

Rockport Public Library  
PO Box 8, Rockport, ME 04856  
207-236-3642 (www.rockport.lib.me.us)  
Library Committee Meeting, January 22, 2018, at Town Office/RR  
Meeting called to order at 3:32 p.m. by LC Chair, Ann Filley

**Present:**

**Library Committee:** Chair, Ann Filley (2016-19); Sect. Stephanie Kumble (2013-16/2016-19); Heaven Bartlett, (2017-2020); Cheryl Liechty (2017-18 filling vacancy of 3-year 2015-18 term from Stephanie Lash 2016 resignation). absent: Treas. Eliza Haselton (2015-18).

**Library Director:** Ben Blackmon

**Friends' Liaison:** (Filley reported as temp. Friends' rep,

**Select Board Liaison:** Tom Gray unable to attend

**Guests:** None

**Announcements/Introductions:** None

**Consideration of Agenda:** No changes

**Public Comment:** None

**Reports:**

1) **Secretary:** January 22, 2018 minutes accepted as written: Bartlett motion; Liechty, second; unanimous, 4-0.

2) **Warrant:** None again. There have been no warrants signed by town officials for the first six months of the 2017-18 fiscal year (July, Aug. Sept. Oct. Nov. Dec.). These 6 warrants are just over \$25,000. Warrants not being signed by Town will make Blackmon's reconciliation job more difficult, plus will skew budget reports.

3) **Treasurer:** (Filley is acting as treasurer in Haselton's absence)

a) Dec. deposit to checking acct. @ \$2,545

b) 1/05/17 checking acct. bal: \$75,362 (so large because Town has not signed warrants for 6 months --- approx. \$25,000

c) 12/31/17 Schwab acct: \$1,020,634

d) Total accts: \$1,095,996 (again warrants have not been done for 6 months - approx \$25,000)

e) Cost of Annual Appeal: \$1624 (\$833 postage, \$791 printing) Annual Appeal donations to date @ 97 for \$7,595

4) **Friends:** No report

5) **Select Board:** No report

6) **Director:** (see attached Jan. report)

a) Tax forms available soon.

b) Events: Tom & Mac show, snow globe creation, during snow day, Ogdren shot book review in snow, Ogdren planning both Feb. vacation week and summer reading program schedules/events, food driven program 2/23 (Int'l Toast Day)-Paddington, VR @ Oceanside with Google Earth in conjunction with Spanish trip.

c) Blackmon on Town Safety Committee

d) Annual MSL Report prep

e) Make-up for MC Leadership

- f) Upcoming Blackmon surgery (1-week absence)
- g) Behavioral Policy - formatted to other policies
- h) Ogdren weekly MS newsletter replaced writer class; he and Iris will do collaborative book talks
- i) Desk Income, etc. @ \$1,927; online donations @ \$5
- j) Jan. volunteer hours @ 34 hours @ \$425 value to town (@ \$12.50/hr).

***Unfinished Business:***

- a) Annual Appeal update: (see Treasurer's Report)

***New Business:***

- a) Review of Library endowment(s) and recommendations, (see attached Jan. 11, 2018 memo from Ann Filley to SBd re. auditor Ron Smith's presentation re. RPL Endowment and Jan. 11 RPL Trust Overview prepared by Ann Filley).

\* Bartlett motion, Kumble second, "To authorize Ann Filley as acting Treas., to restore Dodge sub-fund to original, unspendable level from general, unrestricted trust funds." Discussion: Original fund was \$9,280 and only interest was to be expended. Currently fund is at \$8,364/market value @ \$9083. In addition, there is a current freeze on spending from this acct. Motion passed 4-0.

\* Necessary to determine how special funds are used and also what/if a minimal amount of special funds should be kept in checking account and what checking acct. balance should be overall --- not to fall below total of previous 6-months' warrants?

- b) Review and approval of RPL/LC Investment policy (July 19, 2011)

\* Upon review, it was determined that the current policy needs tweaking, beginning with renaming the policy to "RPL Library Committee Investment Policy and Fiscal Management." Liechty will work on revisions. (Items considered will include objectives, guidelines, performance management reporting, etc).

\* Filley stated that former treasurer Cate Monroe reported the RPL/LC approach is not as conservative as the Town's and that the fees being charged by FL Putnam are in line with industry/non-profit standards.

- c) Update on building plans:

\* The "non-committee" (Filley, Cole, Gray, Blackmon, Smith, Gartley, Bates), meets weekly, Thursdays @ 3:30 @ TO for ongoing progress work. Various people/groups will provide oversight in re. to cost, construction progress/needs, etc. Transparency is goal and updates/SBd mtgs. etc. archived on Town website. Hope is for warrant for June ballot.

- d) Not on agenda - expiring LC terms

\*It was pointed out that two LC member terms (3-year terms) are up in June of 2018, Liechty (filling in a 1-year term completion) and Treas. Haselton. Haselton has already reported that she will be unable to seek another term. Nomination papers are taken out in April. With the bldg. process picking up steam and quite probably ready for full action in the upcoming fiscal year, filling these two positions is very important.

***Adjournment:*** Kumble motion; Filley, second; 3-0 approved;  
adjourned at 4:47 p.m.

**Respectfully submitted,**  
Stephanie Kumble, Secretary

***Upcoming Meetings, etc:***

- \* SBd mtg on Jan. 22, 2018 @ 7 p.m. @ ROH
- \* Bldg. mtg. on Jan. 25, 2018 @ 3:30 i@ TO in Richardson Room
- \* LC mtg on Feb. 22, 2018 @.10 a.m..

**Addendums:**

- 1) Agenda
- 2) Jan. 2018 LD Report
- 3) Patron Behavior Policy draft
- 4) Jan. 11, 2018 memo from Ann Filley to SBd re. auditor Ron Smith's presentation re. RPL Endowment
- 5) Jan. 11 RPL Trust Overview prepared by Ann Filley
- 6) July 19, 2011 RPL Investment Policy Statement
- 7) Dec. 31, 2017 F.L. Putnam Market Insight report and RPL Acct. Reconciliation report

**note:**

Treasurer's Reports and addendum items are filed chronologically by category in back of Sec't written report notebook. Current categories include:

- 1 Treasurer's reports
2. Library Director reports
3. RPL policies
4. materials for ongoing LC projects (ie/Annual Appeal)
5. working LC packet materials
6. newsletters
7. misc. clippings re. libraries in general

In addition, there is a separate notebook relating to the ongoing "new" RPL project (gathered since the Nov. 2017 vote), including SBd agendas, newspaper articles, materials used for/related to the project - i.e. survey and letters to the editor).

Basic LC Information Packet: The following items are included in New Member Packets as well as opening portion of yearly Sect. report notebook.

- \* Roster
- \* Yearly Calendar/Deadlines/Schedule
- \* current year Working Agreement
- \* RPL Mission Statement
- \* LC Charge
- \* By-Laws
- \* LC History & Financial Procedures (Cate Monroe, November, 2014)
- \* Special RPL Policies (Collection Development, Computer Use, Animals in Library)
- \* most recent year RPL usage statistics
- \* most recent year Fiscal Year Treas. Report
- \* Detailed copy of most recent year RPL budget as approved by SBd/Bud. Comm/voters
- \* Town of Rockport Budget gen'l info with demographic info
- \* most recent F.L. Putnam Portfolio Appraisal
- \* Annual Fund raising materials,

