

APPROVED APRIL 19, 2018

Rockport Public Library
PO Box 8, Rockport, ME 04856
207-236-3642 (www.rockport.lib.me.us)
Library Committee Meeting, March 22, 2018 at Town Office/RR
Meeting called to order at 10:30 a.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: John Viehman, rep. from Capital Campaign Committee (CCC)

Announcements/Introductions: None

Consideration of Agenda: Agenda changed around for special report/request from CCC.

Public Comment: None

(from New Business) Overview/Request from CCC:

* Review: CCC members to date: Ann Filley, Peter Ralston, Betsy Saltonstall, John Viehman, Joan Welsh; Philip Conkling & Associates consultant. Currently, total new library potential budget is \$3 million with \$1.5 million bond, \$1.5 million fund-raised. CCC hopes to raise (actual/pledged) by spring of 2019. The plan is twofold, the "ASK" and marketing (Heather Mackey will be part of Marketing).

* Cap Campaign aspects:

- 1) need vehicle to maintain anonymity of donors - can't through town because of open access laws
- 2) Friends said no
- 3) Legacy Rockport said no
- 4) CCC could become 501 on own (won't do)
- 5) Consultant, Philip Conkling & Associates
- 6) Part two of hired personnel will be an Administrator. A data/tracking device will be used (little green data box - used locally in Rockland/MC United Charities).
- 7) In addition to LC funds already given to project (approx. \$70,000, plus in past, \$10,000 for architects), the CCC requests the funding for Conkling & Associates, not to exceed \$22,500 - does not include \$750 for data base. In addition, this amount only covers "goals to accomplish." Once CC begins, more money; %age to Conkling. (5-10%?).

Bartlett motion, Liechty, second: Library Committee to allocate up to \$22,500 from non-encumbered RPL Library Endowment funds to support the Capital Campaign Committee efforts in the lead-up to the RPL bond vote of 2018. Passed, unanimous, 4-0.

Reports:

1) **Secretary:** Minutes from February not available; to be approved in April

2) **Warrant:** None

3) **Treasurer:** (Filley acting as treasurer in Haselton's absence) Haselton will return for April mtg. and will present the 3rd quarter report at that time. Filley reported that as of February 28, the checking acct balance is \$85, 437. Currently \$34,473 in checks not cleared.

4) **Friends:** No report

5) **Select Board:** No report

6) **Director:** (see attached March report)

a) Verbal judo training for staff

b) Community program re. concussions

- c) Superhero drawing workshop for kids
- d) 03/31 Easter Egg Hunt
- e) Riley School visit
- f) Final budget mtgs. - budget approved by SBd/BC
- g) New VR anatomy course with HS+ photography demo
- h) Desk Income: \$335
- i) Feb. volunteer hours @ 30 hours @ \$375 value to town (@ \$12.50/hr).

New Business:

a) (CCC update/request (see above)

b) Update on building group:

Ledgewood Construction Management Company was asked to do a full review/estimate of Steve Smith building. Estimate (Pete Pellitier), came in at \$3,750,000) not including intersection work, parking or furnishings. Three ways proposed to lower cost: 1) not have lower level; 2) no deck/hardscape; 3) change really expensive stuff - wood instead of steel; clapboard instead of brick - just make a big box 4) It was jokingly suggested to have a #4 - build at RES.

Discussion followed re. ways to save money without shrinking library. Good news is that architect Steve Smith/engineer Will Gartley not open to shrinking library, nor is LC - Better to be realistic that current figure of \$3 million no longer feasible given delay of construction, increased costs even with cutbacks/downsizing. Keep bond @ \$1.5 million, make up difference in fund raising.

c) Library website MSL update request: Compliance is required Filley motion, Bartlett second to provide the @ \$219 for the yearly MSL update. Passed, unanimous 4-0. Further discussion stressed need for professional webmaster, new, updated design. (\$1500?). Kumble motion, Liechty second to authorize Blackmon to investigate option/cost to create a new RPL website.

d) RPL Patron Behavior Policy Blackmon using this opportunity to format all RPL policies (to include name of policy, original date, update dates, who wrote, background, to be renewed every 3-years), for consistency as recommended by Liechty. April mtg. to finalize.

Unfinished Business:

a) Review/approval of RPL LC Investment Policy discussion: (Add treasurer's role? Unspendable amounts? Annual review of amounts provided to library?). Question was raised (partly from CCC requests re. feasibility of LC becoming 501 to protect anonymity of donors as well as to guarantee donations tax deductible. Again, time ran out - to be carried to April mtg. Wendy Bush (Putnam, will be asked to look over policy, make suggestions, also to help with 501 discussion. Bush will be invited to April mtg. for numerous reasons including these and previous questions about portfolio.

Adjournment: motion Kumble; second, Filley; approved 4-0; adjourned at 12:45 p.m.

Respectfully submitted,
Stephanie Kumble, Secretary

Upcoming Meetings, etc:

* LC mtg on 4/19/18 @.10:30 a.m.

Addendums:

- 1) Agenda
- 2) March, 2018 LD Report
- 3) RPL Patron Behavior Policy draft
- 4) RPL Fiscal & Investment Policy draft 2/17/18 revision from 7/1/16 original
- 5) (CCC) Philip Conkling & Associates Letter of Agreement/description of job
- 6) Putnam March 31, 2018 Portfolio Appraisal, Putnam 1st Quarter (Jan-Mar 2018) Quarterly Review
- 7) Ongoing packet of info re. history of RPL/LC fiscal role/resp

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,

