

APPROVED 3/26/18

Rockport Public Library
PO Box 8, Rockport, ME 04856
207-236-3642 (www.rockport.lib.me.us)
Library Committee Meeting, February 26, 2018, at Town Office/RR
Meeting called to order at 3:30 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: No current liaison

Select Board Liaison: Gray absent

Guests: None

Announcements/Introductions: None

Consideration of Agenda: Agenda changed around because of time constraints

Public Comment: None

(from New Business) Warrant update:

New format for warrants - (Warrants for July-January still not paid). Amounts:

07/2017 @ \$5417 (ME Info magazine series)

08/2017 @ \$8021 (2X copy lease, new lib. cds.)

09/2017 @ \$1805

10/2017 @ \$6115 (delivery service)

11/2017 @ \$5322 (double oil bill from 2016)

12/2017 @ \$3621 (paid for cleaning)

01/2018 @ \$4172 (another large fuel bill, new vacuum)

Reports:

1) **Secretary:** minutes accepted as written; motion/Bartlett; second/Filley; unanimous, 4-0.

2) **Warrant:** See above

3) **Treasurer:** No report (Filley is acting as treasurer in Haselton's absence)

4) **Friends:** No report

5) **Select Board:** No report

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

a) Toast Day a success.

b) ME Municipal - class - "Verbal Jumbo"

c) ME Legislative Leadership

d) Ogdren - Summer Reading Program "Libraries Rock"

e) Desk Income: \$970

f) Feb. volunteer hours @ 32 hours @ \$403 value to town (@ \$12.50/hr).

Discussion drifted to balance of

New Business:

a) Warrants (see above)

b) Bldg. Mtg/Bldg. Fund/Capital Campaign Comm: Blackmon/Brackett working on new bldg. fund policy/method/reporting process. Also, new Capital Campaign Comm. to date: Ann Filley, Peter Ralston, Betsy Saltonstall, John Viehman, Joan Welsh; Philip Conkling & Associates consultant. Currently, total budget is \$3 million with \$1.5 million bond, \$1.5 million fund-raised.

c) Blackmon's "Patron Behavior Policy" delayed until next month. Blackmon is also formatting all RPL policies to follow the same template.

Unfinished Business:

a) RPL LC Investment Policy discussion

It was determined that this policy needs to be more inclusive, "Fiscal and Investment Policy": Numerous questions arose in re. to finances: minimum in checking? maximum in checking? donation policies/reporting? how to better track portfolio/investment income and other portfolio income? how much money from trust income, donation income? how often review policy? It was decided that having Wendy Bush (Putnam) review/make suggestions/answer questions would be helpful.

Also briefly mentioned for further discussion was the advisability/need to become separate 501. Discussion, development of policy to be continued.

Adjournment: motion Kumble; second, Filley; approved 4-0; adjourned at 4:59 p.m. p.m.

Respectfully submitted,
Stephanie Kumble, Secretary

Upcoming Meetings, etc:

* SBd/LC Wkshop 2/26/18 @ 7 p.m.

* LC mtg on 3/19/18 @.3:30 p.m..

Addendums:

- 1) Agenda
- 2) Feb. 2018 LD Report
- 3) RPL Fiscal & Investment Policy draft 2/17/18 revision from 7/1/16 original
- 4) Agenda for SBd/LC Library Workshop - Stephen Smith, etc. new library proposal public presentation
- 5) Two PB Pilot articles re. above mtg plus official town press release

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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,

