

WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

JANUARY 7, 2021, MEETING NOTES—VIA ZOOM

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

Chairperson, Rita Kingsbury, called the meeting to order at 5:35 p.m.

Secretary's Report: The minutes from the November 5, 2020, meeting were presented. Christina made a motion to accept the minutes. Londa seconded the motion; so voted.

Financial Report: The year end numbers were reviewed and also next year's budget. Donna Turner informed the Board that Lois Walton will be retiring on May 22, 2021. She does plan to use vacation time, so that date may be more like May 15. We will need to talk later about what this position will look like going forward. Last year we did not have the bug removal done on the outside of the building, so we should do that this year. We need to have the wall repaired downstairs. There is still about \$1,400.00 left in the library allowance line this year, so this needs to be spent or it will roll over into the general account. Water and sewer and garbage were all over because they increased after our budget was set last year. The Budget Committee Meeting will be held on Monday, February 8, 2021, at 6:00 p.m. at the elementary school. A report was presented and reviewed from Thrift Books regarding our monthly sales. Christina made a motion to accept the financials as presented. Londa seconded the motion; so voted.

Librarian's Report: Lois presented the Librarian's Report and indicated the following:

--There have been some memorials added recently--\$100.00 from Jane Humphrey in memory of Tim; a book from Karen Flewelling in memory of Ellen Tarr, John Veneman, and another relative; and \$200.00 to the memorial fund in memory of Myrtle Smith (a past librarian).

--A man has dropped off a tub of books for us to use in the bookstore.

--24 people asked for books in December of 2020.

--88 people were in in November of 2020.

--In early December Lois applied for a grant with Londa's help. We were awarded the \$300.00 grant from Diversity Books, and books have now been ordered.

--We are currently still doing curbside pickups.

Old Business:

- A. We are the recipients of a \$10,000.00 Stephen King grant submitted by Londa. Londa read the letter from the King Foundation regarding the grant. Between \$800.00 and \$900.00 worth of books have been ordered, and Londa has been very pleased with what we have received so far. About 30 to 40 books are still backordered. Londa had to choose and price everything before the grant was submitted. We do need to purchase two suitable chairs, perhaps recliners, and Londa will look to see what she can find locally. Great job Londa! Thank you.
- B. There is a grant available right now for \$500.00 which focuses on Maine. Londa would like to apply for this grant, as it might support the story time activities, but we need to have an interesting idea or twist. Many libraries are applying for this, so we need something that will stand out. Some different ideas were mentioned, such as puppets, visual boards, and maybe even having Courtney Howe dress up as she reads the books.
- C. The new shelving has been installed downstairs in the children's section. Robert Bixler and his son did a great job installing these units and they look beautiful.
- D. Londa will run another book sale at Ye Olde Book Shoppe, but it seems that many of the books there will never be sold. Perhaps some more weeding needs to be done.
- E. Things seem to be going very well with the online things that Courtney Howe is doing. Courtney plans to do a craft and story time for February.
- F. The knitting group is not meeting at this time.

- G. We are currently doing curbside pickups only. Patrons can make an appointment to come in to use the computer. Laurie made a motion to continue with the curbside pickups at least until we meet on February 4, 2021, and then we will revisit this issue. Christina seconded the motion; so voted.
- H. We have been working on changes to the By-Laws for some time now. It was agreed to postpone the vote on these changes until we meet in person again.

New Business:

As mentioned earlier in the meeting, Lois will be retiring in May of this year. We do not know how much longer Janet Peary will want to be the substitute librarian. Donna suggested that maybe we should look at having two positions at the library—both part time—with one person working upstairs and the other working downstairs in the new children's section doing things with children, crafts, special events, etc. These two people would not necessarily be working at the same time, but if something were going on downstairs then the other person would need to be working upstairs. The downstairs person would also need to know how to check out books so that if we needed someone to fill in upstairs that could be done. Sue made a motion that we look into the possibility of hiring two part-time (20 hours per week) people to run the library, and if there is no interest in this, then we will have to look for a full-time librarian. Laurie seconded the motion; so voted.

No one had any other items to share.

The next meeting will be held on Thursday, February 4, 2021, at 5:30 p.m. at the library. It was suggested that if we decide to do the next meeting by Zoom, maybe we could change the time to 6:00 or 6:30 p.m.

At 6:30 p.m. Bev made a motion to adjourn the meeting. Christina seconded the motion; so voted.

Respectfully submitted,

Beverly Turner, Secretary

Beverly Turner

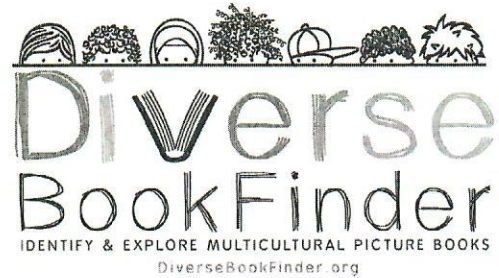
From: Londa Brown <libbrown625@hotmail.com>
Sent: Wednesday, January 6, 2021 9:15 AM
To: WML
Subject: Zoom Meeting Thursday @ 5:30

Londa Brown is inviting you to a scheduled Zoom meeting.

Topic: WML Board Zoom Meeting
Time: Jan 7, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us04web.zoom.us/j/4593263424?pwd=VTBpbDhsMUvsdUSRkR0YzNXI2hQUtO9>

Meeting ID: 459 326 3424
Passcode: x9V23H



12/14 2020

Congratulations!

We're happy to inform you that the **Washburn Memorial Library** has received a **\$300 Library Grant** from the Bates College Diverse BookFinder, in partnership with the Brooks Foundation and Maine Humanities Council.

As you work toward the important goal of diversifying your picture book collection, we hope these funds make a significant impact on your collection development. We truly enjoyed reading about the good work you are already doing here in Maine, and we hope you will continue with these important efforts in the future. To this end, <https://diversebookfinder.org/> offers many tools and services to inform and support your work -- feel free to spread the word about us within your networks!

Next Steps:

- In order to receive the funds, please **complete and return a W-9** (Visit: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>) to diversebookfinder@bates.edu by **Friday, January 15, 2021**.
- You should purchase your books as soon as possible (please see *note below first).
- By **April 15th** you will receive a **required follow-up survey** due by **July 1, 2021**. *Due to the pandemic and possible shipping delays, if you need more time to purchase books and complete the survey, please reach out directly to karonson@bates.edu.*

*An Important Note about Book Quality:

Before you purchase the books on your submitted list, please note that the Diverse BookFinder (DBF) collection is comprehensive (for research purposes). It is NOT a list of recommended titles. For that reason, each book page on our site offers:

- 1) info. about who is represented in the book (race/culture **AND** ethnicity, tribal affiliation, religion, immigration status, gender)
- 2) links to **professional reviews** of each book through the Bates Library Catalog or Google Books, and
- 3) links to expert reviews when a book has been flagged for misrepresentation. If a book **has been flagged for misrepresentation**, it's likely not a great book to purchase.

Though we do not have the capacity to offer individual book recommendations to each grantee, we strongly encourage you to:

- Review our suggested resources for evaluating book quality at: <https://diversebookfinder.org/our-research/#evaluation>.
- Visit the individual webpage for each book on your list to inform your final purchases.

Finally, in the applications we received we noticed a common desire to address collection gaps in representations of **Indigenous** and **Middle Eastern/North African/Arab** (MENAA) people, as well as a shared interest in **Folklore** and **Incidental** titles.

In this context, we have a few suggestions before you purchase any titles:

The first is a reminder that **Incidental** means BIPOC *do not appear as primary characters in the book*. If you are seeking to truly diversify representations of race and culture in your collection, these books do not best meet that important goal.

Next, Native scholars have long raised concerns about cataloging Indigenous sacred and traditional stories as "Folklore" due to the history of dismissing Indigenous cultural practices as "myth" or "legend," rather than recognizing these practices as important forms of knowledge. For this reason, **books that center Indigenous cultures, practices, stories, and knowledges can be found in our Beautiful Life category**. Furthermore, we have flagged many of the books in our collection about Indigenous people for misrepresentation due to expert reviews by Indigenous folks in the field. Please be sure to check for these flags before purchasing books.

You can also visit:

<https://diversebookfinder.org/collection/here-now-picture-books-portraying-contemporary-native-life-part-2/> for a list of great picture books featuring contemporary Indigenous characters compiled by indigenous author Traci Sorell (Cherokee).

We also caution you when choosing books featuring **MENAA characters in folklore titles**. While a focus on folktales can certainly provide windows and mirrors into MENAA cultures and histories, an overemphasis on these kinds of stories also risk suggesting that MENAA people are "exotic" and exist in a land far away or only long ago. This holds up for other racial/cultural groups as well. If you choose to purchase Folklore titles, please consider quality and #ownvoices reviews carefully before doing so.

Much success to you as you work toward providing what Dr. Rudine Sims Bishop called "mirrors and windows" for the children you serve! If you have any questions about next steps or encounter any problems, please contact our Project Coordinator, Andrea Breau, at abreau3@bates.edu.

Best,
Krista

Krista Aronson, PhD
Director and Co-Founder
Diverse BookFinder
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<https://diversebookfinder.org/>



**Profit Sharing Statement
Washburn Memorial Library (14004)**

November 2020
Report Run date December 11, 2020

Month Financial		YTD Financial						
		Month	Net Sales	Your Profit Share	Adjustments	Monthly Proceeds	Payment Amount	Balance Due Supplier
Gross Sales	\$94.60	Jan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Refunds	\$0.00	Feb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Sales	\$94.60	Mar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost of Sales	(\$68.76)	Apr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Profit	\$25.84	May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Your Profit Share	50%	Jun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$12.92	Jul	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adjustments		Aug	\$779.03	\$143.17	(\$255.21)	(\$112.04)	\$0.00	(\$112.04)
Freight Share	\$0.00	Sep	\$406.74	\$61.15	\$0.00	\$61.15	\$0.00	(\$50.89)
Other	\$0.00	Oct	\$69.79	\$9.32	\$0.00	\$9.32	\$0.00	(\$41.57)
Total Adjusts	\$0.00	Nov	\$94.60	\$12.92	\$0.00	\$12.92	\$0.00	(\$28.65)
Proceeds	\$12.92	Dec	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		YTD	\$1,350.16	\$226.56	(\$255.21)	(\$28.65)	\$0.00	

Current Month Top 10 Highest Sellers

	Title	Price	Days
1	The Sun in Splendour	\$11.29	84
2	The Goddess of the Green Room	\$7.81	109
3	Night Magic	\$7.41	81
4	The Glorious Scoundrel	\$7.12	109
5	The Third George	\$6.69	93
6	Apostle	\$6.56	106
7	The Everlasting Covenant	\$6.44	108
8	Jane Austen : Her Life	\$5.99	108
9	Myself, My Enemy	\$5.81	92
10	Separation of Power	\$5.65	109

The Environmental Difference You Made This Month

Books Reused	Books Recycled	Water (g)	Electricity (kwh)	Green House Gases (lbs)	Trees	Landfill Space (cu yd)
187	488	2,552	1,494	22	9	0



REDUCE

Weeded materials no longer suitable for your needs



REUSE

Books find new homes via resale or donation to literacy programs



RECYCLE

All unusable books are recycled



No records for December

**Profit Sharing Statement
Washburn Memorial Library (14004)**

November 2020
Report Run date December 11, 2020

Month	Inventory							
	Beginning Units	Lbs Arrived	Units Scanned	Units Not Accepted	Units Added	Units Sold	Units Removed	Remaining Units
Jan	0	0	0	0	0	0	0	0
Feb	0	0	0	0	0	0	0	0
Mar	0	0	0	0	0	0	0	0
Apr	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0	0
Jul	0	2,010	0	0	0	0	0	0
Aug	0	0	758	488	270	102	0	168
Sep	168	0	0	0	0	58	0	110
Oct	110	0	0	0	0	12	0	98
Nov	98	0	0	0	0	15	0	83
Dec	83	0	0	0	0	0	0	0
		2,010	758	488	270	187	0	

Glossary of Financial Terms

Gross Sales	<i>Total amount less taxes paid by buyers to purchase and receive items. Includes item prices and all shipping revenue.</i>
Refunds	<i>Total amount refunded to buyers for items returned or lost.</i>
Net Sales	<i>Net total amount of all sales transactions.</i>
Costs of Sales	<i>Costs of selling & fulfilling orders for the buyers including fees paid to online marketplaces for selling items through their website.</i>
Profit	<i>Net Sales less Costs of Sales</i>
Your Profit Share	<i>Amount of Profit shared with Supplier.</i>
Adjustments	<i>Adjustments to the amount of profits shared with supplier</i>
Freight Share	<i>Net amount of agreed supplier share of inbound and outbound freight or shipping expenses to transport items to our warehouses.</i>
Other	<i>Net amount of any remaining balance payments to supplier and/or miscellaneous Credits or Charges</i>
Total Adjusts	<i>Total amount of adjustments to be made to the profit share amount</i>
Proceeds	<i>Total amount due supplier from profit share net of total adjustments</i>
Balance Due	<i>Any amount not yet paid to supplier. Payments are made only when amount due is greater than \$25.00.</i>

Contact Information

Department	Email	Phone
Accounting	accounting@thriftbooks.com	(253) 275-2241x7116
Logistics	logistics@thriftbooks.com	(253) 275-2241x7154
Account Management	libraries@thriftbooks.com	1-888-861-1065

Message:

Thank you for helping us place quality, affordable books into the hands of those who love to read. Together we provide the chance to shape another mind, share another story, and teach a bit of wisdom.



Washburn Memorial Library
Board Agenda
January 7, 2021 at 5:30

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

Old Business:

- Steven King Foundation grant announcement
- Grant that would fund Courtney's activities
- Furniture installed in children's area
- Ye Olde Book Shoppe next open date
- Courtney Howe update
- Knitting group
- Should we continue curbside service only? For how long?
- Should we continue to table a vote on changes to our bylaws?

New Business

- Additional items of business?
- Date of the next meeting – Feb at 5:30

Current Board Members

Appointed Annually:

Perham Bev Turner
Wade Heidi Silver

Appointed for 3-yr terms by Washburn Town Council:

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