

WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

SEPTEMBER 10, 2020, MEETING NOTES

Present were: Rita Kingsbury, Londa Brown, Laurie Blackstone, Christina Maynard, Charlotte Griffin, Heidi Silver, Beverly Turner, Donna Turner—Town Manager, and Lois Walton--Librarian. This meeting was conducted at the library with those in attendance observing social distancing and the use of masks.

Chairperson, Rita Kingsbury, called the meeting to order at 5:30 p.m.

Secretary's Report: The minutes from the June 4, 2020, meeting were presented. Londa made a motion to accept the minutes as presented. Laurie seconded the motion; so voted.

Financial Report: There are no lines that are a real problem. We still have money in the Lego grant and need to check the date to find out exactly how long we have to spend it. Laurie made a motion to accept the financials as presented. Christina seconded the motion; so voted.

Librarian's Report: We are now open and are keeping up with safety procedures and social distancing. The state report will have a Covid-19 section, and we will be able to count views of videos offered by the library during this time. We can count all of Courtney's stories, recipes, and craft videos.

The library wall in the Barbara Porter room has gotten worse this summer.

Adam Doody is working at getting stuff out of downstairs that we do not need.

The weeded books have now gone to Thrift Books but Lois has heard nothing from them.

The Rossignol's donated an Echos Magazine collection to the library.

Old Business:

- A. Courtney Howe has still been doing some activities on the library website and has done an excellent job. Hopefully she will keep going. The crafts will work for remote learning for art class. People are now picking

up the craft kits since the library is open. We have been offering these craft kits for free since the library has been closed for Covid, but should we start charging a small fee like we used to do when the classes were in person? Londa made a motion that we update the information on the craft classes and charge \$5.00 for each craft kit that is picked up at the library. Also, each individual who signs up for a particular craft will be allowed one week to pick up the kit, and if it is not picked up we will offer it to others on a first-come, first-serve basis. Laurie seconded the motion; so voted.

- B. Website update—Londa will keep doing this as updates are needed.
- C. We have been discussing the Stephen King grant application. Do we still want to try to get this in for the October deadline? Londa has almost everything ready but would like some help when it comes to putting it together and making sure everything is in order. Laurie volunteered to help her do this.
- D. The children's furniture was supposed to be here in July. Now that we are open, it would be nice to get this going. Londa will try to get in touch with Robert Bixler who is building the furniture to see where he is at with this project.
- E. As we have previously discussed, some changes were made in the By-Laws. Laurie was secretary at the time and made the changes. We took another look through the By-Laws during this meeting to correct any wording, make additional changes, etc. Laurie will make these changes and email them to the Board prior to the next meeting.
- F. We need to get Ye Olde Book Shoppe active again. We will allow people downstairs to shop for books by appointment. Londa would like to have a one-day book sale to see if we can get rid of some more weeded or donated books. We will plan this for Saturday, September 26, 2020, from 9:00 a.m. to 12:00 noon.
- G. We have now sent 28 boxes of books to Thrift Books. We will check to see what is happening with that.
- H. We had discussed several meetings ago about having a "Paint and Sip" class with Mena Irving. We will not be able to reschedule this at this time.

- I. Rita then took a moment to thank the folks who did the work in the library gardens this summer. Stepping stones will also be put down at some point. The gardens look very nice.

New Business:


Are we able to do the knitting group yet? If there are not too many people, they could properly distance. We will discuss this again at the next meeting.

We still have not been able to do a presentation to Janet Peary for the Honorary Trustee. Rita has had her name put on a plaque, but there has been no event. We should wait for a bit because it has been determined that the virus lives on certain materials for at least a week. We will revisit this at a later meeting.

The next meeting will be held on Thursday, October 1, 2020, at 5:30 p.m. at the library.

At 7:10 p.m. Bev made a motion to adjourn the meeting. Londa seconded the motion; so voted.

Respectfully submitted,


Beverly Turner, Secretary

Courtney Howe Videos

Books

Up Down- 525
Over the Meadow- 193
Snail Brings the Mail- 199
Raccoon on the Moon- 423
Happy Birthday Maine- 112
Maine's Happy Birthday- 62

Crafts

Flower Classes

Week 1- 605
Week 2 - 517
Week 3 - 532
Week 4- 429
Week 5- 382
Week 6- 175
Final -66

Beehive- 271

Recipes

Oatmeal Cake- 657
Hamburger Soup- 152

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

58,316

Account	Budget	Budget	Budget	Curr Mnth	YTD	Unexpended	Percent
	Original	Adjustments	Net	Net	Net	Balance	Spent
70 - Library	55,757.00	0.00	55,757.00	3,560.00	28,928.51	26,828.49	51.88
01 - Salary/Benefits	40,722.00	0.00	40,722.00	3,082.08	22,536.94	18,190.06	55.34
16 - Librarian	22,620.00	0.00	22,620.00	1,740.00	13,050.00	9,570.00	57.69
17 - Assistant Librarian	2,400.00	0.00	2,400.00	72.00	516.00	1,884.00	21.50
90 - Health Insurance	13,600.00	0.00	13,600.00	1,118.55	7,829.85	5,770.15	57.57
92 - Medicare	375.00	0.00	375.00	26.28	192.36	182.64	51.30
93 - Social Security	1,575.00	0.00	1,575.00	112.35	822.49	752.51	52.22
94 - Unemployment Compensation	52.00	0.00	52.00	12.90	38.70	13.30	74.42
95 - Workers Compensation	105.00	0.00	105.00	0.00	87.54	17.46	83.37
02 - Utilities	4,475.00	0.00	4,475.00	166.65	2,087.98	2,387.02	46.66
01 - Electricity	1,400.00	0.00	1,400.00	38.61	675.75	724.25	48.27
02 - Heat	2,300.00	0.00	2,300.00	128.04	946.95	1,353.05	41.17
05 - Water & Sewer	775.00	0.00	775.00	0.00	465.28	309.72	60.04
03 - Communications	380.00	0.00	380.00	31.62	265.65	114.35	69.91
03 - Telephone	380.00	0.00	380.00	31.62	265.65	114.35	69.91
04 - Maintenance	725.00	0.00	725.00	22.50	167.85	557.15	23.15
01 - General	500.00	0.00	500.00	0.00	10.35	489.65	2.07
07 - Garbage Disposal	225.00	0.00	225.00	22.50	157.50	67.50	70.00
05 - Supplies	800.00	0.00	800.00	0.00	142.77	657.23	17.85
01 - General	100.00	0.00	100.00	0.00	0.00	100.00	0.00
02 - Office	200.00	0.00	200.00	0.00	0.00	200.00	0.00
05 - Library Supplies	500.00	0.00	500.00	0.00	142.77	357.23	28.55
08 - Administrative Costs	8,150.00	0.00	8,150.00	257.15	3,667.82	4,482.18	45.00
02 - Dues & Subscriptions	500.00	0.00	500.00	0.00	454.00	46.00	90.80
04 - Postage	50.00	0.00	50.00	0.00	0.00	50.00	0.00
05 - Training	100.00	0.00	100.00	0.00	35.00	65.00	35.00
09 - Library Allowance	5,000.00	0.00	5,000.00	257.15	1,488.82	3,511.18	29.78
14 - Technical Support	2,500.00	0.00	2,500.00	0.00	1,690.00	810.00	67.60
99 - Miscellaneous	500.00	0.00	500.00	0.00	59.50	440.50	11.90
03 - Special Events/Activities	500.00	0.00	500.00	0.00	59.50	440.50	11.90
Final Totals	55,757.00	0.00	55,757.00	3,560.00	28,928.51	26,828.49	51.88

Current Account Status

G 1-320-01 General / Mem.Books

-762.17 = Beg Bal
0.00 = Adjust

-903.90 = YTD Net
0.00 = YTD Enc

-1,666.07 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
02	0016		02/13/20		02/13/2020 C/R	R CR	0.00	25.31
02	0022		02/21/20		02/21/2020 C/R	R CR	0.00	21.98
03	0053	33667	03/19/20	00939 Synchrony Ba	Acct. #6045782001206512	R AP	47.29	0.00
04	0067		04/02/20		04/02/2020 C/R	R CR	0.00	150.00
04	0093		04/17/20		04/17/2020 C/R	R CR	0.00	50.00
04	0095		04/29/20		04/29/2020 C/R	R CR	0.00	145.00
05	0123		05/15/20		05/15/2020 C/R	R CR	0.00	10.00
05	0127		05/22/20		05/22/2020 C/R	R CR	0.00	20.00
06	0190		06/12/20		06/12/2020 C/R	R CR	0.00	300.00
06	0191		06/16/20		06/16/2020 C/R	R CR	0.00	250.00
06	0201	33842	06/18/20	00939 Synchrony Ba	Acct. 6045 7820 0120 6512	R AP	21.10	0.00
Totals-							68.39	972.29

Bill Justice

Current Account Status

G 1-320-09 General / Lego Grant

1,119.70 = Beg Bal
0.00 = Adjust

217.58 = YTD Net
0.00 = YTD Enc

1,337.28 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
03	0037	33646	03/11/20	01189 Daniel Hood	Legos	R AP	120.00	0.00
06	0201	33842	06/18/20	00939 Synchrony Ba	Acct. 6045 7820 0120 6512	R AP	97.58	0.00
Totals-							217.58	0.00

708.12

Current Account Status

G 1-320-02 General / Misc. Donati

-197.41 = Beg Bal
0.00 = Adjust

-120.00 = YTD Net
0.00 = YTD Enc

-317.41 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
03	0041		03/13/20		03/13/2020 C/R	R CR	0.00	100.00
06	0210		06/26/20		06/26/2020 C/R	R CR	0.00	20.00
Totals-							0.00	120.00

WML Memorials 2020

In memory of **John W. Laskey** Muscle Cars given by Art and Charlotte Griffin

In memory of **Calvin O'Clair** \$100 given by Jackie O'Clair

In memory of **Eric Thibodeau** \$50 given by Jackie O'Clair for books.

In memory of **Margaret Joyce Turner** \$25 given by JoAnn Hubbard for books.

In memory of **Ruth Duncan** for children's room. \$ 50 from Constance Duncan and Betty McKenna
\$ 20 from David and Nancy Tarr
\$ 30 from Floyd F. Huston
\$ 20 from Mavis Churchill
\$ 50 from Gene and Londa Brown
\$ 20 from Pat, Sue, Tyler and Elizabeth Boys
\$ 50 from Heidi Johnson Joshi
\$ 100 from James and Lori McKeen
\$ 100 from Donald and Janet Peary

In memory of **Colleen (Meister) Blackstone**, Happy Birthday Maine given by Gene and Londa Brown.

In memory of **Bill Taktikos** \$300 given by Mark and Jackie Shaw for the new children's room.

In memory of **Gwendolyn McBurnie** \$100 for the memorial fund given by Jeffrey McBurnie.

In memory of **Phyllis Blackstone** Though None Go With Me given by Gene and Londa Brown.

In memory of **Leigh(Arnie) Devoe** Reflections of a Maine Cop The Detective in the Dooryard given by Gene and Londa Brown.

WASHBURN MEMORIAL LIBRARY BYLAWS



I. GENERAL LIBRARY OBJECTIVES

The general library objectives of Washburn Memorial Library 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. The Board of Trustees recognizes 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 meet more nearly the full needs of their users.

- D. The Board of Trustees and the Librarian will be alert to opportunities for cooperation with other libraries, to strengthen the services and resources of the library and cooperate with the schools and the school library whenever possible to provide opportunity and encouragement for children, young people and adults to educate themselves continuously.



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. Service will not be denied because of religious, racial, social, economic or political status.

- B. Non-residents and visitors may borrow books upon signing a registration card with phone number and name of a local contact. All borrowers shall have a registration card on file.

- 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.

III. PUBLIC RELATIONS AND PUBLICITY

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

IV. BOOK SELECTION AND LIBRARY MATERIALS

- A. The Library Board of Trustees believes that it is desirable that Washburn Memorial Library have as extensive, comprehensive and ~~cosmopolitan~~ ^{diversified} book collection as the budget allows and that all books be allowed to circulate, ~~except the latest editions of almanacs, encyclopedias and rare books.~~ ^{reference} Memorial books, especially, should not be purchased or designated as reference since the donor normally expects these books to be enjoyed by patrons.
- B. The Librarian is responsible to the Board for selection of books and development of the collection. In committing this expression of policy to paper, it is not intended to restrict the Librarian in the selection of books either because of their subject matter or because of the political affiliations of the book's author, but rather to urge and recommend that the Librarian use his/her best judgment, as a professional, with the aide of professional selection guides, primarily by evaluation of a book's literary merit, authenticity of material, honesty of presentation and by popular demand.

- C. We realize that because we wish the book selection policy to be liberal, there is the possibility that books in the library may be regarded by some as unpleasant and offensive, or in political opposition to local beliefs. However, if Washburn Memorial Library is to fulfill its obligation of providing books, then it must have in its collection material of varied points of view, even those points which may be regarded by some as controversial, whether because of political expression of affiliation or moral implication.
- 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. ~~Such outdated materials will be destroyed.~~ Multiple copies of non-circulation materials, or unusable books donated from personal collections may be sold at book sales. ~~10-11-70RS~~



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 or to be used for the purchase of a specific book. 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 or a volunteer appointed by the Librarian upon completion of the annual list published in the respective town reports of Perham, Wade and Washburn. The amount will be listed in the library records for bookkeeping purposes, unless it is desired by the donor that it be listed with donor's name. Any donation not paid to the Librarian at the time of printing town reports will not be listed until the following year or until paid. 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. If a donor prefers to give a specific book, rather than contribute to the general Memorial Fund, it will be accepted and placed in circulation. If this book is a duplicate, the book that is not a memorial book may be sold at book sales after it is determined that two copies are not needed. In order to promote good public relations, titles or subjects suggested or requested for Memorial Books by donors shall be honored whenever possible.

- B. 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/he deems advisable.
- C. Gifts or money, real property, and/or stocks will be accepted if conditions attached there to are acceptable to the Board of Trustees.
- D. Personal property, art objects, portraits, antiques, and other museum objects will be accepted at the discretion of the Board of Trustees.
- E. 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.

VI. LIBRARY MAINTENANCE

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

VII. AMENDMENTS

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

VIII. BOARD OF TRUSTEES

- A. The Board of Trustees of Washburn Memorial Library will consist of eight members, six from Washburn, one from Perham and one from Wade, to be appointed annually in March by the

20
X
respective Town Officials. The Washburn members will serve for a term of three years each with two member's terms expiring annually. Board members shall be expected to attend all meetings, except where they are prevented by a valid reason. The board member will notify the board of their absence in advance of the meeting. Persons interested in becoming a member of the Board of Trustees should notify the Town Manager, members of the Board of Trustees or the Librarian. When expired terms are to be filled, the Library Board of Trustees will make a recommendation to the Washburn Town Council and Washburn Town Manager from a list compiled from all above sources. When expired terms are filled by the Town Council from these names the Chairperson of the Town Council or the Town Manager will notify the Chairperson or Secretary of the Board of Trustees of this appointment so that the newly appointed member may be invited to the next scheduled meeting of the Board.

- B. The Board of Trustees will meet monthly on the 2nd Wednesday of the month except for July and August unless it becomes necessary for the Chairperson to postpone and reschedule a meeting. Special meetings may be called by the Chairperson at the request of two members or at the request of the Librarian. A quorum shall consist of five 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 shall be a Chairperson, Vice Chairperson and Secretary. The term of office will be for one year 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 shall preside. Robert's Rules of Order, latest edition shall govern the parliamentary procedure of the Board. The Secretary will be responsible for maintaining minutes of the meetings. Minutes and agenda will be submitted one week in advance of scheduled meeting by e-mail, if practicable. The Librarian will submit a Librarian's Report ~~(financial and circulation)~~, in writing (copies for all Board Members) at all Board meetings. The Town Treasurer will sign checks and pay bills.
- C. 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 shall confer this honor at their annual meeting in April. ~~Honorary trustee are entitled to receive any publications generated by the library, attend meetings of the Board as a non-voting member, and shall 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 the wall in a prominent spot and inscribed with the names of the recipients of this honor.
- D. The Librarian will attend regular meetings of the board and will be notified by the secretary the date if all meetings. 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.

1. Regulations for routine conduct in the library may be made by the Librarian with the approval of the Board and Town Council or designee.
2. Major purchasing decisions must be discussed in advance with the Board of Trustees.

Washburn Town Council:

Washburn Memorial Library Board of Trustees:

Std M
_____ 2020

**Washburn Memorial Library
Board Agenda
September 10, 2020 at 5:30**

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

✓ Old Business:

- Update on Courtney's activities
- Update on what's happening on our web site
- Update on possible October application to Steven King Foundation
- Update on the children's furniture for downstairs
- Future of Ye Olde Book Shoppe
- The 26+ boxes of books
- Discuss and make changes to our bylaws to be voted on at our next meeting.
- Reschedule "Paint and Sip" with Mena Irving?
- Thank you to Laurie, Charlotte & Sue for keeping our front garden looking beautiful. Are there any changes that need to be made to the garden this fall?

✓ New Business

- Additional items of business?
- Date of the next meeting – Oct. 1 at 5:30

Current Board Members

Appointed Annually:

Perham Bev Turner
Wade Heidi Silver

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2021	Rita Kingsbury Charlotte Griffin
Expiring 2022	Sue Brown Londa Brown
Expiring 2023	Laurie Blackstone Christina Maynard