

MARK & EMILY TURNER MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
HELD IN THE LIBRARY MULTI-PURPOSE ROOM
THURSDAY, SEPTEMBER 24, 2009

Present: Chairman Kevin Sipe, Treasurer Elaine Sipe, Gail Roy, Deborah Dunn, Pat Webb (Finance Director), Library Director Sonja Plummer-Morgan, Reference Librarian Lisa Neal Shaw (Transcriber)

Absent: Greg Curtis, Secretary Dr. Paul Hamlin, Haley Johnston

Call to Order

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

Consideration of the Agenda

No changes to the agenda as presented were made.

Citizen Comments

No citizens at large were present.

Reading of the Library Mission

The Library's mission statement as it currently stands was read. No official changes were made. It reads as follows:

"The Mission of Mark & Emily Turner Memorial Library is to provide quality materials and services in a comfortable, open environment. We strive to enhance lifelong learning and personal growth while fostering a community connection."

Treasurer's Report

Treasurer Elaine Sipe reported that the trust was up about \$9000 on stocks. The taxes were sent in late, and a fee was assessed. The treasurer has sent a letter of explanation requesting that the fee be waived.

MOTION: Deborah Dunn a motion to accept the Treasurer's Report. Gail Roy seconded. Motion passed unanimously.

Approval of the August 2009 Minutes

MOTION: Elaine Sipe made a motion to accept the August 2009 minutes. Gail Roy seconded the motion. Motion passed unanimously.

Librarian's Report

Library Director Sonja Plummer-Morgan presented the following updates:

Circulation

- Total circulation count for August 2009 was 11,337.
- 46 passport applications were processed in the month of August.
- 170 people used the library's wireless service in August.
- 838 reference questions were asked during August.

News

- The Presque Isle Library was named as a Regional Computer Center by the State Librarian in the proposal for an Economic Stimulus Grant written by the State Librarian. This means, if granted, more computers, software, and some staff reimbursements among other things.

Building

- There are new doors on the front of the building and new carpet is in the foyer.
- A safety inspection was conducted - extension cords were found to be used improperly; Underwood's is scheduled to fix it.
- There is fresh paint on the ceiling to cover water stains over Reference/Mystery sections and the bathrooms have been painted.

Miscellaneous

- Sue McPherson, head of Children's and Assistant Director, is out on an extended leave of absence owing to an injury.
- Rick Asam, Assistant Children's Librarian, is also out for an extended period of time.
- Young Adult Librarian Dianna Leighton is now full time until staffing resumes.
- Librarian was out of town from September 9-14th. Lisa Shaw was designated Assistant Director for that time.
- Librarian will serve as the United Way Campaign Manager for 2009.
- Librarian was elected Vice-President/President-Elect for the Association for Rural and Small Libraries (ARSL), a national organization dedicated to the well being and positive growth of libraries.

Events

- Librarian (also serving as Maine Library Association [MLA] President) represented librarians at the Voices of Literacy Event in Portland, Maine, on September 17, 2009.
- The Teen Book Club meets weekly.
- October is "Let's Talk About It" Month - the Library is collaborating with ACAP (Aroostook County Action Program) to bring programs to our patrons designed to get teens and parents talking to one another.
- Opening Reception for artwork of Jeffery St. Peter on September 12 from 3:00-6:00 pm with art remaining on display through October 30th in the gallery. This show is sponsored by Full Circle Health Care.
- A new art display by Frank Sullivan will go up in November with an opening reception scheduled for November 7th.
- Cary Medical Center sponsored an all-day event at the library on September 18th with 60 kids in attendance.
- The Library had a booth at the UMPI (University of Maine at Presque Isle) Community Fair on September 16th; 25 new library cards were issued.
- The Turner Book Club met on Thursday, September 17th, to discuss *Mutant Message Down Under*.
- Banned Books Week is September 26th through October 3rd; activities are scheduled all week, including a poster contest.

Logo

- Librarian reviewed a request for submissions for a new Library logo for \$300 on CrowdSpring, as well as current submissions.

MOTION: Deborah Dunn made a motion to accept the Librarian's Report. Gail Roy seconded. Motion passed unanimously.

Old Business

Committee Reports

Review of Art Library Art Policy and Volunteer Policy (Deborah Dunn and Elaine Sipe)

The Board discussed the following issues regarding the Art Policy:

Who determines "suitability" of materials for an art display? At this time it is the Librarian. Some of the wording of the policy seems redundant. Must all policy changes be reviewed by the City Council? Policies must be reviewed by the City Council; procedures need not be. Any minor changes to the handling of materials for art displays will be considered a procedural change. Materials in art displays are in general covered under the Materials Policy the Library currently has in place, which covers any

materials as part of a collection, including books and art.

Action Taken: Sonja and Lisa will review the wording of the policy to check for redundancies which may be omitted without affecting the policy itself.

The Board discussed the following issues regarding the Volunteer Policy:

It is an established policy that anyone who is injured while volunteering at the library under a parent agency is covered first by the parent agency's insurance policy and secondarily by the library's insurance policy. No specific actions were taken regarding the Volunteer Policy.

Building Committee Report (Gail Roy and Elaine Sipe)

- The Building Committee met at the Library on Monday, September 21, at 7:00 pm. There were six people in attendance.
- Attendees expressed interest in engaging in grant research and fundraising activities.
- A goal of raising \$250,000 was in place; a further goal of \$750,000 was suggested.
- The next meeting is scheduled for Monday, October 19th, at 7:00 pm if the Library's Multi-Purpose Room (MPR) is available.
- Minutes for the Building Committee meeting were taken by Gail Roy.

Possible Funding Priorities for the Trustees

The Librarian discussed particular funding issues facing the library at this time, and she suggested the following be considered in order of most immediate need:

Library Website: The current website is not compatible with PayPal coding, thus inhibiting donations; our current webmaster, Rick Asam, is on extended sick leave, and the site is not fully functioning. The cost of having a new website built and maintained is estimated to be \$3000-5000.

1. Books and Audio Collections
2. Computer Automation System: The Library's current cataloging program, Winnebago, has not been technically supported for two years. The cost of upgrading computer automation is estimated to be \$8000-10,000.

Treasurer Elaine Sipe reported that there is currently about \$20,000 in the Board's checking account.

MOTION: Gail Roy made a motion to put \$5000 toward to the funding of a new website for the Library. Deborah Dunn seconded the motion. Motion passed unanimously.

Action Taken: The Librarian will submit a Request for Proposal for a new website. A new logo will be chosen for the Library from submissions on CrowdSpring by the Librarian and Trustees to be added to marketing and the new website.

New Business

Trustee Book Bag Program Review

The Board agreed to postpone further discussion about developing future book bags for fundraising until the Library has obtained its new logo.

Legislative Issues Affecting Libraries in November 2009

- The Presque Isle City Council has assumed a neutral position on Questions 2 and 4 on the November 2009 ballot in Maine.
- The Maine Library Association has gone on record as opposing Questions 2 and 4.

Book Talk

- Elaine Sipe is currently reading *The Guernsey Literary and Potato Peel Pie Society* (Mary Ann Shaffer).
- Kevin Sipe is currently reading *The Righteous: The Unsung Heroes of the Holocaust* (Sir Martin Gilbert).
- Deborah Dunn is currently reading *On Writing* (Stephen King).
- Gail Roy is currently reading *Mrs. Lincoln: A Life* (Catherine Clinton).

Set Meeting Dates for the Remainder of the Year

The Board agreed to continue meeting the third Thursday of each month, with future meeting dates set for October 15, November 19, and December 17, 2009. The next meeting will be October 15, 2009, at 3:30 pm in the Library's MPR with reports from the Nominations Committee and two new policies being reviewed.

Action Taken: Chair Kevin Sipe will assign the next two policies.

Other

- A card of thanks was received from Sue McPherson for the gift card and flowers sent by the Board.
- The Board felt that they should do something similar for Rick Asam.

MOTION: Chair Kevin Sipe made a motion for the Board to expend \$105 for a gift card for Rick Asam. Deborah Dunn seconded the motion. Motion passed unanimously.

Adjournment

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

The meeting adjourned at 5:12 pm.

Attest: Paul Hamlin, Secretary