

June 14, 2018 LC Transitional Mtg. Minutes (approved 6/28/18)

Rockport Public Library  
PO Box 8, Rockport, ME 04856  
207-236-3642 (www.rockport.lib.me.us)  
Library Committee Organizational Meeting, June 14, 2018, at Town Office/RR  
Meeting called to order at 10:32 a.m. by Linda Greenlaw, Town Clerk

**PRESENT:**

*Town Clerk:* Linda Greenlaw

*Library Committee:* Heaven Bartlett, (2017-2020); Elizabeth Dailey (Liz), (2018-2021); Ann Filley, (2016-19); Stephanie Kumble (2013-16/2016-19); Helen Shaw, (2018-2021)

*Library Director:* Ben Blackmon

*Friends' Liaison:* (no official rep)

*Select Board Liaison:* Doug Cole

*Guests:* None

*Announcements/Introductions:* None

*Consideration of Agenda:* Special Org. Mtg. to swear in new members, elect officers, transition to balance of mtg. with new officers

*Public Comment:* None

*Reports:* Since this was an organizational mtg. no reports were given

- 1) Secretary
- 2) Warrant
- 3) Treasurer

*Unfinished Business:* None

*New Business:* Following call to order by Greenlaw, nominations for officers were entertained.

- 1) Chair: Filley nominated Bartlett; Kumble second (no other nominations), Bartlett elected unanimously, 5-0
- 2) Treasurer: Bartlett nominated Filley; Shaw second (no other nominations), Filley elected unanimously, 5-0
- 3) Secretary: Shaw nominated Kumble, Bartlett second (no other nominations), Kumble elected unanimously, 5-0

Following elections, Greenlaw turned over the mtg. to Bartlett.

Bartlett requested that previous chair Filley conduct this informational mtg. and Filley agreed.

Kumble motion to officially recognize and thank Ann Filley not only for her service as LC Chair, but also as liaison to many other library groups esp. the Building Committee, the Capital Campaign Committee and the Friends. Bartlett second, vote 4-0 with Filley abstaining.

Filley asked for brief introductions from all esp. from two newly elected LC members, Liz Dailey and Helen Shaw. Filley presented the LC General Information packet (contents listed below). She also went over various sections of the LC By-Laws. (note: an updated pdf is needed of "By-Laws Approved as Amended Oct. 27, 2015).

Blackmon reported that currently RPL has a FTE staff of five. He also explained the RPL Budget process including the bill-paying process: revenues/bills are coded, given to town finance director, town pays, a warrant is created, LC members sign warrant, LC Treas. writes check to town.

Filley will correct and make copies of various financial information for packets/general info. and current roster. The LC 2018-19 Working Agreement will be revised at the next LC mtg.

Meeting schedule was determined: 3rd Thursday at 10:30 at the Town Office. (However, next mtg. will be 4th Thurs. 6/28 @ 10:30 @ Town Office).

New Bldg. History/Summary/report:

1. total cost probably @ \$3.2 million, bond @ \$1.5 million
2. CCC fundraising plans well underway
3. LC had voted to approve up to \$20,500 for CCC consultant
4. CCC obtaining a 501c - LC will probably pay attorney fees
5. to date LC has provided approximately \$70,000 for new bldg. process
6. LC will probably fund CCC software (cloud based company), approx. \$540/year.

Filley pointed out there will be/is a strong record keeping process to carefully track the LC contributions to the entire new library process/funding.

*Adjournment:* Bartlett motion; Kumble second; approved unanimously, 5-0. Adjourned at 12:03 p.m.

Respectfully submitted,  
Stephanie Kumble, Secretary

Upcoming Meetings, etc:

\* LC mtg on Thursday, June 28, 2018 @ 10:30 a.m. @ Town Office/RR

*Addendums:*

- 1) Agenda
- 2) New Year LC Info packet:
  - a. Roster
  - b. Annual Calendar
  - c. RPL Mission Statement
  - d. RPL Vision Statement
  - e. current LC Working Agreement (*need*)
  - f. RPL LC By-Laws
  - g. Library Director report for Annual Town Report (p. 23-25) (*need*)
  - h. LC Chair report for current Annual Town Report (p. 64) (*need*)
  - i. LC Treasurer's report from Annual Town Report (p.26=27) (*need*)
  - j. Current (2018-19) RPL Budget Report from Town's Budget report
  - k. Cate Monroe RPL LC History/Financial Summary Report
  - l. RPL/LC Library Trust Overview
  - m. RPL LC Investment and Fiscal Policy Statement
  - n. Most recent F.L. Putnam Portfolio Appraisal
  - o. RPL Policy/Computer Use
  - p. RPL Policy/Collection Development
  - q. Chronology of the Future Planning at RPL

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note:

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

- 1. LC Information Packet containing basic organizational/historical LC working materials*
- 2. Treasurer's reports*
- 3. Library Director reports*
- 4. RPL policies*
- 5. Materials for ongoing LC projects (ie/Annual Appeal)*
- 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).*