

WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

JUNE 4, 2020, MEETING NOTES

Present were: Rita Kingsbury, Londa Brown, Laurie Blackstone, Christina Maynard, Sue Brown, Charlotte Griffin, Heidi Silver, Beverly Turner (via Zoom), and Lois Walton--Librarian. This meeting was conducted at the library with those in attendance observing social distancing and the use of masks.

Chairperson, Rita Kingsbury, called the meeting to order at 5:30 p.m.

Secretary's Report: The minutes from the May 7, 2020, meeting were presented. Heidi made a motion to accept the minutes as presented. Londa seconded the motion; so voted.

Financial Report: There was no financial report. We are still working from last year's budget numbers.

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

Old Business:

- A. Courtney Howe has still been doing some activities on the library website—stories and crafts. She is not sure how many people are actually participating or watching. Courtney has been posting the videos on Facebook and Londa puts them on the website. Londa indicated that a lot of people are looking at these posts. Everyone is hoping that Courtney will continue to do these online activities. She could even do this at the library if it is easier for her.
- B. Website update—Londa says she needs to do some revisions and update a few things. There are things that used to be offered for free which no longer are because of the Coronavirus. She will also put up a post about the curbside service.
- C. We have been discussing submitting the Stephen King grant application in June for the new children's section. Londa was updating some things last night and learned that the submission dates have changed from

June and December to April and October. Therefore, the application was due in April this year. We will wait until October 15 as we continue to think and plan.

- D. We have received information from Jeremiah McIntosh reminding us that we do need to file Form 990-N yearly with the IRS regarding our 501(c)(3). Jeremiah also shared a copy of our filing with that State of Maine that he made and paid the \$35.00 yearly filing fee. It was determined that we should follow Jeremiah's recommendation and file the 990-N as required.
- E. As we have previously discussed, some changes were made in the By-Laws but we do not have a new copy. Laurie was secretary at the time and made the changes. She will now email a copy of the revised version to everyone for discussion at a later date.
- F. We started doing curbside service this week. Lois indicated that there were a lot of returns and 5 people had requested books. Lois can set the materials outside when she sees someone drive up or we could put a sign on the door or window with the phone number so they can call when they arrive in case of rain. It was also noted that we have received several memorial donations in memory of Ruth Duncan.
- G. The shelving which we voted to donate to the Salmon Brook Historical Society will be moved on Saturday. Rita wanted to pass along that they are very pleased to get the shelving.
- H. We had discussed several meetings ago about having a "Paint and Sip" class with Mena Irving. We will not be able to reschedule this for a while due to Coronavirus and the restrictions that go with it.
- I. Londa indicated that perhaps we should contact Robert Bixler, the gentleman who is building the shelving for the children's section, to see where he is with that. Londa will email him to see if the shelving is done and, if so, when it can be installed. It was also mentioned that we won't be able to open the children's section anytime soon. We can't have the children handling and sharing toys, puppets, costumes, etc., that we would like to have available.

New Business:

We still have 26 boxes of books that need to be taken care of. They need to be put on a pallet to be moved.

There is a piece of the front railing that is loose and broken. Lois will ask Adam Doody to look at this to see if it is something he can repair.

Something needs to be done with the gardens and the plants at the library. Laurie volunteered to do the month of June, and that will include the spring cleanup. Charlotte volunteered to do July, and Sue will do August. Londa indicated that she will purchase the mulch that is needed.

Lois asked about reopening to the public and wondered if we should consider doing that. Only 5 people could be in the building at a time, masks would need to be worn, and hand sanitizer would need to be available. Lois is now set up in the back office of the library, so people could come in and get their books and go. There would be no I-pads or electronic usage by patrons, the downstairs and the bathrooms would be closed to the public, no toys would be available, etc. Some discussion was held about not letting "snowbirds" and other out of state guests in. Do we ask patrons questions about whether they have travelled, if they have a cough or fever, etc.? Lois will send out an e-mail to see if patrons would be interested in coming in if the library was open. Lois has been attending a weekly Zoom meeting with the Maine State Library. Southern Maine is nowhere near being able to open yet because of the Coronavirus. Rita will send out an email in July about more ideas regarding reopening.

Lois indicated that the Maine State Library got a stimulus package and divided it up between all of the libraries. We got enough to pay for a Zoom account for two years plus cover the costs of the summer reading program called "Beanstack".

The next meeting will be held on Thursday, September 3, 2020, at 5:30 p.m. at the library.

At 6:20 p.m. Londa made a motion to adjourn the meeting. Laurie seconded the motion; so voted.

Respectfully submitted,

Beverly Turner, Secretary

Thank you to Christina Maynard for taking notes to help me because of the inability to hear—electronic issues.

**Washburn Memorial Library
Board Agenda
June 4, 2020 at 5:30**

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

Old Business:

- Update on Courtney's activities on our web site
- Update on what's happening on our web site
- Update on June application to Steven King Foundation
- Consider correspondence from Jeremiah McIntosh as to a federal filing for our 501(3)c
- Discuss and make changes to our bylaws to be voted on at our next meeting.
- Report on the use of our curb service
- Update on the shelving offered to Salmon Brook Historical Society
- Reschedule "Paint and Sip" with Mena Irving?

New Business

- Additional items of business?
- Date of the next meeting – according to our bylaws we do not meet in July or August

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