

Rice Public Library
Board of Directors' Meeting: Archive Copy
May 16, 2017

Present: Dudley Bierau, Rachel Dennis, George Dow, Dianne Fallon, Doug Greene, Dave Harris, Lee Perkins and Bill Tredwell

Meeting called to order by President Rachel Dennis at 6:35 p.m.

Motion: Dudley makes a motion to accept the minutes for the February 21st meeting. George seconds the vote. The vote passes unanimously.

Motion: George makes a motion to accept the minutes for the March 28th meeting. Dave seconds the vote. The vote passes unanimously.

Motion: George makes a motion to accept the minutes for the April 18th meeting. Bill seconds the vote. The vote passes unanimously.

Public Comments: None

Director's Report: The library budget was presented at the 5/15 Town Council Workshop. The library is requesting an increase of \$10,000, to cover increased costs for Minerva and health insurance costs.

Lee reviewed her written report, especially noting the estimate for installing a sprinkler system in both buildings. The estimate was collected as part of the continuing process of documenting costs associated with staying long-term in the existing library buildings.

New Library: Rachel noted that the listening session at the Community Center on Saturday, May 13 worked out well. People listened and spoke to each other respectfully. Rachel thought that maybe two options would be on the ballot. Rachel, Dave & Lee will discuss further at May 30 Stakeholders meeting, 6 p.m. at Town Hall.

Rachel and Lee request that all inquiries about purchasing the Rice and Taylor Buildings be referred to our realtor, Jeff Jellison at Century 21 Atlantic Realty in York, ME.

Ongoing Business:

The Board discussed the New Trustee Handbook, chapters 5 and 6. Rachel asked the board if they want to return to annually evaluating board meetings, which the board used to do. Consensus was that doing so might be a good idea. Rachel will bring back some samples to the next meeting. Chapters 7 and 8 are assigned for June.

Annual record keeping:

Dudley will return his keys and bank fob to Lee, who will give them to Dave. Dave will update the necessary forms at Kennebunk Savings Bank.

- 1 George, Rachel, Lee and Patty have Kennebunk Savings Bank key fobs.
- 2 George and Rachel can move funds from savings to checking as needed.
- 3 Lee and Patty have limited access and can only view the accounts and statements from KSB.
- 4 Dave and Rachel can open the safety deposit box at KSB. The keys are kept in the Library Director's file cabinet in the library. Rachel and Dave check the contents annually and report to the board.
- 5 Dave and Rachel have master keys to the building.

New Business:

Motion: Doug makes a motion to reaffirm the library's Mission Statement. Dave seconds the vote. The vote passes unanimously.

The mission of the Rice Public Library is to:

- ~Promote literacy and lifelong learning in a welcoming environment.
- ~Ensure access to local, national, and global resources for all individuals.
- ~Offer a collection that reflects the varying interests of our community through a variety of print, electronic, digital, and emerging media.
- ~Address the educational and cultural interests of the community.
- ~Collect, preserve, and disseminate Kittery and regional historical information.

Lee provided some information on suggestions from MMA on updates to Personnel Policies and Practices Language Revisions, especially pertaining to bathroom access for transgender employees and use of medical marijuana by employees. She will compose the suggested language changes to the board for its approval.

Barbara Boggiano, who keeps minutes for the School Committee, might be available to take minutes. The group opted to change the meeting to the fourth Tuesday, beginning in June if Barbara is available.

Next Regular Meeting: June 27, with Financial Review at 6:30 with Patty

Motion: Bill makes the motion to adjourn the meeting at 8:15 pm. George seconds the motion and it passes unanimously.