

MARK & EMILY TURNER MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
HELD IN THE LIBRARY MULTI-PURPOSE ROOM
WEDNESDAY, JULY 8, 2009

Present: Chairman Kevin Sipe, Treasurer Elaine Sipe, Secretary Dr. Paul Hamlin, Greg Curtis, Assistant Library Director Susan McPherson, Gail Roy, Deborah Dunn, Reference Librarian Lisa Shaw (Transcriber)

Absent: Pat Webb (Finance Director), Haley Johnston, Library Director Sonja Plummer-Morgan

Chairman Kevin Sipe called the meeting to order at 3:30 pm.

Citizen Comments

No citizens at large were present.

MOTION: Elaine Sipe made a motion to accept the June 2009 minutes. Greg Curtis seconded the motion. Motion passed unanimously.

Treasurer's Report

Treasurer Elaine Sipe reported some earnings for the library; the Baker & Taylor bill has been paid.

MOTION: Dr. Paul Hamlin made a motion to accept the Treasurer's Report. Deborah Dunn seconded. Motion passed unanimously.

Librarian's Report

Assistant Library Director presented the following updates on behalf of Library Director Sonja Plummer-Morgan:

- Literacy Grant: Sue McPherson and Bonnie Smith have completed training to be literacy tutors
- Summer Reading Program: 72 participants; lasting four to five weeks, with Guinea pigs, dog obedience isplays, a clown, and presenters from Aroostook Music Company
- Young Adult Author Beckie Weinheimer held a book talk and writing workshop
- Bonnie Smith and Sue McPherson were recognized on Monfay, July 6, for participating in Aroostook Literacy
- Library's annual Book and Bake Sale scheduled for end of July
- The Library will have a float in the City's Sesquicentennial Parade on August 15
- IMLS grant received for archiving

MOTION: Paul Hamlin made a motion to accept the Librarian's Report. Elaine Sipe seconded. Motion passed unanimously.

Old Business

- Lawn Care: The Library received a low bid from Umphrey's
- EBSCO bill has been paid
- Audit material was made available to all Board members, but Finance Director Pat Webb is unavailable

Action Taken: Discussion of the audit packets will be suspended until City Finance Director Pat Webb is in attendance.

New Business

Policies

- Two policies per meeting will be discussed, with selected policies to be sent out ahead of time
- Paul Hamlin suggested assigning each Board Member to study and discuss a particular policy
- The Chair will designate a person to present and report on the first two

Action Taken: Elaine Sipe and Deborah Dunn will receive, study and discuss the first two policies.

Grant-Writing Workshop

General consensus that Trustees would be interested in having a grant-writing workshop

Standing Committees

By-laws: Should there be a policy in the Board of Trustees by-laws regarding attendance? Paul Hamlin suggested a review of applicants and making recommendation to the City Council. By-laws state that the Board must have a Nominations Committee.

Action Taken: Kevin Sipe, Greg Curtis and Paul Hamlin will form a Recruitment and Membership Committee. Kevin Sipe, Gail Roy and Elaine Sipe will form a Building Committee. The Membership Committee will study and make recommendations on by-laws and attendance.

Children's Garden Club

- Listed on federal volunteer website <http://www.serve.gov/>
- Librarian has spoken with several area organizations who might help out

Staff and Volunteer Recognition Reception

Board agreed that a reception should be held sometime in September or October 2009 to recognize staff and volunteers at the Library.

Action Taken: Gail Roy volunteered to help out with this. Elaine Sipe volunteered to help.

Next Meeting

The next meeting of the Mark & Emily Turner Memorial Library Board of Trustees will be on Thursday, August 20, 2009, at 3:30 pm in the Library's Multi-Purpose Room.

Next Agenda

- Report from Membership Committee
- Report from Building Committee
- Review Audit materials is Pat Webb is in attendance
- Elaine Sipe and Deborah Dunn will each report on a policy
- Schedule a grant-writing workshop

Book Talk

No book talk discussion took place at this meeting.

Adjournment

MOTION: Paul Hamlin made a motion to adjourn the meeting. Deborah Dunn seconded the motion. Motion passed unanimously.

Meeting adjourned at 4:51 pm.

Attest: Paul Hamlin, Secretary