

**APPROVED: 1/22/18 LC mtg.**

Rockport Public Library  
PO Box 8, Rockport, ME 04856  
207-236-3642 (www.rockport.lib.me.us)  
Library Committee Meeting, December 7, 2017 at Town Office/RR  
Meeting called to order at 10 a.m. by LC Chair, Ann Filley

**Present:**

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

**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) **Friends:** Messler will no longer be the Friends' liaison due to the end of her term as President of the Friends. Filley reported that Kathleen Meil was elected as new Friends' president; Messler will serve as Friends' secretary. The LC signed a card for Messler thanking her for everything she's done and continues to do for RPL.

2) **Secretary:** Oct. 17, 2017 (no Nov. mtg.) minutes accepted as written: Liechty, motion; Filley second; unanimous, 3-0.

3) **Warrant:** None again. There have been no warrants signed by town officials for the first five months of the 2017-18 fiscal year (July, Aug. Sept. Oct. Nov.).

4) **Treasurer:** (Filley is acting as treasurer in Haselton's absence - see attached)

a) Oct. deposit to checking acct. @ \$1,100

b) Nov. deposit to checking acct. @ \$5069

c) 12/05/17 checking acct. bal: \$72,560

d) 10/31/17 Schwab acct: \$993,254

e) Total accts: \$1,065,814 (again warrants have not been done for 5 months)

f) Cost of Annual Appeal: \$1624 (\$833 postage, \$791 printing) Annual Appeal donations to date: \$5085

Questions arose re. finances:

1) What ME/federal laws govern investment procedures/policies for non-profits/municipal investments?

2) Does the library have an investment policy?

3) Is the current investment return using F.L. Putnam the best we can do? Is there a way to have lower, less expensive fees?

4) Should we review other potential investment firms that meet state requirements?

5) Is there an accumulative history of investment portfolio performance with F.L. Putnam?

It was determined that these questions need research/answers and that many of these items and others should be addressed at the annual meeting with F.L. Putnam.

**5) Director:** (see attached reports for both Nov. and Dec.).

**a) Budget:** There was much discussion re. Blackmon's RPL 2018-19 budget proposal (components attached), with a lot of explanation in re. to the divisions of who pays what. Blackmon did a heroic job in keeping the LC part of budget in tight rein. Blackmon/LC have minimal control over the town/taxpayer portion (the larger portion town/taxpayer paid @ approx 70% (personnel costs, bldg. maintenance, etc.)). Following a few minor format corrections, Liechty motion by Liechty; Kumble, second to support the budget as amended; unanimous, 3-0.

**b) Major renovations completed @ temporary library:** mainly children's room, shelf "tightening", shift of fic/nonfic, and ckbks to "kitchen" etc. New arrangement was a great deal of work but everything works much better - esp. the children's room.

**c) Ogdren (and his wife!) are creating a newsletter with middle school students as another Outreach program.**

**d) RPL staff are offering/teaching an I-Phone class for Adult Educ.**

**e) Blackmon working on "Behavior Policy."**

**f) Nov. desk income @ \$5069; Dec. desk income @ \$2545**

**g) Nov. volunteer hours @ 39 hours @ \$491 value to town and Dec.volunteer hours @ 28 hours @ \$356 value to town (@ \$12.50/hr).**

**6) Select Board:** Filley filled in for Tom Gray and reported on the Survey results and where we go now. (The complete Survey report/analysis from Portland Research Firm, related news stories, question 123 analysis by Ken McKinley attached). Select Board Decisions: (1) total cost no more or even under, \$3 million; (2) 50/50 split between bond/fundraising; (3) Limerock St; location (4) Reed architects withdrew; (5) Smith, Priestly, Winton-Scott architects to be reconsidered. .

#### **Unfinished Business:**

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

**b) Survey discussion and next steps** (see Select Board report)

**c) Approval of 2017-18 Working Agreements:** Liechty motion, Filley second "to approve LC 2017-18 Working Agreement as written; approved unanimously, 3-0.

#### **New Business:**

**a) Director's Annual (2018-19) Budget:** (see Library Director's report).

**Adjournment:** Kumble motion; Filley, second; 3-0 approved; adjourned at 11:45 a.m.

**Respectfully submitted,**  
Stephanie Kumble, Secretary

#### **Upcoming Meetings, etc:**

\* Joint LC/SBd mtg on Dec. 12,2017 @ 7 p.m. @ ROH

\* LC mtg. Thurs. Jan 18 @ 10 a.m..

#### **Addendums:**

1) Agenda

2) Treas. summary

3) Nov./Dec./2017 LD Reports

4) Proposed RPL 2018-19 Budget

5) 12-page chronological historical (2008-Oct. 2017) synopsis of RPL's new library saga - prepared by Ann Filley.

6) Portland Research Firm survey information: Exec summary, Ken McKinley analysis of question 12/site and PBP follow-up stories re. survey.

**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,

