

WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

MAY 7, 2020, MEETING NOTES

Present were: Rita Kingsbury, Londa Brown, Laurie Blackstone, Sue Brown, Beverly Turner, Donna Turner--Town Manager, and Lois Walton--Librarian. This meeting was conducted via Zoom due to the Coronavirus.

Chairperson, Rita Kingsbury, called the meeting to order at 1:00 p.m.

Rita then took a second to welcome Sue Brown to the Board and thank her for agreeing to do this.

Secretary's Report: Bev read the minutes from the April 2, 2020, meeting and the April 14, 2020, workshop. Londa made a motion to accept the minutes as presented, with one amendment on the April 2 minutes. It was actually Londa that talked with Erica McCrum of the Maine Community Foundation and not Rita. Laurie seconded the motion; so voted.

Financial Report: There was no financial report. We are still working from last year's budget numbers. It was mentioned that we need to check to see when the Lego grant money has to be spent, as it may be June of this year. Sue Brown made a motion to ask for an extension if we find that we need one, with a caveat that should we not get an extension and the money needs to be spent soon, ask Marcie Barbarula to order some more Lego supplies. Londa seconded the motion; so voted.

Librarian's Report: None because we have not been open.

Old Business:

- A. Courtney Howe has still been doing some activities on the library web site—stories, recipes, and crafts. Right now she just has the crafts going, as there has not been much interest in the other two. Also, due to computer issues at home, it can take her 4 to 5 hours to get a 5-minute video loaded to the web site. That is very discouraging when little interest is being shown.

- B. We had talked in the past about a stipend for Courtney Howe but nothing was ever decided. Donna indicated that there may be some FEMA money available for Covid 19 activities such as this, but we do not know for sure yet. Laurie made a motion to have Courtney keep track of supplies so we can reimburse her for expenses and also to have her keep track of her hours for preparation and doing the videos and we will pay her minimum wage per hour. Londa seconded the motion; so voted.
- C. Laura Hunter, principal at the elementary school, will be leaving. Londa has written to the Pre-K through Grade 2 teachers letting them know about the new children's section. Laura Hunter was thrilled about this and would like to see the teachers taking the students to the library.
- D. Web site update—Londa says she feels kind of like Courtney does—she is getting no feedback at all. She just keeps adding to it. Lois sends out a reminder each Monday about things that are going on.
- E. Londa has prepared and read to us a letter to send to Erica McCrum at the Maine Community Foundation. It will be signed by Rita as Chairperson of the Board. Sue made a motion to approve and send the letter. Laurie seconded the motion; so voted.
- F. As we have been discussing, the Stephen King grant application is due in June. Londa is still working on this. She has received a quote from Don Hanson at the high school for 3 items—2 interactive tables and an interactive wall unit. The quote was for \$800.12, which is about 67 percent of the catalog cost. There will be some additional costs for the items to use in these interactive units, but we do not have a price. Laurie made a motion to allow up to \$2,000.00 to the Washburn District High School Woodworking Club for the labor and materials for the 3 items discussed above. Sue seconded the motion; so voted.
- G. In looking at the By-Laws Rita noticed a couple of things that might need to be changed and some that may have already been changed. Bev made a motion that we put this on hold until we are able to meet and vote in person. Londa seconded the motion; so voted.
- H. Rita will talk to the Salmon Brook Historical Society about the shelving that we offered to donate to them. Also, the books which we stored at the museum need to be moved.

- I. The next item we need to discuss is when we might reopen and what that is going to look like when we do. There will be a new checklist for municipalities coming out next week, and individual departments like libraries and recreation departments have guidelines as well. Lois has been looking over the library guidelines/checklist and says it is quite overwhelming. Donna will have Adam look around at the library to see about plexiglass being installed for the circulation desk. Only 5 people will be allowed in at a time. How do we handle materials that come back in? There are options for a virtual summer reading program. We could offer curbside service if people contact Lois and let her know what they are interested in. We can transfer the phone line to Lois. We will need to keep the Barbara Porter room closed until further notice. There may be funding available to be distributed to all Maine libraries for Zoom meetings for two years. Laurie made a motion to begin curbside service on June 2 and continue until further notice from 10:00 a.m. to 12:00 noon on Tuesdays, Thursdays, and Saturdays. Londa seconded the motion; so voted.

New Business:

There were no additional items of business.

The next meeting will be held on Thursday, June 4, 2020, at 5:30 p.m. at the library.

At 2:30 p.m. Bev made a motion to adjourn the meeting. Londa seconded the motion; so voted.

Respectfully submitted,


Beverly Turner, Secretary

**Washburn Memorial Library
Board Agenda
May 7, 2020 at 1:00 via ZOOM**

Secretary's Report
Treasurer's Report
Librarian's Report

Old Business:

- Welcome Sue Brown to the Board
- Update on Courtney's activities on our web site
- Any progress on establishing a stipend for Courtney Howe?
- Is there more we should be doing to foster our relationship with Principal Laura Hunter and MSAD 45?
- Update on what's happening on our web site
- Letter to Erica McCrum for Maine Community Foundation records
- Update on June application to Steven King Foundation
- Report on changes to our bylaws. Should we wait until we are meeting together to vote on changes?
- When might we open again?
- What do we need to do to prepare for our re-opening?
- Reschedule "Paint and Sip" with Mena Irving

New Business

- Additional items of business?
- Date of the next meeting – June 4?

Current Board Members

Appointed Annually:

Perham Bev Turner
Wade Heidi Silver

Appointed for 3-yr terms by Washburn Town Council:

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| Expiring 2021 | Rita Kingsbury Charlotte Griffin |
| Expiring 2022 | Sue Brown Londa Brown |
| Expiring 2023 | Laurie Blackstone Christina Maynard |