

## WASHBURN MEMORIAL LIBRARY

### BOARD OF TRUSTEES

#### APRIL 4, 2019, MEETING NOTES

Present were: Londa Brown, Christina Maynard, Charlotte Griffin, Heidi Silver, Beverly Turner, and Donna Turner, Town Manager. Also present was Attorney Jeremiah McIntosh to explain to the Board some things about 501c3 status.

Secretary's Report: Everyone had received by e-mail a copy of the March 7, 2019, meeting minutes. Bev made a motion to accept the minutes as written. Charlotte seconded the motion. Motion carried.

Financial Report: The financials were reviewed through March 31, 2019. Technical support is paid early in the budget year, so that line is gone. Workers' compensation, heat, and electric are up. Other than that everything looks fine.

Librarian's Report: There was none due to the fact that the librarian, Lois Walton, was not present at the meeting.

#### New Business:

- A. The Rotary Club would like to have the library do something regarding the Vietnam wall that is coming. They would like guides to give tours and facts about the wall. There will be a script to use for different age groups.
- B. Flyers regarding the library were distributed with the town reports. No flyers have been filled out and returned.
- C. Jeremiah McIntosh was present to address a few topics:
  1. The first topic discussed was 501c3 status. There is a \$900.00 fee for filing, but Jeremiah has volunteered to do the legal work for free. Jeremiah will get us a guide to follow. The process starts with the IRS. Once it is declared as a charitable organization, then it goes to the state to get registered. The 501c3 would own nothing but will support the Washburn Memorial Library.
  2. Jeremiah and Jamie McIntosh would like to do some fundraising for the library. He just wanted to know if this would be okay with the Board.

3. Jeremiah would be willing to do some collaboration on different things if we needed—photocopying, purchasing, etc.
- D. Governor Janet Mills has declared April as Library Month. There is a Proclamation which Londa will get printed and hung up and try to get in the news for April.
- E. Londa indicated that we could use some volunteers for more weeding and labeling.
- F. The library has received a Lego grant for \$2,000.00. Each child who signs up for this program will get a free set of Legos from United Way. Donna will talk to Marcie about getting this started.

The next meeting will be held on Thursday, May 9, 2019, at 5:00 p.m.

At 6:00 p.m. Heidi made a motion to adjourn the meeting. Charlotte seconded the motion. Motion carried.

Respectfully submitted,

Beverly Turner—taking notes for Laurie Blackstone, Secretary, who was sick

A handwritten signature in blue ink that reads "Beverly Turner". The signature is written in a cursive style with a large, looping initial "B".

Brown

**Subject:** Fwd: February minutes

----- Forwarded message -----

**From:** Laurie Blackstone <[blackstonehome@hotmail.com](mailto:blackstonehome@hotmail.com)>

**Date:** Mon, Mar 4, 2019 at 11:24 AM

**Subject:** February minutes

**To:** Lois Walton <[lfwwml@gmail.com](mailto:lfwwml@gmail.com)>

This is also a reminder that the board will meet on Thursday afternoon at 5:00pm for its regular monthly board meeting.

Please read the minutes.

I will probably have an agenda later this week.

Lois

Sent from Mail for Windows 10

--

Lois Walton

Librarian

Washburn Memorial Library

1287 Main Street

Washburn ME 04786

**Expense Summary Report**  
Accounts: E 70-01-01 - E 70-99-99

March

*S/B out*  
*K. Webb*  
04/04/2019  
Page 1

Account	Budget		Budget		Curr Mnth		YTD		Unexpended	
	Original	Adjustments	Net	Net	Net	Net	Net	Balance	Percent	
<b>70 - Library</b>										
<b>01 - Salary/Benefits</b>	<b>38,626.00</b>	<b>0.00</b>	<b>38,626.00</b>	<b>4,095.38</b>	<b>3,024.51</b>	<b>5,832.35</b>	<b>42,195.27</b>	<b>15.10</b>		
16 - Librarian	21,500.00	0.00	21,500.00	1,683.18	3,222.18	18,277.82	14.99			
17 - Assistant Librarian	2,000.00	0.00	2,000.00	60.50	121.00	1,879.00	6.05			
90 - Health Insurance	13,150.00	0.00	13,150.00	1,085.97	2,171.94	10,978.06	16.52			
92 - Medicare	350.00	0.00	350.00	25.29	48.49	301.51	13.85			
93 - Social Security	1,475.00	0.00	1,475.00	108.11	207.28	1,267.72	14.05			
94 - Unemployment Compensation	42.00	0.00	42.00	10.50	10.50	31.50	25.00			
95 - Workers Compensation	109.00	0.00	109.00	50.96	50.96	58.04	46.75			
<b>02 - Utilities</b>	<b>4,275.00</b>	<b>0.00</b>	<b>4,275.00</b>	<b>521.83</b>	<b>1,145.98</b>	<b>3,129.02</b>	<b>26.81</b>			
01 - Electricity	1,000.00	0.00	1,000.00	133.11	233.99	766.01	23.40			
02 - Heat	2,500.00	0.00	2,500.00	325.53	785.61	1,714.39	31.42			
05 - Water & Sewer	775.00	0.00	775.00	63.19	126.38	648.62	16.31			
<b>03 - Communications</b>	<b>380.00</b>	<b>0.00</b>	<b>380.00</b>	<b>29.56</b>	<b>88.68</b>	<b>291.32</b>	<b>23.34</b>			
03 - Telephone	380.00	0.00	380.00	29.56	88.68	291.32	23.34			
<b>04 - Maintenance</b>	<b>725.00</b>	<b>0.00</b>	<b>725.00</b>	<b>17.50</b>	<b>80.00</b>	<b>645.00</b>	<b>11.03</b>			
01 - General	500.00	0.00	500.00	0.00	45.00	455.00	9.00			
07 - Garbage Disposal	225.00	0.00	225.00	17.50	35.00	190.00	15.56			
<b>05 - Supplies</b>	<b>550.00</b>	<b>0.00</b>	<b>550.00</b>	<b>4.99</b>	<b>4.99</b>	<b>545.01</b>	<b>0.91</b>			
01 - General	100.00	0.00	100.00	4.99	4.99	95.01	4.99			
02 - Office	200.00	0.00	200.00	0.00	0.00	200.00	0.00			
05 - Library Supplies	250.00	0.00	250.00	0.00	0.00	250.00	0.00			
<b>08 - Administrative Costs</b>	<b>6,725.00</b>	<b>0.00</b>	<b>6,725.00</b>	<b>496.99</b>	<b>2,233.73</b>	<b>4,491.27</b>	<b>33.22</b>			
02 - Dues & Subscriptions	500.00	0.00	500.00	0.00	0.00	500.00	0.00			
04 - Postage	75.00	0.00	75.00	0.00	0.00	75.00	0.00			
05 - Training	100.00	0.00	100.00	0.00	0.00	100.00	0.00			
09 - Library Allowance	4,350.00	0.00	4,350.00	496.99	543.73	3,806.27	12.50			
14 - Technical Support	1,700.00	0.00	1,700.00	0.00	1,690.00	10.00	99.41			
<b>99 - Miscellaneous</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>			
03 - Special Events/Activities	300.00	0.00	300.00	0.00	0.00	300.00	0.00			
<b>Final Totals</b>	<b>51,581.00</b>	<b>0.00</b>	<b>51,581.00</b>	<b>4,095.38</b>	<b>9,385.73</b>	<b>42,195.27</b>	<b>18.20</b>			

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March

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**Beverly Turner**

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**From:** Londa Brown <libbrown625@hotmail.com>  
**Sent:** Tuesday, April 2, 2019 7:52 AM  
**To:** Lois Walton; Christina Maynard; Charlotte Griffin; Silver, Heidi; Rita Kingsbury; Donna Turner; Gary Cole; Beverly Turner  
**Subject:** Re: February minutes

Good Morning,

Here is the agenda for our Board Meeting this Thursday. Lois is in Boston with Cecil and will be traveling home today. He has had issues with his eyes and hopefully we'll get a good report today.

## April 2019 Library Board Meeting

- I. Secretary's Report
- II. Treasurer's Report
- III. Librarian's Report
- IV. New Business
  - A. Rotary Club Meeting for Aug Fest
  - B. Flyers - what has been received?
  - C. Jeremiah McIntosh to address 501c3 status
  - D. On April 1, Governor Mills will

Proclaim   that all of April will be designated  
Maine   Libraries Month! See the  
Proclamation   here:

[https://www.maine.gov/msl/libs/2019\\_maine\\_library\\_month\\_proclamation.pdf](https://www.maine.gov/msl/libs/2019_maine_library_month_proclamation.pdf)

## VI. Date & Time of our next meeting

Maine Libraries Month - April - what can we do to promote our library and get it in the news during April? Come with a suggestion!

Sent from Outlook

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**From:** Lois Walton <lffwwml@gmail.com>  
**Sent:** Monday, March 4, 2019 1:18 PM  
**To:** Christina Maynard; Charlotte Griffin; Silver, Heidi; Rita Kingsbury; Donna Turner; Gary Cole; Beverly Turner; Londa