

# Washburn Memorial Library Board Meeting Agenda June 3, 2021 at 5:00

- Secretary's Report
- Treasurer's Report
- Library Director's Report
- Children's Librarian's Report

## Old Business:

- Welcome Library Director Tim Whiton
- Update on Children's Room/Furniture/Closet/Lego Table et. al.
- Update on possible grant applications (including Covid Relief Grant)
- Appraisal of Umphrey Stamp Collection
- Building water infiltration damage and solution
- Review and final vote of bylaw changes
- Open house of the Children's Room and Research Room during August Festival – Aug. 21<sup>st</sup> from 11:00am to 1:00pm.

## New Business

- Items of new business?
- Date of the next meeting – September 2, 2021 at 5:00 pm.

## Current Board Members:

### Appointed Annually:

Perham  
Wade

Bev Turner – [townclerk@washburnmaine.org](mailto:townclerk@washburnmaine.org)  
Heidi Silver – [heididsilver@gmail.com](mailto:heididsilver@gmail.com)

### Appointed for 3-yr terms by Washburn Town Council:

Expiring 2022

Sue Brown – [suebrown11@gmail.com](mailto:suebrown11@gmail.com)

Londa Brown – [libbrown625@gmail.com](mailto:libbrown625@gmail.com)

Expiring 2023

Laurie Blackstone – [blackstonehome@hotmail.com](mailto:blackstonehome@hotmail.com)

Christina Maynard – [lvtoread514@gmail.com](mailto:lvtoread514@gmail.com)

Expiring 2024

Sarah Sines – [ssines@msad45.net](mailto:ssines@msad45.net)

Rita Kingsbury – [rtkingsbry@gmail.com](mailto:rtkingsbry@gmail.com)

Town Manager – Donna Turner – [townmanager@washburnmaine.org](mailto:townmanager@washburnmaine.org)

WML Library Director – Tim Whiton – [tim.whiton@gmail.com](mailto:tim.whiton@gmail.com)

WML Children's Librarian – Courtney Howe – [courtneyjeanhowe@gmail.com](mailto:courtneyjeanhowe@gmail.com)

Washburn Memorial Library web site: [washburnlibrary.com](http://washburnlibrary.com)

# 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.
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- 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.

2.

- 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~~ <sup>or</sup> 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.

3.

- 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

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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 ~~non-voting members~~ <sup>of</sup> 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 <sup>of</sup> ~~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.

5.

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:

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

## MAY 6, 2021, MEETING NOTES

Present were: Londa Brown, Sue Brown, Heidi Silver, Sarah Sines, Beverly Turner, Donna Turner--Town Manager, Christina Maynard, Lois Walton—Librarian, and Courtney Howe—Children's Librarian.

Chairperson, Sue Brown, called the meeting to order at 5:06 p.m.

Secretary's Report: The minutes from the April 1, 2021 meeting were presented. Londa made a motion to accept the minutes. Heidi seconded the motion; so voted.

Financial Report: Everything looks fine at this point. As previously mentioned, we had a large bill for repairs to the furnace that was unexpected and put the maintenance line over budget. Bev also gave an update on the Thrift Books Account. Heidi made a motion to accept the report as presented. Londa seconded the motion; so voted.

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

--During the month of April there were 135 books checked out and 83 people came in person. Computer usage was also up. All numbers are up since the month of March.

--The average date of the books in the library is still older, even though many materials were weeded out. The fiction section has the largest number of materials taken out of the library. 000-099 is our oldest group of materials. It contains Ripley's, computer information, weird and crazy things, etc. The Board asked about possibly weeding this section more, but we need to keep these things.

--The State Covid Relief Grant will have more information out by the end of June or first part of July. We will need to apply for it. The state will decide how to divide the monies up. In the past we put it towards our Zoom account. Other libraries are considering air filtration systems.

### Old Business:

--We welcomed Courtney Howe as our new Children's Librarian. We're excited to have this new position at the library. Our new Librarian, Tim Whiton wasn't feeling well and could not join us.

--We discussed the back wall of the Barbara Porter Room. Donna would like to ask Matt Cole to look at it and get a price from him to fix it. First, we need to find out where the leak is coming from so Sue will ask Keith to take a look at things.

--Londa updated us on the Children's Room/Furniture/Closet/Lego tables. Don Hanson and the High School Woodworking Club will have the shelving for the storage closet ready by Friday, May 7<sup>th</sup>, not sure when it will be installed.

--There is an old filing cabinet in the storage closet that has Don Umphrey's stamp collection in it. We need to get this appraised. It was mentioned to have Floyd Rockholt at Eagle Hill Stamps and Coins appraise it for us.

--After <sup>our</sup> meeting we will take all of the old chairs out of the closet to make room for the shelving.

--We were not able to review the by-laws since the copy forwarded to the Board was an older revision and not the current one. Christina did find her copy of the current revisions, plus Sue emailed Christina her latest copy to compare them. Christina will bring them to the next meeting for the Board to review.

#### New Business:

--Care of the Flower Beds: The flower beds will be taken care of by the following: Donna in June, Sarah in July, and Sue in August.

--Open House: The Board decided to have the Children's Room and Research Room Open House on August 21, 2021, from 11:00 a.m.-1:00 p.m. This will be during the August Festival. We will put signs out to advertise. We will ask Laurie Blackstone if she would be willing to dress as Dr. Seuss for the parade and pass out information about the open house.

--We would like to have balloons, wrapped goodies and a take home activity for the children who attend the Open House.

--Friend of the Library Award: The Board plans to give this award to Janet Peary at our next Board meeting in June. Sue will call Janet to invite her. We will meet with Janet upstairs to take photos.

--The Board had a time of refreshments in honor of Lois's retirement from the library. She was presented with a tote bag and blanket. <sup>Lois's</sup> last day will be May 15<sup>th</sup>.

The next meeting will be held on Thursday, June 3, 2021, at 5:00 p.m. at the library.

At 5:50 p.m. Bev made a motion to adjourn the meeting. Londa seconded the motion; so voted.

Respectfully submitted,

Christina Maynard, Secretary



### Expense Summary Report

Department(s): 70

May

Account	YTD Budget	---- Y T D ----		Unexpended Balance	Percent Spent
	Net	Debits	Credits		
<b>70 - Library</b>	<b>55,561.00</b>	<b>18,962.12</b>	<b>46.74</b>	<b>36,645.62</b>	<b>34.04</b>
<b>01 - Salary/Benefits</b>	<b>40,406.00</b>	<b>12,619.73</b>	<b>0.00</b>	<b>27,786.27</b>	<b>31.23</b>
16 - Librarian	7,400.00	7,395.00	0.00	5.00	99.93
17 - Assistant Librarian	27,000.00	1,147.00	0.00	25,853.00	4.25
90 - Health Insurance	3,356.00	3,355.65	0.00	0.35	99.99
92 - Medicare	475.00	123.85	0.00	351.15	26.07
93 - Social Security	2,000.00	502.62	0.00	1,497.38	25.13
94 - Unemployment Compensation	100.00	49.60	0.00	50.40	49.60
95 - Workers Compensation	75.00	46.01	0.00	28.99	61.35
<b>02 - Utilities</b>	<b>4,550.00</b>	<b>1,913.54</b>	<b>0.00</b>	<b>2,636.46</b>	<b>42.06</b>
01 - Electricity	1,400.00	523.63	0.00	876.37	37.40
02 - Heat	2,300.00	1,107.15	0.00	1,192.85	48.14
05 - Water & Sewer	850.00	282.76	0.00	567.24	33.27
<b>03 - Communications</b>	<b>475.00</b>	<b>207.10</b>	<b>0.00</b>	<b>267.90</b>	<b>43.60</b>
03 - Telephone	475.00	207.10	0.00	267.90	43.60
<b>04 - Maintenance</b>	<b>725.00</b>	<b>730.90</b>	<b>0.00</b>	<b>-5.90</b>	<b>100.81</b>
01 - General	500.00	640.90	0.00	-140.90	128.18
07 - Garbage Disposal	225.00	90.00	0.00	135.00	40.00
<b>05 - Supplies</b>	<b>800.00</b>	<b>74.35</b>	<b>0.00</b>	<b>725.65</b>	<b>9.29</b>
01 - General	100.00	0.00	0.00	100.00	0.00
02 - Office	200.00	0.00	0.00	200.00	0.00
05 - Library Supplies	500.00	74.35	0.00	425.65	14.87
<b>06 - Equipment</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>
01 - Equipment	50.00	0.00	0.00	50.00	0.00
<b>08 - Administrative Costs</b>	<b>7,555.00</b>	<b>3,416.50</b>	<b>46.74</b>	<b>4,185.24</b>	<b>44.60</b>
02 - Dues & Subscriptions	500.00	315.62	0.00	184.38	63.12
04 - Postage	55.00	0.00	0.00	55.00	0.00
05 - Training	100.00	25.00	0.00	75.00	25.00
09 - Library Allowance	5,000.00	1,350.88	46.74	3,695.86	26.08
14 - Technical Support	1,900.00	1,725.00	0.00	175.00	90.79
<b>99 - Miscellaneous</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
03 - Special Events/Activities	1,000.00	0.00	0.00	1,000.00	0.00
<b>Final Totals</b>	<b>55,561.00</b>	<b>18,962.12</b>	<b>46.74</b>	<b>36,645.62</b>	<b>34.04</b>

<b>Memorial Books - Reserve Account</b>		
<b>Balance as of 01/31/2021</b>		\$ 1,161.95
Collections		\$ 859.97
Purchases	\$ (175.95)	
<b>Balance as of 06/03/2021</b>		<b>\$ 1,845.97</b>
<b>Miscellaneous Donations - Reserve Account</b>		
Balance Forward 01/31/2021		\$ 357.41
Donations thru 06/03/2021		\$ 100.00
<b>Balance 06/03/2021</b>		<b>\$ 457.41</b>
<b>Ye Olde Book Shoppe - Special Revenue Fund</b>		
Balance Forward 01/31/2021		\$ 1,525.25
Receipts thru 06/03/2021		\$ 55.00
<b>Balance 03/03/2021</b>		<b>\$ 1,580.25</b>
<b>Library Capital Reserve - Reserve Account</b>		
Beginning Balance 01/31/2021		\$ 1,254.88
<b>Balance as of 06/03/2021</b>		<b>\$ 1,254.88</b>
<b>King Grant 16 - Special Revenue Fund</b>		
Balance Forward 01/31/2021		\$ 2,540.78
<b>Balance 06/03/2021</b>		<b>\$ 2,540.78</b>
<b>King Grant 2020 - Special Revenue Fund</b>		
<b>Beginning Balance - 01-31-2021</b>		\$ 5,980.12
Plourde Furniture - Recliners	\$ (1,118.00)	
Baker & Taylor	\$ (374.30)	
Baker & Taylor	\$ (54.99)	
Credit Card Purchase	\$ (413.94)	
Lakeshore Learning Refund		\$ 54.00
Baker & Taylor	\$ (175.55)	
Baker & Taylor - Books	\$ (15.29)	
Amazon	\$ (35.98)	
<b>Balance as of 6/03/2021</b>		<b>\$ 3,846.07</b>
<b>I-Pad Grant - Special Revenue Fund</b>		
Balance Forward 01/31/2021		\$ 381.55
<b>Balance 06/03/2021</b>		<b>\$ 381.55</b>
<b>Lego Grant - Special Revenue Fund</b>		
Balance Forward 01/31/2021		\$ 902.12
<b>Balance 06/03/2021</b>		<b>\$ 902.12</b>
<b>Diversity Grant</b>		
Beginning Balance		\$ 300.00
Baker & Taylor - Books	\$ (155.40)	
Baker & Taylor - Books	\$ (123.66)	
Baker & Taylor - Books	\$ (29.02)	

Baker & Taylor - Books	\$ (17.05)	
<b>Balance 03/03/2021</b>		<b>\$ (25.13)</b>
<b>Friends of the Library - Checkbook</b>		
<b>Balance - 01/31/21</b>		<b>\$ 831.00</b>
Arts & Crafts Supplies	\$ (194.00)	
Collected for Crafts Classes		\$ 140.00
<b>Balance 06/03/2021</b>		<b>\$ 777.00</b>

### Maine Community Foundation

	As of 12/31/20	As of 03/31/2021	Available for Distribution	Notes
Thompson Fund	\$ 18,807.90	\$ 19,385.39	\$ 1,840.00	board can use their discretion on expenditures
Randall Fund	\$ 61,314.69	\$ 63,197.76	\$ 5,746.00	Can be used for Capital Improvements Only
<b>Balance as of 03/31/2</b>	<b>\$ 80,122.59</b>	<b>\$ 82,583.15</b>	<b>\$ 7,586.00</b>	