

**Washburn Memorial Library  
Board Meeting Agenda  
December 1, 2022 at 5:00pm Via ZOOM**

- Secretary's Report - Christina
- Financial Report - Donna
- Library Director's Report - Cara
  - Library Updates
- Children's Librarian's Report – Courtney

**Old Business**

- Current Library Hours
- Knitting Group

**New Business**

- Books we have read recently
- Other new business?
- Date of the next meeting – January 5, 2022 at 5:00 pm via Zoom

**Current Board Members:**

Appointed Annually:

Perham  
Wade

Bev Turner – [townclerk@washburnmaine.org](mailto:townclerk@washburnmaine.org)  
Heidi Silver – [heididsilver@gmail.com](mailto:heididsilver@gmail.com)

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2022

Sue Brown – [suebrown11@gmail.com](mailto:suebrown11@gmail.com)

Londa Brown – [libbrown625@gmail.com](mailto:libbrown625@gmail.com)

Expiring 2023

Laurie Blackstone – [blackstonehome@hotmail.com](mailto:blackstonehome@hotmail.com)

Christina Maynard – [luytoread514@gmail.com](mailto:luytoread514@gmail.com)

Expiring 2024

Sarah Sincs – [ssincs@msad45.nct](mailto:ssincs@msad45.nct)

Rita Kingsbury – [rtkngsbry@gmail.com](mailto:rtkngsbry@gmail.com)

**Town Manager** – Donna Turner – [townmanager@washburnmaine.org](mailto:townmanager@washburnmaine.org)  
**WML Library Director** – Cara Miller – [washburnmainelibrary@gmail.com](mailto:washburnmainelibrary@gmail.com)  
**WML Children's Librarian** – Courtney Howc – [courtncyjcanhowc@gmail.com](mailto:courtncyjcanhowc@gmail.com)  
**WML Email** - [wml.me.1290@gmail.com](mailto:wml.me.1290@gmail.com)

**Washburn Memorial Library web site: [washburnlibrary.com](http://washburnlibrary.com)**

## WASHBURN MEMORIAL LIBRARY

### NOVEMBER 3, 2022 MEETING NOTES

Present were: Sue Brown, Beverly Turner, Courtney Howe—Children's Librarian, Londa Brown, Rita Kingsbury, Cara Miller—Library Director, and Donna Turner—Town Manager. The meeting was attended through ZOOM. (Heidi Silver joined us when she was able, thus making a quorum to vote on new library hours later in the meeting.)

Chairperson, Sue Brown, called the meeting to order at 5:00 p.m. Londa graciously agreed to take minutes of our meeting – thank you, Londa!

Secretary's Report: Christina was unable to attend the meeting, and with no quorum, we did not vote on the secretary's report.

Financial Report: Donna reported on the balances of our accounts. The monies in the Library Allowance account need to be spent by the end of December or first part of January. After looking at other part-time workers in the town, Donna reached the conclusion that the girls need to be paid for holidays and went back to pay them for the holidays from this past year. Right now, our budget should be at 75% spent and that is where we are. Unfortunately, our Community Foundation fund shows a huge loss in our last quarter.

Donna also suggested that we look at different options for flex hours. That way, the girls can work extra time on a project when needed. They could create a Bank of Hours so that they could borrow from this account when necessary.

Library Director's Report: Cara had emailed her reports to the board members prior to the meeting. She noted that they should probably plan on more trunk or treat bags as they had 255 prepared and Sarah had 300 children stop at her trunk.

October circulation statistics were very healthy with 364 check-outs.

Cara told the group that the Tea Time Book Club is currently reading Remarkably Bright Creatures by Shelby Van Pelt.

Cara has been keeping statistics for the number of patrons using the library at different times of the day. She notes that sometimes there are patrons who would like to get in earlier than 10:00 in the morning. Also, they seldom have anyone in attendance after 4:00 in the afternoon. She suggests changing the hours from 9:30 a.m. - 4:00 p.m. In addition, there is a group of junior high students harassing them after school with no intentions of using the library other than to look at their phones and cause mischief. We voted on changing the hours. Bev made the motion, Rita seconded, all were in favor. Changes will take place in 2 weeks.

**Children's Librarian Report:** Courtney reported that Toddler Time is continuing, and she has a few more children attending.

The family-oriented craft kit for October was successful. She had a few kits left and gave them to the girl scout troop to enjoy.

The Christmas ornament kits were just posted on Facebook, and they are already all spoken for.

**Old Business:** Rita reported that she has recently had 2 women meeting to crochet. She asked the girls to consider ordering easy learning books for knitting and crochet which would be helpful to use when she is meeting with members. Meeting times will continue to remain the same.

**New Business:**

Board members shared about the books they have been reading.

The next meeting will be held on Thursday, December 1, 2022, at 5:00PM, via ZOOM.

Bev made a motion to adjourn the meeting. Rita seconded the motion, so voted. The meeting was adjourned at 5:40 PM.

**Circulation Statistics By Item Report Class : 11/01/2022 to 11/30/2022**

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	1	0	0	0
100 - 199	0	2	0	0	0
200 - 299	0	0	0	0	0
300 - 399	2	3	0	0	0
400 - 499	0	0	0	0	0
500 - 599	2	7	1	0	0
600 - 699	5	7	0	0	0
700 - 799	1	6	0	0	0
800 - 899	1	0	0	0	0
900 - 999	6	3	2	0	0
Adult Large Print	8	9	0	1	0
Audio Book	0	3	0	0	0
Biography	0	0	0	0	0
Collective Biography	1	1	0	0	0
Computers	0	0	0	0	0
DVD	0	2	0	0	0
Easy Book	44	40	5	0	0
eBook	0	0	0	0	0
Fiction	97	84	17	1	0
ILL Items	0	0	0	0	0
Interlibrary Loan	1	0	0	1	0
J Audio Books	0	0	0	0	0
J Biography	1	1	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	113	99	12	0	0
J Non-Fiction	11	14	0	0	0
Kit	1	3	0	0	0
Magazine	6	4	0	0	0
Puzzles	7	8	0	0	0
Reference	0	0	0	0	0
Undefined	0	0	0	0	0
YA Fiction	0	0	0	0	0
Total	307	297	37	3	0

**Circulation Statistics By Patron Report Class : 11/01/2022 to 11/30/2022**

Patron Report Class	Checked In	Checked Out	Renewed	Booked
ILL Library	0	0	0	0
Non-Resident Adult	54	48	3	0
Non-Resident Juvenile	25	38	4	0
Resident Adult	189	187	29	0
Resident Juvenile	37	22	1	0
Staff	2	2	0	0
Teacher	0	0	0	0
Total	307	297	37	0