

Mark & Emily Turner Memorial Library  
Library Board of Trustees Regular Meeting  
Thursday, May 17, 2007  
2:30 p.m.

Beginning at 2:30 p.m., the Trustees held a staff appreciation tea for library staff. In attendance were Judith Burleigh, Nancy Roe, Elaine Sipe, Paul Hamlin, Kevin Sipe and all 10 staff members. Introductions were made, refreshments served, and flowers were distributed.

The Trustees for the Mark & Emily Turner Memorial Library met at the library for their regular monthly meeting on Thursday, May 17<sup>th</sup>, 2007 at 4:00 p.m.

Present: Chair Kevin Sipe, Treasurer Elaine Sipe, Secretary Nancy Roe, Judith Burleigh, and Paul Hamlin. Not present: Greg Curtis, Spike Savage, and Joseph Zubrick.

Kevin called the meeting to order at 4:00 p.m.

It was moved and unanimously approved to accept the Minutes from the Trustees Meeting held on April 12, 2007 as written and presented.

Elaine Sipe distributed copies of the Treasurer's Report. Noted was the \$22,844.98 gain from investments in the Merrill Merchant Account and expenditures from the Howard and Espa Michaud (Seacoast Security for \$345.64, Portland Glass for \$1,410.00, and Underwood Electric for \$97.50) will not be taken from this account as indicated but from the checking account. It was moved and unanimously approved to accept the Treasurer's Report as written and presented.

For the Librarian's Report, the following topics began the discussion: staffing for Sunday hours, ADA issues for the building and recent incident that precluded a wheelchair bound patron from getting onto the chairlift. Discussion followed about investing and correcting the ADA issues, including installing an elevator, prior to an expansion of the building. While it was the consensus of the Trustees that an elevator and correcting ADA deficiencies is necessary, it is also understood that expenses for retrofitting an elevator to an expansion would be costly. No action taken but possible solutions were discussed including: purchasing a wheelchair for the library during the interim now and an expansion that would include an elevator, Judith offered to donate a wheelchair, and possible funding streams.

Kevin suggested that the Trustees request making a presentation to the Council to update them on the project to date. Sonja will request City Manager Tom Stevens to place the Trustees on the City Council Agenda in the near future. As part of the discussion, Paul asked whether the Trustees were on record as approving the building expansion. It was unanimous that the Trustees did, in fact, formally adopt the concept of building and the expansion plans.

Kevin requested that a separate Building Fund account be established to receive donations and fundraising proceeds. Elaine will set the account up.

Discussion followed about professional fundraising and a Friends' Group for the library. Paul Hamlin made a motion to explore the option of forming a Friends Group for the library. Discussion followed about Trustees writing the next In the City article to inform public of this intention. Paul will write the article. Motion carried unanimously.

Librarian reminded the Trustees that the doorknobs throughout the building and the pound pressure on external doors are out of compliance with ADA. Further, she has asked Rick Nadeau of A and L Construction to walk through the library to look at door fixtures and to give a quote for their replacement. Also, door from Multipurpose Room to back storage area needs an alarm to improve security.

Fundraising effort iGive.com was discussed. Twenty-two people have signed up; proceeds to go to the Trustees for expansion plans.

Librarian discussed plan to upload library catalog records to the Maine State Library Statewide Database SOLAR. Increased visibilities will likely increase interlibrary loan options for patrons. It was moved and unanimously approved to accept the Librarian's Report as written and presented.

Trustees discussed March 2008 and whether to hold a Centennial Celebration. It was decided to place this item on June's Agenda and it will be a staff/Trustee joint effort.

Kevin distributed copies of a letter to Seacoast Security indicating that the length of time between order and installation of the wireless duress panic buttons for staff placed the staff at additional risk and that the Trustees expected more efficient service. All present were in agreement with both the content and for the letter to be sent.

Nancy Roe reported that she joined the Maine Library Association, Trustee Division, to satisfy the 2007 Standards set by the Maine Library Association for Board of Trustees. What remains to be in full compliance with the Standards is the adoption of the *Freedom to View Statement* and *Access to Electronic Resources Statement*. It was moved and unanimously approved to adopt both Statements, thereby satisfying the Library Standards 2007 for Library Board of Trustees.

For New Business, Sonja distributed copies of the Draft Comprehensive Plan for the City of Presque Isle (the Library's portion) to all present. The Librarian reported that former Trustee Earl Roy and she worked on the document and submitted it to the Director of Economic and Community Development. It was moved and unanimously approved to accept the Library's portion of the Comprehensive Plan as written and presented.

Paul Hamlin moved that, "The Mark and Emily Turner Memorial Library Trustees recognize and compliment Sonja Plummer-Morgan for the great progress our library has

made over the past year. Her direction and with the support of her excellent staff has made our Library an exciting place to visit and to seek knowledge. The future looks bright.” Motion carried unanimously.

Next Regularly scheduled meeting for the Trustees is June 21<sup>st</sup> at 3:30 p.m. Agenda items include: Centennial Plans, Meeting with City Council for expansion update, Friends Group Plans, and Building Fund Account.

For Book Talk, Paul introduced new audio device, Playaways and spoke positively about them.

It was moved and unanimously approved to adjourn at 4:50 p.m.