

MARK & EMILY TURNER MEMORIAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
HELD IN THE LIBRARY MULTI-PURPOSE ROOM  
THURSDAY, AUGUST 20, 2009

**Present:** Chairman Kevin Sipe, Treasurer Elaine Sipe, Secretary Dr. Paul Hamlin, Gail Roy, Deborah Dunn, Haley Johnston, Pat Webb (Finance Director), Dave Dow (Literacy Volunteers of Maine), Library Director Sonja Plummer-Morgan, Young Adult Librarian Dianna Leighton (Transcriber)

Absent: Greg Curtis

Chairman Kevin Sipe called the meeting to order at 3:33 pm.

### **Introduction of Dave Dow**

Dave Dow, Literacy Specialist with Literacy Volunteers of Maine, was introduced to the Board. Dave explained his personal and professional background as well as his agency's partnership with Turner Memorial Library through the Barbara Bush grant recently awarded to the Library. Dave gave a brief history of Literacy Volunteers of Maine, and informed the Board that there are two literacy volunteers on staff at the Library as well as freshmen from the University of Maine at Presque Isle who will be working on the literacy program funded by this grant.

### **Consideration of the Agenda**

No changes to the agenda as presented were made.

### **Citizen Comments**

No citizens at large were present.

### **July 2009 Minutes**

**MOTION: Elaine Sipe made a motion to accept the July 2009 minutes. Deborah Dunn seconded the motion. Motion passed unanimously.**

### **Treasurer's Report**

Treasurer Elaine Sipe reported some earnings for the library. Profits from sale of book bags and from the annual Book & Bake sale were added to the Building Fund.

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

Sonja suggested producing more book bags for sale due to their popularity. The Board wished to see if the initial cost has been covered.

*Action Taken: Issue tabled for further discussion at next meeting.*

## **Review of Auditor's Report**

Finance Director Pat Webb discussed in further detail the Auditor's Report distributed at a prior meeting. The Board had no questions or discussion at this time.

## **Librarian's Report**

**Library Director Sonja Plummer Morgan presented the following updates:**

- Sue McPherson is out due to injury until probably January 2010; she will continue to stay involved with the Literacy Grant.

**MOTION: Kevin Sipe made a motion to send flowers or a plant and a gift certificate from a location to be determined by the Library Director in the total combined amount of \$100. Paul Hamlin seconded the motion. Motion passed unanimously.**

*Action Taken: Gail Roy and Haley Johnston will work on this project.*

- Circulation numbers at the library are up; some statistics are trickier to report, such as telephone calls and passport applications. Sonja suggested that the statistical data tracking system might need to be updated.
- The Library is in the running for a Broadband Stimulus Grant, initiated at the Library to add a computer center for employment search activities; the Maine State Library was working on a regional package and has picked up the grant application process for the library; the application has been submitted.
- The Library has new front doors, paid for from the Projects Budget.
- The Book Club resumes meetings on September 17, 2009 at 6:00 pm with discussion of the book *Mutant Message Down Under* by Marlo Morgan; the book club will also participate in The Big Read at the Library in October 2009.
- An art reception, Behind the Easel, is scheduled for September 12, 2009, from 3:00-6:00 pm in the Library's Multi-Purpose Room. The art will remain on display through October 30, 2009.

Discussion: A suggested policy revision was put before the Board to review work for viability of display in the Multi-Purpose Room prior to showings being formally scheduled. A further procedure was suggested to establish expectations and responsibilities of both the Library and the Artist.

*Action Taken: Gail, Elaine and Kevin will form an ad hoc committee to review the policy and procedures and to advocate for future artists' showings. The Committee will consult with artist Raphael Gribitz as the Library has done in the past.*

- A strategic plan is under development for the Library to establish service priorities based on what we know our community wants and to develop competencies (e.g. partnering, marketing & public relations, guiding documents, and a fundraising plan)
- The Library is working on a dynamic website that responds to the needs of its community and provides online services that are modern, interactive, and accurately portrays the Library's personality. The website currently attracts approximately 1000 unique visitors per month. A dedicated webmaster will probably be needed for this project. Consultation fees cost on average \$5000-7000.
- Many programs are happening at the Library to include all ages. The literacy program is growing exponentially as are the community partners in that endeavor.
- The Library had a float featuring Winnie-the-Pooh in Presque Isle's Sesquicentennial Parade on August 15, 2009.

Discussion: Deborah Dunn suggested that future floats have signage on both sides for greater visibility.

- The annual Book & Bake Sale yielded \$309 toward the Building Project. Rainy weather seriously impacted the success of the sale.
- Each month Library staff attend online webinars to learn best library practices, how to build community relationships, technology, and other topics such as the federal stimulus packages available.
- The Librarian attended a Maine Library Association retreat to learn how to strategically plan, to discuss TABOR II and the excise tax initiatives and their possible impact on library services, and other topics.
- The Librarian met with Literacy Volunteers of Maine to discuss fundraising and an upcoming event for librarians with author Vicki Myron.
- The Librarian will be out of town September 9th through the 14th to attend, present and participate as a Board member in the Association for Rural and Small Libraries Conference. The Library learned about the passport services program at a previous ARSL conference.

Discussion: Chairman Kevin Sipe added that he is working on a grant application for schools and community service to help with the Library's planned Community Garden. The application is due at the end of August, 2009. The exact site of the garden was tabled for future discussion.

**MOTION: Gail Roy made a motion to accept the Librarian's Report. Elaine Sipe seconded. Motion passed unanimously.**

## **Committee Reports**

### ***Policy Review Committee***

Chair Kevin Sipe reminded the Board that they would be reviewing two policies at a time. Two that need immediate review are:

1. Art Policy (Draft)
2. Volunteer Policy

Discussion: Should the Board present policy reviews two at a time to the Council or wait and do them all in bulk? The Board decided to continue reviewing two at a time. Kevin Sipe reminded the Board that during this process, the Board serves as advisory to staff.

### ***Membership/Nominations Committee***

The charge of the Membership/Nominations Committee is to review by-laws as they pertain to duties of Board members.

Paul Hamlin reported that his committee had met and discussed duty descriptions. These descriptions will be presented at the next Board meeting for review and discussion with the full Board. He suggested that the currently seated Trustees interview potential new Trustees. Gail suggested possible changes in the interview process through which the Board provides guidance to the City Council.

*Action Taken: Board members duties will be discussed more fully at the next Board meeting, and Chair Kevin Sipe will present the Committee's findings and suggestions to the Council.*

### ***Community Building Committee***

The charge of the Community Building Committee is to first decide the appropriate overall size of the Committee, to seek grant opportunities and raise awareness of the expansion project, and to develop a list of potential Committee members.

Gail Roy and Elaine Sipe reported that the Committee had drafted a letter to recruit new members which could possibly be sent out as early as the following week. The Committee plans to meet on Monday, September 21, at 7:00 pm. The size of the Committee will probably be determined by the size of the turnout at the meeting.

## **Old Business**

There was no old business to discuss.

## **New Business**

### ***Next Meeting Date***

The Mark & Emily Turner Memorial Library Board of Trustees will next meet on **Thursday, September 29, 2009 at 3:30 pm** in the Library's Multi-Purpose Room.

## *Agenda Items for September Meeting*

- Gail Roy will report back on obtaining a gift for Sue McPherson
- Sonja Plummer Morgan and Elaine Sipe will research book bag sales figures for discussion of future production
- Sonja Plummer Morgan will craft language for a mission statement, vision statement and objectives concerning the Library for the Board to review
- Board members will review and further discuss policies on Art and Volunteers
- Paul Hamlin will report back on the Membership/Nominations Committee's suggested duties of a Trustee
- City Manager Tom Stevens will be engaged in discussions on the interviewing process for potential Board members
- Gail Roy and Elaine Sipe will report on their final draft of their Building Committee recruitment letter
- A priority list for projects will be further discussed, including funding for audio books
- Grant-writing workshops will be further discussed
- The Board will discuss reimbursement for Maine Library Association membership

### *Other*

Trustee Haley Johnston was officially welcomed by the Board.

### **Book Talk**

No book talk discussion took place at this meeting.

### **Adjournment**

**MOTION: Kevin Sipe made a motion to adjourn the meeting. Gail Roy seconded the motion. Motion passed unanimously.**

Meeting adjourned at 5:10 pm.

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Attest: Paul Hamlin, Secretary