

**WASHBURN MEMORIAL LIBRARY**

**BOARD OF TRUSTEES**

**NOVEMBER 5, 2020, MEETING NOTES**

Present were: Rita Kingsbury, Londa Brown, Charlotte Griffin, Christina Maynard, Heidi Silver, Sue Brown, Beverly Turner, Donna Turner—Town Manager, 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 October 1, 2020, meeting were presented. Sue made a motion to accept the minutes. Christina seconded the motion; so voted.

Financial Report: There are no lines that are a real problem. A report was presented and reviewed from Thrift Books regarding our monthly sales. Charlotte made a motion to accept the financials as presented. Londa seconded the motion; so voted.

Librarian's Report: Lois presented a report on memorials for 2020 together with a circulation report. This information is attached to these minutes.

Lois gave some statistics on Courtney Howe's online events for October. The Mrs. Millie book has had 325 views since October 23, the mask book has had 449 views, the potato book has had 629 views, and the pumpkin craft has had 743 views.

We did have until January of 2021 to spend the money from the Lego grant. Lois contacted Deb where we got the grant, and they have deferred the use of the money for one year.

Lois has purchased a new "Open" sign for the front of the library.

Lois will be taking vacation during Thanksgiving week—Tuesday, Wednesday, and Saturday. Janet Peary will work if we have just curbside and not open hours.

Rita asked about the weekly emails as she has not seen any recently. Lois indicated that they have not gone out for a few weeks. Rita suggested that we do those again on Tuesdays and maybe put in them a blurb about five new books. This also needs to include the change for Thanksgiving week. Maybe we should also think about putting the sign out each day to show the library is open.

Old Business:

- A. The Stephen King grant application was submitted last month but there were some issues with the electronic filing. Londa called to be sure the application had been received. The application has been received, but they probably won't be looked at until the middle of November.
- B. Neither Londa nor Rita are getting any response at all from Robert Bixler regarding the furniture for the children's section.
- C. As we have previously discussed, some changes were made in the By-Laws and they have been reviewed. Rita would like to table this again until a later date.
- D. Londa will run another book sale at Ye Olde Book Shoppe but will need some help setting up. We have had a large anonymous donation of one box and 14 bags of books which we will use in the sale. This will be a Black Friday/holiday sale held on Friday, November 27, from 6:00 to 8:00 p.m. and on Saturday, November 28, from 9:00 a.m. until noon.
- E. Things seem to be going very well with the online things that Courtney Howe is doing. There have been several views of the story times and crafts. Courtney plans to do Christmas ornaments in November and a snowman painting in December. She will also be reading a Thanksgiving and a Christmas book for the children.
- F. The knitting group has asked if they can resume meeting on Tuesdays. Rita and Laurie will take care of getting this started up again.
- G. If the Covid 19 numbers continue to increase, we may have to consider going back to curbside pickups.

New Business:

No one had any items to share.

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

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

Respectfully submitted,

Beverly Turner, Secretary

# Expense Summary Report

Department(s): 70  
January

*150,833.33  
OR LESS*

Account	Budget Net	- C U R R M O N T H - Debits Credits		YTD Net	Unexpended Balance	Percent Spent
<b>70 - Library</b>	<b>55,757.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,224.26</b>	<b>19,532.74</b>	<b>64.97</b>
<b>01 - Salary</b>	<b>40,727.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27,898.26</b>	<b>12,828.74</b>	<b>68.50</b>
16 - Librarian	22,620.00	0.00	0.00	16,965.00	5,655.00	75.00
17 - Asst. Lib.	2,400.00	0.00	0.00	516.00	1,884.00	21.50
90 - Health	13,600.00	0.00	0.00	8,948.40	4,651.60	65.80
92 - Medi	375.00	0.00	0.00	249.12	125.88	66.43
93 - SS	1,575.00	0.00	0.00	1,065.22	509.78	67.63
94 - Unemp.	52.00	0.00	0.00	51.60	0.40	99.23
95 - Work. Comp.	105.00	0.00	0.00	102.92	2.08	98.02
<b>02 - Utilities</b>	<b>4,475.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,510.89</b>	<b>1,964.11</b>	<b>56.11</b>
01 - Electric	1,400.00	0.00	0.00	747.09	652.91	53.36
02 - Heat	2,300.00	0.00	0.00	1,086.45	1,213.55	47.24
05 - Water/Sewer	775.00	0.00	0.00	677.35	97.65	87.40
<b>03 - Comm.</b>	<b>380.00</b>	<b>0.00</b>	<b>0.00</b>	<b>299.81</b>	<b>80.19</b>	<b>78.90</b>
03 - Telephone	380.00	0.00	0.00	299.81	80.19	78.90
<b>04 - Maintenance</b>	<b>725.00</b>	<b>0.00</b>	<b>0.00</b>	<b>222.85</b>	<b>502.15</b>	<b>30.74</b>
01 - General	500.00	0.00	0.00	10.35	489.65	2.07
07 - Garbage	225.00	0.00	0.00	212.50	12.50	94.44
<b>05 - Supplies</b>	<b>800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>289.12</b>	<b>510.88</b>	<b>36.14</b>
01 - General	100.00	0.00	0.00	0.00	100.00	0.00
02 - Office	200.00	0.00	0.00	128.67	71.33	64.34
05 - Library Sup.	500.00	0.00	0.00	160.45	339.55	32.09
<b>08 - Admin. Costs</b>	<b>8,150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,943.83</b>	<b>3,206.17</b>	<b>60.66</b>
02 - Dues/Subs.	500.00	0.00	0.00	454.00	46.00	90.80
04 - Postage	50.00	0.00	0.00	55.00	-5.00	110.00
05 - Training	100.00	0.00	0.00	35.00	65.00	35.00
09 - Lib.Allow.	5,000.00	0.00	0.00	2,709.83	2,290.17	54.20
14 - Tech. Sup.	2,500.00	0.00	0.00	1,690.00	810.00	67.60
<b>99 - Misc.</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59.50</b>	<b>440.50</b>	<b>11.90</b>
03 - Events/Activ	500.00	0.00	0.00	59.50	440.50	11.90
<b>Final Totals</b>	<b>55,757.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,224.26</b>	<b>19,532.74</b>	<b>64.97</b>

<b>Memorial Books</b>		
Balance Forward 02-01-2020	\$	762.17
Cash Received Feb Thru October	\$	1,062.29
Purchases of Memorial Items	\$	(98.93)
<b>Balance 11-05-2020</b>	<b>\$</b>	<b>1,725.53</b>
<b>Miscellaneous Donations</b>		
Balance Forward 02-01-2020	\$	197.41
Donations Received (Feb thru Oct)	\$	120.00
<b>Balance 01/16/2020</b>	<b>\$</b>	<b>317.41</b>
<b>King Grant 2</b>		
Balance Forward 02-01-2020	\$	2,540.78
<b>Balance 11/05/2020</b>	<b>\$</b>	<b>2,540.78</b>
<b>I-Pad Grant</b>		
Balance Forward 02/01/2020	\$	381.55
<b>Balance 11/05/2020</b>	<b>\$</b>	<b>381.55</b>
<b>Lego Grant</b>		
Balance Forward 02/01/2020	\$	1,119.70
Purchase & Reimbursement (Feb thru Oct)	\$	(217.58)
<b>Balance 01/16/2020</b>	<b>\$</b>	<b>902.12</b>
<b>Ye Olde Book Shoppe</b>		
Balance Forward 02/01/2020	\$	1,254.25
<b>Balance 02/01/2020</b>	<b>\$</b>	<b>1,254.25</b>
<b>Library Fines &amp; Fees</b>		
<b>Beginning Balance 02/01/2020</b>	<b>\$</b>	<b>100.00</b>
Collected from Feb thru Oct	\$	5.00
<b>Balance as of 01/16/2020</b>	<b>\$</b>	<b>105.00</b>
<b>Maine Community Foundation</b>		
		<b>Available for Distribution</b>
Thompson Fund	\$ 16,950.86	\$ 1,220.00
Randall Fund	\$ 55,260.32	\$ 3,586.00
	<b>\$ 72,211.18</b>	<b>\$ 4,806.00</b>



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

September 2020  
Report Run date October 11, 2020

Month Financial		YTD Financial						
		Month	Net Sales	Your Profit Share	Adjustments	Monthly Proceeds	Payment Amount	Balance Due Supplier
Gross Sales	\$416.12	Jan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Refunds	(\$9.38)	Feb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Sales	\$406.74	Mar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost of Sales	(\$284.44)	Apr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Profit	\$122.30	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
	\$61.15	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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Adjusts	\$0.00	Nov	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Proceeds	\$61.15	Dec	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		YTD	\$1,185.77	\$204.32	(\$255.21)	(\$50.89)	\$0.00	

**Current Month Top 10 Highest Sellers**

	Title	Price	Days
1	The Children of Mu	\$27.96	42
2	Daniel Boone : The Life and Legend of an American Pioneer	\$11.91	21
3	The Queen from Provence	\$11.60	20
4	Fire and Blood: The True Story of David Koresh and the Waco Siege	\$11.50	27
5	Shake Hands Forever	\$11.20	29
6	Stop at a Winner	\$9.83	19
7	Edgar Allan Poe : Life and Legacy	\$9.36	28
8	Patsy : The Life and Times of Patsy Cline	\$9.36	45
9	Fairy Tail 7	\$9.11	32
10	The Vivian Inheritance	\$8.95	21

**The Environmental Difference You Made This Month**

Books Reused	Books Recycled	Water (g)	Electricity (kwh)	Green House Gases (lbs)	Trees	Landfill Space (cu yd)
160	488	2,449	1,435	21	8	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

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

September 2020  
 Report Run date October 11, 2020

Inventory								
Month	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	0	0	0
Nov	0	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0	0
		<b>2,010</b>	<b>758</b>	<b>488</b>	<b>270</b>	<b>160</b>	<b>0</b>	

**Glossary of Financial Terms**

<b>Gross Sales</b>	<i>Total amount less taxes paid by buyers to purchase and receive items. Includes item prices and all shipping revenue.</i>
<b>Refunds</b>	<i>Total amount refunded to buyers for items returned or lost.</i>
<b>Net Sales</b>	<i>Net total amount of all sales transactions.</i>
<b>Costs of Sales</b>	<i>Costs of selling &amp; fulfilling orders for the buyers including fees paid to online marketplaces for selling items through their website.</i>
<b>Profit</b>	<i>Net Sales less Costs of Sales</i>
<b>Your Profit Share</b>	<i>Amount of Profit shared with Supplier.</i>
<b>Adjustments</b>	<i>Adjustments to the amount of profits shared with supplier</i>
<b>Freight Share</b>	<i>Net amount of agreed supplier share of inbound and outbound freight or shipping expenses to transport items to our warehouses.</i>
<b>Other</b>	<i>Net amount of any remaining balance payments to supplier and/or miscellaneous Credits or Charges</i>
<b>Total Adjusts</b>	<i>Total amount of adjustments to be made to the profit share amount</i>
<b>Proceeds</b>	<i>Total amount due supplier from profit share net of total adjustments</i>
<b>Balance Due</b>	<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.



**Circulation Statistics By Item Report Class : 10/01/2020 to 10/31/2020**

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	4	5	0	0	0
100 - 199	0	0	0	0	0
200 - 299	0	0	0	0	0
300 - 399	0	0	0	0	0
400 - 499	0	0	0	0	0
500 - 599	3	0	1	0	0
600 - 699	2	4	1	0	0
700 - 799	0	0	0	0	0
800 - 899	0	0	0	0	0
900 - 999	3	2	3	0	0
Audio Book	1	1	0	0	0
Biography	1	1	0	0	0
Collective Biography	0	0	0	0	0
Computers	1	0	0	0	0
Easy Book	34	44	1	0	0
eBook	0	0	0	0	0
Fiction	40	55	11	0	0
J Audio Books	0	0	0	0	0
J Biography	0	0	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	30	31	1	0	0
J Non-Fiction	21	8	1	0	0
Kit	0	0	0	0	0
Magazine	6	5	0	0	0
Reference	0	0	0	0	0
Undefined	0	0	0	0	0
Video	5	5	0	0	0
<b>Total</b>	<b>151</b>	<b>161</b>	<b>19</b>	<b>0</b>	<b>0</b>

Patron Report Class	Checked In	Checked Out	Renewed	Booked
Non-Resident Adult	50	71	5	0
Non-Resident Juvenile	0	0	0	0
Resident Adult	69	51	11	0
Resident Juvenile	32	38	3	0
Staff	0	0	0	0
Teacher	0	1	0	0
<b>Total</b>	<b>151</b>	<b>161</b>	<b>19</b>	<b>0</b>

Oct. 2020	P	R	C	I
1	5		2	
2	2	1		
3	10			
4	x	x	x	
5	x	x	x	
6	5			
7	4			
8	7			
9	2			
10				
11	x	x	x	
12	x	x	x	
13	10	1	3	
14	5			
15	3			
16	1			
17	1			
18	x	x	x	
19	x	x	x	
20	7			
21	1			
22	7			
23	10		1	
24	1			
25	x	x	x	
26	x	x	x	
27	7			
28	6			
29	1			
30	8	1		
31	1		0	
<b>Total</b>	<b>104</b>	<b>2</b>	<b>6</b>	



WML Memorials 2020

21.10

In memory of **John W. Laskey** Muscle Cars given by Art and Charlotte Griffin

In memory of **Calvin O'Clair** \$100 given by Jackie O'Clair —

In memory of **Eric Thibodeau** \$50 given by Jackie O'Clair for books. —

In memory of **Margaret Joyce Turner** \$25 given by JoAnn Hubbard for books. —

In memory of **Ruth Duncan** for children's room. \$ 50 from Constance Duncan and Betty McKenna  
 \$ 20 from David and Nancy Tarr  
 \$ 30 from Floyd F. Huston  
 \$ 20 from Mavis Churchill  
 \$ 50 from Gene and Londa Brown  
 \$ 20 from Pat, Sue, Tyler and Elizabeth Boys  
 \$ 50 from Heidi Johnson Joshi  
 \$ 100 from James and Lori McKeen  
 \$ 100 from Donald and Janet Peary

~~180~~  
440

In memory of **Colleen (Meister) Blackstone**, Happy Birthday Maine given by Gene and Londa Brown.

In memory of **Bill Tactikos** \$300 given by Mark and Jackie Shaw for the new children's room. →

In memory of **Gwendolyn McBurnie** \$100 for the memorial fund given by Jeffrey McBurnie. —

In memory of **Phyllis Blackstone** Though None Go With Me given by Gene and Londa Brown.

In memory of **Leigh(Arnie) Devoe** Reflections of a Maine Cop The Detective in the Dooryard given by Gene and Londa Brown.

In memory of **Arnie Devoe** Bus Drivers given by Bob & Penny Miller. 12.59 30.54

In memory of **Eunice Carman** Veterinarians given by Bob & Penny Miller. 17.95

In memory of **Skip Jardine** gift to the memorial fund given by Harry and Odette Taylor.

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

- ✓ Secretary's Report
- ✓ Treasurer's Report
- ✓ Librarian's Report

Old Business:

- ✓ Update on Steven King Foundation grant application
- ✓ Update on the furniture for the children area
- ✓ Open date for Ye Olde Book Shoppe
- ✓ Discuss and vote on changes to Library bylaws (I'm unsure where we left this?)
- ✓ What is Courtney Howe up to for the Library?
- ✓ Start up date for the knitting group?
- ✓ With Covid numbers increasing should we have a plan for returning to curbside service only?

New Business

- ✓ Additional items of business?
- ✓ Date of the next meeting – Dec 3 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

# 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, 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 diversified book collection as the budget allows and that all books be allowed to circulate, except reference and rare books. Memorial books 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. 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 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, one from Perham and one from Wade, to be appointed annually in March by the respective Town Officials

and six from Washburn. 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 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", 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 attend meetings of the Board as a non-voting member. 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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Signed and dated on:

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Signed and dated on:

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

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

**Old Business:**

- Update on Steven King Foundation grant application
- Update on the furniture for the children area
- Open date for Ye Olde Book Shoppe
- Discuss and vote on changes to Library bylaws (I'm unsure where we left this?)
- What is Courtney Howe up to for the Library?
- Start up date for the knitting group?
- With Covid numbers increasing should we have a plan for returning to curbside service only?

**New Business**

- Additional items of business?
- Date of the next meeting – Dec 3 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