

**WASHBURN MEMORIAL LIBRARY**

**BOARD OF TRUSTEES**

**MARCH 5, 2020, MEETING NOTES**

Present were: Rita Kingsbury, Londa Brown, Christina Maynard, Charlotte Griffin, Laurie Blackstone, Beverly Turner, Donna Turner--Town Manager, and Lois Walton--Librarian.

Vice-Chairperson, Londa Brown, called the meeting to order at 5:30 p.m.

Secretary's Report: Bev read the minutes from the February 13, 2020, meeting. Charlotte made a motion to accept the minutes as presented. Laurie seconded the motion; so voted.

Financial Report: There was no financial report since we just had the Budget Committee Meeting and we have not yet had town meeting.

Librarian's Report: The librarian's report regarding patrons, circulation, and computer usage was reviewed. These numbers do not include "Cloud" usage. The year end balance in the Book Shoppe account is \$1,254.25. Lois mentioned that it is possible to get a membership at the Maine State Museum in Augusta for \$60.00 for 4 people. This can be done by individuals if they are interested. Lois also indicated that she has started making a list or folder for people who are coming in to substitute when she is out. Lois will be out on Tuesday and Wednesday next week. Janet Peary will work on Tuesday and Rita will work on Wednesday.

Rita then arrived and took over Chairperson duties.

Old Business:

- A. Ye Olde Book Shoppe is still open during library hours. We have taken in a little money during the past month or so. No new updates.
- B. Londa is still working on the King grant application which is due in June.
- C. No furniture will be moved until nicer weather.
- D. The Salmon Brook Historical Society may be interested in the short book rack that we need to get rid of and had agreed to try to sell for \$50.00.

Laurie made a motion to donate the book rack to the Historical Society. Londa seconded the motion; so voted.

- E. We need to consider attending the upcoming town meetings— Washburn on March 17 and Wade on March 24. Perham unknown.
- F. A discussion was again held regarding programming services, and the following ideas were mentioned:
  - Courtney Howe is doing a craft day one Saturday per month for both children and adults.
  - Jim Cray is interested in teaching fly tying evenings in the fall. He will do 10 sessions of 3 hours each. Donna will put this on Facebook to see how much interest there might be.
  - Mena Irving is willing to do a "Paint and Sip" painting class. We could hold this at the snowmobile club at a date and time to be determined.

#### New Business:

We still need to give some consideration to someone else to work in the library. Londa and Rita are not always available to fill in. Donna will talk to Janet again to see how often she might be able to fill in and she will also talk to the Council about some options.

We had a discussion about the By-Laws. We probably do not need to form a committee to look at changes right now. Laurie indicated that she thinks we had already voted to take out fees, and she will look at what she has at home from when she was secretary. In reviewing the By-Laws, the Board is allowed to make certain individuals Honorary Trustees. Londa made a motion that we make Janet Peary an Honorary Trustee at the April meeting. Laurie seconded the motion; so voted.

Donna has arranged for four high school volunteers to help out on Saturday with crafts. She is also going to have them sort the Legos and put them away. It was mentioned that there is a show on Fox called "Lego Masters" that may give Marcie some ideas for her next session if she needs them.

The next meeting will be held on Thursday, April 2, 2020, at 5:30 p.m.

At 6:15 p.m. Bev made a motion to adjourn the meeting. Londa seconded the motion; so voted.

Respectfully submitted,

Beverly Turner, Secretary

**Circulation Statistics By Item Report Class : 02/01/2020 to 02/29/2020**

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	1	1	0	0	0
100 - 199	0	0	1	0	0
200 - 299	1	0	1	0	0
300 - 399	0	0	1	0	0
400 - 499	0	3	0	0	0
500 - 599	0	2	1	0	0
600 - 699	2	7	4	0	0
700 - 799	1	5	1	0	0
800 - 899	0	0	0	0	0
900 - 999	2	0	1	0	0
Audio Book	0	1	0	0	0
Biography	0	1	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
Easy Book	33	27	10	0	0
eBook	0	0	0	0	0
Fiction	65	66	7	0	0
J Audio Books	0	0	0	0	0
J Biography	0	1	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	14	17	4	0	0
J Non-Fiction	8	6	2	0	0
Kit	0	0	0	0	0
Magazine	10	8	2	0	0
Reference	0	0	0	0	0
Undefined	3	2	0	0	0
Video	9	8	0	0	0
Total	149	155	35	0	0

**Circulation Statistics By Patron Report Class : 02/01/2020 to 02/29/2020**

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	22	14	1	0
Non-Resident Juvenile	5	5	0	0
Resident Adult	104	111	29	0
Resident Juvenile		13	5	0
Staff		0	0	0
Teacher		12	0	0
Total		155	35	0

*YE Bal.  
\$1,254.25  
Book Shopp*

*Does Not include Cloud*

Sheet11

R	C	Nov 2019	P	R	C	Dec 2019	P	R	C	Jan 2020	P	R	C	Feb 2020	P	R	C
0	0	1	10	0	5	1	x	x	x	1	x	x	x	1	7	0	5
1	26	2	x	x	x	2	x	x	x	2	13	0	7	2	x	x	x
1	37	3	x	x	x	3	0	0	0	3	13	0	4	3	x	x	x
0	20	4	14	0	32	4	20	0	8	4	4	0	3	4			
x	x	5	17	0	23	5	16	0	7	5	x	x	x	5			
x	x	6	9	0	12	6	4	0	5	6	x	x	x	6	6	0	2
0	5	7	9	0	9	7	8	1	16	7	13	0	6	7	0	0	0
1	28	8	14	0	10	8	x	x	x	8	4	0	3	8	14	0	3
0	7	9	x	x	x	9	x	x	x	9	19	0	2	9	x	x	x
0	6	10	x	x	x	10	13	0	10	10	4	0	0	10	x	x	x
0	17	11	x	x	x	11	4	0	10	11	2	0	0	11			
x	x	12	5	0	3	12	10	0	9	12	x	x	x	12	14	0	4
x	x	13	8	0	15	13	23	0	4	13	x	x	x	13	10	0	4
x	x	14	16	0	16	14	5	0	5	14	11	1	4	14	9	0	1
0	5	15	11	0	9	15	x	x	x	15	9	0	0	15	2	0	1
1	19	16	11	0	10	16	x	x	x	16	8	0	0	16	x	x	x
0	13	17	x	x	x	17	8	0	10	17	5	0	0	17	x	x	x
0	5	18	x	x	x	18	7	0	10	18	6	1	2	18	9	0	1
x	x	19	16	1	25	19	9	0	1	19	x	x	x	19	7	0	8
x	x	20	14	0	7	20	11	0	14	20	x	x	x	20	7	0	0
0	8	21	16	0	13	21	3	0	12	21	8	0	7	21	2	0	0
0	14	22	34	0	21	22	x	x	x	22	6	1	3	22	6	0	0
0	13	23	7	0	16	23	x	x	x	23	14	0	10	23	x	x	x
0	9	24	x	x	x	24	5	0	12	24	7	0	12	24	x	x	x
0	37	25	x	x	x	25	x	x	x	25	9	0	2	25	16	0	9
x	x	26	0	0	0	26	7	0	3	26	x	x	x	26	6	0	5
x	x	27	0	0	0	27	5	0	1	27	x	x	x	27	5	0	0
0	21	28	x	x	x	28	5	0	6	28	14	0	9	28	7	0	4
1	11	29	x	x	x	29	x	x	x	29	7	0	0	29	4	0	0
1	19	30	0	0	0	30	x	x	1	30	12	0	13				
0	8					31	0	0	0	31	20	0	2				
6	328	Total	211	1	223	Total	160	1	134	Total	208	3	89	Total	131	0	47

Memorials for 2020

In memory of **Robert Irving**: America's Trotting Classic by Dean Hoffman given by Adam and Julie Doody.

# WASHBURN MEMORIAL LIBRARY BYLAWS

## I. GENERAL LIBRARY OBJECTIVES

The general library objectives of Washburn Memorial Library shall be:

- A. To assemble, preserve and administer in organized collections, books, audio visual materials, DVDs, video/audio tapes, electronic devices and related educational and recreational material to give guidance in their use; and to keep the public constantly aware of the library services available to them.
- B. To anticipate and evaluate the ever changing needs and demands of the community; to maintain a fresh and topical supply of material to aid in the continuous education of the people; to stimulate the flow of ideas among the groups within the community and to serve as the community's center of reliable information.
- C. The Board of Trustees recognizes that the library cannot meet all the demands of the community. Libraries in different political sub-divisions working together, sharing their services and resources, can meet more nearly the full needs of their users.
- D. The Board of Trustees and the Librarian will be alert to opportunities for cooperation with other libraries, to strengthen the services and resources of the library and cooperate with the schools and the school library whenever possible to provide opportunity and encouragement for children, young people and adults to educate themselves continuously.

## II. WHO MAY USE THE LIBRARY

- A. The library will serve all residents of Perham, Wade and Washburn, persons working in the community, and those attending SAD #45. Service will not be denied because of religious, racial, social, economic or political status.
- B. Non-residents and visitors may borrow books upon signing a registration card with phone number and name of a local contact. All borrowers shall have a registration card on file.

- C. Preschool children may borrow books when accompanied by a parent. School age children may borrow books themselves.
  
- D. The use of the library or its services may be denied for just cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any objectionable conduct on library premises.

### III. PUBLIC RELATIONS AND PUBLICITY

- A. Library hours shall be posted on a sign outside of the library and at the Washburn Town Office. Changes will be noted at these locations as well as in the weekly newspapers.
  
- B. National Library Week and Children's Book Week will be appropriately observed with newspaper publicity.
  
- C. Members of the Board of Trustees will serve as ambassadors of the Library.

### IV. BOOK SELECTION AND LIBRARY MATERIALS

- A. The Library Board of Trustees believes that it is desirable that Washburn Memorial Library have as extensive, comprehensive and cosmopolitan book collection as the budget allows and that all books be allowed to circulate, except the latest editions of almanacs, encyclopedias and rare books. Memorial books, especially, should not be purchased or designated as reference since the donor normally expects these books to be enjoyed by patrons.
  
- B. The Librarian is responsible to the Board for selection of books and development of the collection. In committing this expression of policy to paper, it is not intended to restrict the Librarian in the selection of books either because of their subject matter or because of the political affiliations of the book's author, but rather to urge and recommend that the Librarian use his/her best judgment, as a professional, with the aide of professional selection guides, primarily by evaluation of a book's literary merit, authenticity of material, honesty of presentation and by popular demand.

- C. We realize that because we wish the book selection policy to be liberal, there is the possibility that books in the library may be regarded by some as unpleasant and offensive, or in political opposition to local beliefs. However, if Washburn Memorial Library is to fulfill its obligation of providing books, then it must have in its collection material of varied points of view, even those points which may be regarded by some as controversial, whether because of political expression of affiliation or moral implication.
- D. The library subscribes to the Library Bill of Rights of the American Library Association.
- E. The Library also subscribes to the Freedom to Read Statement prepared by the American Library Association and the American Book Publisher's Council.
- F. Materials, which are no longer useful, in light of stated objectives of the library, will be systematically weeded from the collection according to accepted professional practices. Such outdated materials will be destroyed. Multiple copies of non-circulation materials, or unusable books donated from personal collections may be sold at book sales.

V. GIFTS AND MEMORIALS

- A. Any individual or group wishing to memorialize a loved one or friend may mail or take their donation to the Librarian to become part of the Library Memorial Fund or to be used for the purchase of a specific book. The names of all donors as well as the names of the persons being memorialized will be listed in the Memorial Book. This Memorial Book will be kept up to date by the Librarian or a volunteer appointed by the Librarian upon completion of the annual list published in the respective town reports of Perham, Wade and Washburn. The amount will be listed in the library records for bookkeeping purposes, unless it is desired by the donor that it be listed with donor's name. Any donation not paid to the Librarian at the time of printing town reports will not be listed until the following year or until paid. The Washburn Memorial Library Memorial Fund will be used at the discretion of the Board of Trustees, in consultation with the Librarian, for purchases of books, periodicals, shelves and equipment as needed. The Board will make the final decision in all purchases with Memorial funds. If a donor prefers to give a specific book, rather than contribute to the general Memorial Fund, it will be accepted and placed in circulation. If this book is a duplicate, the book that is not a memorial book may be sold at book sales after it is determined that two copies are not needed. In order to promote good public relations, titles or subjects suggested or requested for Memorial Books by donors shall be honored whenever possible.



- B. Used books and other material from personal collections will be accepted on the condition that the Librarian has the authority to make whatever disposition she/he deems advisable.
- C. Gifts or money, real property, and/or stocks will be accepted if conditions attached there to are acceptable to the Board of Trustees.
- D. Personal property, art objects, portraits, antiques, and other museum objects will be accepted at the discretion of the Board of Trustees.
- E. The library will not accept for deposit, materials which are not outright gifts unless loaned for display purposes for a specified period of time with the donor being responsible for collecting same.

#### VI. LIBRARY MAINTENANCE

- A. The Town of Washburn is responsible for regular maintenance of the physical facility of the Library.

#### VII. AMENDMENTS

- A. Amendment to these policies may be proposed at any regular meeting and shall be made known to members of the Board of Trustees not present in writing a week before the next scheduled meeting and shall be voted on by a majority of the members at the next meeting.
- B. A copy of the Bylaws and Policies shall be on file in the Library and the town offices of the respective towns of Perham, Wade and Washburn.

#### VIII. BOARD OF TRUSTEES

- A. The Board of Trustees of Washburn Memorial Library will consist of eight members, six from Washburn, one from Perham and one from Wade, to be appointed annually in March by the

respective Town Officials. The Washburn members will serve for a term of three years each with two member's terms expiring annually. Board members shall be expected to attend all meetings, except where they are prevented by a valid reason. The board member will notify the board of their absence in advance of the meeting. Persons interested in becoming a member of the Board of Trustees should notify the Town Manager, members of the Board of Trustees or the Librarian. When expired terms are to be filled, the Library Board of Trustees will make a recommendation to the Washburn Town Council and Washburn Town Manager from a list compiled from all above sources. When expired terms are filled by the Town Council from these names the Chairperson of the Town Council or the Town Manager will notify the Chairperson or Secretary of the Board of Trustees of this appointment so that the newly appointed member may be invited to the next scheduled meeting of the Board.

- B. The Board of Trustees will meet monthly on the 2<sup>nd</sup> Wednesday of the month except for July and August unless it becomes necessary for the Chairperson to postpone and reschedule a meeting. Special meetings may be called by the Chairperson at the request of two members or at the request of the Librarian. A quorum shall consist of five members, excluding the Librarian, who may be present at Board meetings but does not vote. The annual meeting of the Board will be in April at which election of officers will be held. Officers selected shall be a Chairperson, Vice Chairperson and Secretary. The term of office will be for one year with no officer serving more than two (2) consecutive terms in the same office. The Chairperson will preside at all meetings and if absent the Vice Chairperson shall preside. Robert's Rules of Order, latest edition shall govern the parliamentary procedure of the Board. The Secretary will be responsible for maintaining minutes of the meetings. Minutes and agenda will be submitted one week in advance of scheduled meeting by e-mail, if practicable. The Librarian will submit a "Librarian's Report" (financial and circulation), in writing (copies for all Board Members) at all Board meetings. The Town Treasurer will sign checks and pay bills.
  
- C. Honorary Trustee status will be conferred from time to time upon a person or persons who have served the Library as a Trustee or Librarian with distinction, over a long period of time by a majority vote of the Board. The Board of Trustees shall confer this honor at their annual meeting in April. Honorary trustees are entitled to receive any publications generated by the Library, attend meetings of the Board as a non-voting member and shall be invited to all functions of the Library. A letter from either the Chairperson or Secretary will notify the honoree. A plaque will be placed on the wall in a prominent spot and inscribed with the names of the recipients of this honor.
  
- D. The Librarian will attend regular meetings of the board and will be notified by the secretary the date of all meetings. In addition to the above mentioned reports the Librarian may make recommendations to the Board of such policies and procedures as will promote the general efficiency of the Library.

1. Regulations for routine conduct in the library may be made by the Librarian with the approval of the Board and Town Council or designee.
2. Major purchasing decisions must be discussed in advance with the Board of Trustees.

Washburn Town Council:

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Washburn Memorial Library Board of Trustees:

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