

Mark & Emily Turner Memorial Library  
Board of Trustees Regular Meeting Minutes  
Thursday, July 27, 2006

The Mark & Emily Board of Trustees met on July 27, 2006 at 3:30 p.m. in the Library Multipurpose room. Trustees in attendance: Kevin Sipe, Chair; Elaine Sipe, Treasurer; Nancy Roe, Secretary; Judith Burleigh, Paul Hamlin, Earl Roy, Ex-Officio Spike Savage, and Joseph Zubrick.

Kevin called the meeting to order at 3:35 p.m.

No public comment was offered.

For the Secretary's Report, the Minutes were distributed and it was moved and unanimously approved to accept the Minutes from the June 22, 2006 regular meeting.

Treasurer's Report consisted of auditor's report (handed out to each member), the Charitable Trust and what funds are unencumbered or restricted. Discussion followed regarding the need for a clearer picture of what funding may be used for construction before committing funds to that cause.

Some discussion took place about the Charitable Trust's federal tax id and whether it was separate from the City and whether the Trustees could have their own audit done instead of having the City do it. Spike will seek answers for the next meeting.

It was moved and unanimously approved to seek legal advice and advice from former Library Treasurer (Kitty Dick) to clarify what portion of the Charitable Trust are encumbered or unencumbered.

For the Librarian's Report, the Librarian reported the following: continued upward trend of circulation statistics, wireless usage increasing, MBNA grant proposals no longer accepted, update on lighting project, and air conditioning quote (to replace existing conditioners for additional energy savings). It was moved and unanimously approved to accept the Librarian's Report as presented and written.

Kevin represented the Building Committee, reporting the discussions about the proposed expansion. Architect Mark Carter's initial drawings of exiting building and an addition were looked at. Two funding sources, Jane's Trust and the Maine State Library New Century Funds were discussed, including the \$50,000 matching funds required for the New Century Funds. Discussion included elevator, building code, ADA code, and a discussion with the City Manager regarding the Project. Kevin reported that during that discussion, Tom Stevens said it likely that the Council support would depend on several factors including how many buildings in the City's care needed renovations or new buildings and how that impacts the tax rate and the community support politically. Earl Roy asked if the City Manager addressed the increased overhead costs and staffing costs

if the building were to be expanded and would the Council support those expenses? Kevin felt that, with competing priorities in the City, the Council might not support it. Also, Tom Stevens expressed concern that if the Trust money were put into an expansion project, then money normally given to the library throughout the year would cease. Kevin strongly supports spending Trust money to expand the library but supported further discussions with Mark Carter. Discussion followed about whether an outside elevator and new entrance is more feasible than the entire project. Motion unanimously passed for Librarian to write a concept paper to Jane's Trust and to apply for the New Century Grant funding.

Some other factors discussed were security issues in the expanded building, cost of other elevators built in the City, inviting Jim Brown, former Economic Community and Development Director to help plan building project, and a Building Committee meeting date of August 4, 2006 at 10:00 a.m. was agreed upon.

Paul Hamlin distributed copies of the proposed Investment Policy with changes to each member. Some discussion followed. It was moved and unanimously approved to accept the Investment Policy as revised.

Librarian reported that the paving project of the 45 Second Street property and the Lighting Project were under development.

There was no new or old business.

Trustee meeting scheduled for August 31<sup>st</sup> at 3:30 p.m.

For the Book Talk, Nancy Roe shared Alexander McCall Smith's new book, *Espresso Tales*.

It was moved and unanimously approved to adjourn at 4:40 p.m.

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Attest: Nancy Roe, Secretary