

MARK & EMILY TURNER MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
HELD IN THE LIBRARY MULTI-PURPOSE ROOM
THURSDAY, DECEMBER 17, 2009

Present: Chairman Kevin Sipe, Treasurer Elaine Sipe, Secretary Dr. Paul Hamlin, Gail Roy, Haley Johnston, Finance Director Pat Webb, Library Director Sonja Plummer-Morgan, Reference Librarian Lisa Neal Shaw (Transcriber)

Absent: Greg Curtis, Deborah Dunn

Call to Order

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

Citizen Comments

No citizens at large were present.

Consideration of the Agenda

No changes were made the agenda.

Approval of the November 2009 Minutes

Secretary Paul Hamlin requested the following amendments to the November 2009 Minutes:

1. Add "Assistant Children's Librarian" to the name of "Rick Asam"
2. Add "Conference" to "Juice 2.0)

MOTION: Elaine Sipe made a motion to accept the November 2009 Minutes as amended. Haley Johnston seconded the motion. Motion passed unanimously.

Treasurer's Report

Treasurer Elaine Sipe reported that the IRS had waived the late fee on taxes paid. Flooring and website expenses (SW Collins and Eyler Consulting, respectively) have been paid. The City of Presque Isle audit fees will be coming due soon.

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

Librarian's Report

Library Director Sonja Plummer-Morgan presented the following updates:

Circulation trends continue to rise with some surprisingly high foot traffic rates on Saturdays and Sundays. An end-of-year report should be available within two weeks. 94 new library cards were issued in November 2009.

- Several programs are offered at the library including a Tween Book Club, Toddler Time, a Teen Book Club, Adult Book Club, and an Online Book Club. The after-school tutoring program pairing University of Maine at Presque Isle students with School Administrative District #1 students continues for the fifth year in a row.
- New Year's Eve, in cooperation with the Downtown Revitalization Committee, the library will be one of many hosts for the First Night celebration planned. Life-sized Curious George will visit during that event.
- The new library automation system implementation is underway. The software is designed that the library can offer a self checkout system, the first in the state, if so desired.
- Staff and website developer are designing and adding content to the library's new website. Launch of the website is scheduled for late January 2010.
- Librarian attended and spoke at the Juice 2.0 Conference in Camden.
- The Trustees funded materials to replace floor tiles in the storytime room, to paint the interior of the library, and to make small improvements. Labor costs are budgeted into janitorial costs.
- Children's Services Librarian Susan McPherson is still recovering from surgery and has not yet returned to work. Dianna Leighton is handling all child and youth related programs in the interim.
- Passports are still being issued, although at a less frequent rate. The Transit Authority of Chicago recently requested the services of a Turner Memorial Library librarian in Chicago to help issue passports to 600 employees headed to the Vancouver Winter Games. Turner Memorial worked with Chicago-area librarians who also issue passports to get that need satisfied. A representative from the Chicago Transit Authority found the Library's profile on LinkedIn.
- December 23rd, the Library will celebrate the season with traditional holiday foods from around the world, music, a flower arranging class, and hot cider or eggnog.
- The University of Maine at Presque Isle (UMPI), Northern Maine Community College (NMCC), Aroostook County Action Program (ACAP) Tribal representatives, the CareerCenter and others in cooperation with library staff are working on the Barbara Bush Foundation Family Literacy Planning Grant.
- The Librarian will be in Boston from January 14-18th, 2010, for an all-expense-paid American Library association VIP Registration to attend the Midwinter Conference.
- With the increase in volunteerism at the library, the Library is looking for a volunteer coordinator. Volunteers come from the pretrial services, National Able Network for Seniors, private citizens, and from Aroostook County Action Program with persons receiving daycare expense reimbursement.
- Staff attended a webinar on the legal issues of creating policies that reflect regulating behavior instead of segments of people and reviewed court cases with the presenter that pertain to library services.
- Turner Memorial Library was selected as an official Cooperating Collection from the Foundation Center, one of only two centers in the State of Maine. (The other is at the University

of Southern Maine.) This collection offers a large and otherwise costly database of grants from the government, private foundations, and corporate giving. Library will soon be presenting a grant writing workshop.

- Items with the library's name and logo are available for purchase from Cafepress at <http://www.cafepress.com/TurnerMemLib>.

Looking Ahead

- A strategic plan for the library is under development.
- There is a need to address the lack of security cameras at the library. Librarian has a working price quote of \$15,000 for six cameras and is working on a plan to address security issues.
- Frank Sullivan art will remain on display through December 31st; other artists are lined up for future shows with dates to be announced.
- The Building Committee meets monthly and is identifying grants and funding streams that will be written in an attempt to address the full costs of the future elevator and expansion. Storage continues to be an issue at the library.

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

Old Business

Committee Reports

A. Membership Committee

A draft list of Trustee duties and responsibilities was presented for consideration by Paul Hamlin. Kevin Sipe will adjust the wording for parallelism and resubmit in January.

B. Building Committee

The Building Committee met on Monday, December 14, 2009, at 7:00 pm at the Northern Maine Community College library. A USDA Rural Development Grant application has been made available. It is a matching funds grant application but also has up to \$50,000.00 available without matching funds.

Policy Review

No policy was on the table to be reviewed for the December 2009 meeting. Policies up for review in January are as follows:

1. Collection & Development: First Review (Sonja will send the current policy around.)
2. Art Policy: Second Review
3. Volunteer Policy: Final Review

New Business

Website

The website updates were covered in the Librarian's Report.

Staff Appreciation Day

There are 13 staff (11 regular plus two SCSEP) to be recognized. Gail Roy suggested \$20.00 gift cards from WalMart for each employee. The Trustees also estimated the need for about \$100.00 for snacks for the event and an additional \$20.00 for cards and invitations. A date and time for Thursday, January 21, 2010, from 3:30-4:30 pm was set.

Action Taken: Trustees Gail Roy, Kevin Sipe and Elaine Sipe agreed to meet at the Library on December 28, 2009, at 4:30 pm to coordinate the purchase of items for Staff Appreciation Day.

MOTION: Kevin Sipe made a motion for the Board of Trustees to spend up to \$500.00 for Staff Appreciation Day to be held on January 21, 2010. Haley Johnston seconded. Motion passed unanimously.

Suggestions for Next Agenda for *February 2010*

1. Art Policy
2. Volunteer Policy
3. Collection & Development Policy

Book Talk

- Paul Hamlin is currently reading *D-Day: The Battle for Normandy* (Antony Beevor).
- Kevin Sipe is currently reading *Roman Soldier's Handbook* (Leslie Sims).
- Elaine Sipe is currently reading *The DaVinci Code* (Dan Brown).
- Gail Roy is currently reading *Born Round* (Frank Bruni).

Adjournment

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

The meeting adjourned at 4:30 pm.

Attest: Paul Hamlin, Secretary