

**Rice Public Library
Board of Directors' Meeting: Archive Copy
May 15, 2018**

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

Excused: Dudley Bierau

President Dennis called the meeting to order at 6:35 p.m.

Motion: Dave motioned to accept the March 20 minutes. George seconded and the motion passed unanimously.

Motion: George motioned to accept the April 24 minutes. Bill seconded and the motion passed unanimously.

Public Comments: none

Director's Report: The Taylor Building flood clean-up is complete. George will reinvest the bequest in a CD with the best interest rate. Lee and Patty will make sure the town subsidy is correct, and our next payment will be in July.

New Library: The Municipal Committee met, documents were exchanged, and the next meeting was set for June 5. The other two committees will meet on May 22 and 23 to select their community members. Rachel will ask Kendra to send the KCC By-Laws to Lee to be distributed to the board.

Ongoing Business: The Personnel Committee will meet to write a draft of Lee's annual evaluation.

New Business:

-The board will discuss chapters 2 and 3 of the New Trustee Handbook at the June meeting.

-The board reviewed the annual record keeping as follows:

Annual record keeping:

1. Dave, George, Rachel, Lee and Patty have Kennebunk Savings Bank key fobs.
2. Dave, 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

Motion: Dave motioned to reaffirm the library's mission statement as follows:

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.

Bill seconded and the motion passed unanimously.

The next regularly scheduled meeting is on June 19.

Motion: At 7:15 George motioned to adjourn the meeting. Doug seconded and the motion passed unanimously.

Board minutes recorded by: