 C/R	R CR	0.00	2.00
09	0303		09/25/18		09/25/2018 C/R	R CR	0.00	25.00
10	0335		10/17/18		10/17/2018 C/R	R CR	0.00	67.00
<b>Totals-</b>							<b>0.00</b>	<b>441.87</b>

**Monthly Summary**

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
April	0.00	137.50	0.00	0.00
May	0.00	15.00	0.00	0.00
June	0.00	15.37	0.00	0.00
August	0.00	182.00	0.00	0.00
September	0.00	25.00	0.00	0.00
October	0.00	67.00	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>441.87</b>	<b>0.00</b>	<b>0.00</b>

**Current Account Status**

**G 1-320-01 General / Mem.Books**

56.16 = Budget  
0.00 = Bud Adj

-638.60 = YTD Exp  
0.00 = YTD Enc

-582.44 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
02	0015	30779	02/23/18	00939 Synchrony Ba	Acct. 6045781032711342	R AP	20.00	0.00
02	0019		02/23/18		02/23/2018 C/R	R CR	0.00	50.00
02	0024		02/28/18		02/28/2018 C/R	R CR	0.00	250.00
03	0038		03/16/18		03/16/2018 C/R	R CR	0.00	100.00
03	0044	30907	03/22/18	00843 Northern Bus	Invoice 64435	R AP	72.95	0.00
03	0050		03/29/18		03/29/2018 C/R	R CR	0.00	50.00
04	0083		04/19/18		04/19/2018 C/R	R CR	0.00	76.00
04	0088		04/23/18		To Fix Library Memorial	R GJ	6.00	0.00
04	0100	31107	04/27/18	00939 Synchrony Ba	Acct. 6045781032711342	R AP	52.63	0.00
05	0133	31246	05/25/18	00939 Synchrony Ba	Account 6045781032711342	R AP	74.28	0.00
05	0134		05/25/18		05/25/2018 C/R	R CR	0.00	98.00
05	0138	31280	05/31/18	00959 Tei Landmark	Invoice 11857452	R AP	89.19	0.00
05	0144	31207	05/17/18	00380 Micro Market	Invoice 719553	R AP	22.49	0.00
06	0147		06/07/18		06/07/2018 C/R	R CR	0.00	92.23
06	0175	31440	06/28/18	00939 Synchrony Ba	Acct. 6045781032711342	R AP	47.76	0.00
07	0190		07/13/18		07/13/2018 C/R	R CR	0.00	30.00
08	0214	31619	08/02/18	00939 Synchrony Ba	Acct. 6045781032711342	R AP	27.63	0.00
08	0252		08/29/18		08/29/2018 C/R	R CR	0.00	30.00
09	0272		09/14/18		09/14/2018 C/R	R CR	0.00	18.00
10	0336	32040	10/19/18	00939 Synchrony Ba	Acct. 6045782001206512	R AP	17.70	0.00
10	0335		10/17/18		10/17/2018 C/R	R CR	0.00	50.00
10	0337		10/19/18		10/19/2018 C/R	R CR	0.00	225.00
<b>Totals-</b>							<b>430.63</b>	<b>1,069.23</b>

**Monthly Summary**

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
February	20.00	300.00	0.00	0.00
March	72.95	150.00	0.00	0.00
April	58.63	76.00	0.00	0.00
May	185.96	98.00	0.00	0.00
June	47.76	92.23	0.00	0.00
July	0.00	30.00	0.00	0.00
August	27.63	30.00	0.00	0.00
September	0.00	18.00	0.00	0.00
October	17.70	275.00	0.00	0.00
<b>Totals</b>	<b>430.63</b>	<b>1,069.23</b>	<b>0.00</b>	<b>0.00</b>



**WMLF-Washburn Memorial  
Library Thompson Fund**  
Statement of Activity  
Period: 01/01/2018 to 9/30/2018

Fund Type: Agency  
Spending Type: Invested/Inc & Prncpl-SPECIAL  
Questions? Contact: fundstatement@mainecf.org

WML1

3rd  
QTR

Donna Turner  
Town of Washburn  
1287 Main St  
Washburn, ME 04786

Fund Activity	3rd Quarter	Calendar YTD	Other information included in Ending Balance
Beginning Balance	\$15,243.96	\$0.00	(will not total ending balance)
Contributions	\$0.00	\$15,000.00	• Amount Available For Distribution \$0.00 Includes 2018 Grant Budget
Fundraising Revenues	\$0.00	\$0.00	
Other Revenues and Grant Refunds	\$0.00	\$0.00	
<b>Total Receipts</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	
Interest & Dividends	\$41.21	\$74.98	• Impact Investing Balance N/A (not available for grantmaking)
Realized Gains (Losses)	\$146.35	\$629.58	
Unrealized Gains (Losses)	\$82.59	(\$122.11)	• Historic Gift Value \$15,000.00 (not applicable for Income & Principal spending type)
Investment Manager Fees	(\$20.98)	(\$57.32)	
<b>Total Investment Activity</b>	<b>\$249.17</b>	<b>\$525.13</b>	
Grants & Scholarships	\$0.00	\$0.00	
Special Program Expenses	\$0.00	\$0.00	
MaineCF Administrative Fees	(\$32.00)	(\$64.00)	
<b>Total Disbursements</b>	<b>(\$32.00)</b>	<b>(\$64.00)</b>	
Interfund Transfers - In(Out)	\$0.00	\$0.00	
<b>Ending Balance on 09/30/2018:</b>	<b>\$15,461.13</b>	<b>\$15,461.13</b>	

YTD Details of Contributions		YTD Details of Grants	
03/01/2018	Town of Washburn		\$15,000.00
	<b>Total Contributions</b>		<b>\$15,000.00</b>



WMLF-Washburn Memorial  
Library Randall Fund  
Statement of Activity  
Period: 01/01/2018 to 9/30/2018

Fund Type: Agency

WMLF

Spending Type: Invested/Inc &amp; Prncpl-SPECIAL

Questions? Contact: fundstatement@mainecf.org

Donna Turner  
Town of Washburn  
1287 Main Street  
Washburn, ME 04786

Fund Activity	3rd Quarter	Calendar YTD	Other information included in Ending Balance
Beginning Balance	\$54,688.76	\$53,841.14	<i>(will not total ending balance)</i>
Contributions	\$0.00	\$0.00	<ul style="list-style-type: none"> <li>• Amount Available For Distribution \$4,790.00 Includes 2018 Grant Budget</li> </ul>
Fundraising Revenues	\$0.00	\$0.00	
Other Revenues and Grant Refunds	\$0.00	\$0.00	
Total Receipts	\$0.00	\$0.00	
Interest & Dividends	\$147.83	\$339.68	<ul style="list-style-type: none"> <li>• Impact Investing Balance N/A <i>(not available for grantmaking)</i></li> </ul>
Realized Gains (Losses)	\$525.03	\$2,668.90	
Unrealized Gains (Losses)	\$296.31	(\$789.60)	<ul style="list-style-type: none"> <li>• Historic Gift Value \$45,000.00 <i>(not applicable for Income &amp; Principal spending type)</i></li> </ul>
Investment Manager Fees	(\$75.27)	(\$249.46)	
Total Investment Activity	\$893.90	\$1,969.52	
Grants & Scholarships	\$0.00	\$0.00	
Special Program Expenses	\$0.00	\$0.00	
MaineCF Administrative Fees	(\$116.00)	(\$344.00)	
Total Disbursements	(\$116.00)	(\$344.00)	
Interfund Transfers - In(Out)	\$0.00	\$0.00	
<b>Ending Balance on 09/30/2018:</b>	\$55,466.66	\$55,466.66	

YTD Details of Contributions

YTD Details of Grants

# WASHBURN MEMORIAL LIBRARY

## BOARD OF TRUSTEES BYLAWS

### Article I. GENERAL LIBRARY OBJECTIVES

The general library objectives of Washburn Memorial Library <sup>will</sup> ~~shall~~ 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 <sup>local</sup> 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 <sup>for a</sup> by 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 <sup>recording &</sup> 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 <sup>a</sup> the wall in a prominent spot <sup>in the library</sup> and inscribed with the names of the recipients of this honor.

Washburn Town Council:

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Keith Brown

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Daren Churchill

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Frederick Thomas

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Michael Umphrey

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Kermit Fuller

Washburn Memorial Library Board of Trustees:

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Linda Bourgoine

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Gary Cole

---

Charlotte Griffin

---

Warrena Forbes

---

Rita Kingsbury

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Laurie Blackstone

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Christina Maynard