

**Rice Public Library
Board of Directors' Meeting: Archive Copy
June 27, 2017**

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

Excused: Dianne Fallon

Guest: Patty Kosowicz

Recorder: Barbara Boggiano

Meeting called to order by President Rachel Dennis at 6:37 p.m. and introduced the new Recorder to the Board members.

Financial Review with Patty: Patty Kosowicz said the Profit & Loss budget presented is an estimate of the financials. She said that the bills have been posted for June and payroll is going through at the end of the month. She said the fiscal year ends June 30, 2017 and some expenses will increase as well as income. The cut off date is August 1st.

Factors affecting the budget this year: Extra plowing and salting this winter, \$1800 for a dead tree disposal, a third payroll in June, and extra technology support.

Kittery's new Finance Director told Lee it is possible the library will be getting two payments from the town, instead of three.

The Board thanked Patty for her report and Patty left the meeting.

Motion: George motioned to accept the May 16 minutes. Bill seconded and the motion passed unanimously.

Public Comments: None

Director's Report: The Kittery Block Party was a huge success and extended special kudos to the staff. A Block Party committee member fell and had to be taken to the hospital. Lee said her staff did an extraordinary job of stepping in and taking over. The Board congratulated the staff for consistently going above and beyond.

Bill added that the staff has been exceptional and energetic and are true professionals.

Ms. Perkins said they did file the 5500 this month, which was approved by the Dept. of Labor and they oversee the Library's 401K plan.

Melissa Rivers, former staff member, was hired as a library substitute.

The Town Council approved the Library budget and the additional funds in the CIP for replacing lights at Rice and Taylor with LED lights.

Lee reported the Friends of Rice Library have packed up books monthly and carted them off the Meetinghouse Village. Rachel will write a thank you note to the Friends as the group has been exceptional.

The Comprehensive Plan wrap-up meeting is tomorrow night in Conference Room A at the Town Hall at 6:00 p.m. and Lee will attend.

Ongoing Business: The Board discussed chapters 7 - 8 of the New Trustee Handbook. Chapters 9 - 10 will be discussed in July.

Rachel will email the Board Meeting Evaluation form so they could discuss this at the next meeting. She said they used to evaluate the Board meeting to make sure they were efficient and effective. Rachel said the form will be used to promote a discuss about ways to improve the Board meetings.

New Business: Regarding Personnel Policies and Practices Language Revisions, Lee said that there are 3 top items that will have to be spelled out in the Personnel Policy. She said they will need to make changes on page 8, namely the following:

6A. After 90 days employment, all full-time employees (those averaging 35-40 hours per week) are entitled to individual health, dental, vision benefits through Maine Municipal Employees Health Trust. The employee shall pay 25% of these costs while the library shall pay 75%.

6D. Remove Previous Text and Change To: Premium Only Plan – POP plan: Full-time staff after 90 days of employment that elect to have health and dental benefits through the Rice Public Library plan will have their health and dental insurance salary deductions to be taken out pre-tax.

Motion: Bill Tredwell motioned that the Board approve both changes to the Personnel Policy and Practices language as presented. George Dow seconded the motion and the motion rpassed unanimously. Lee said she would need an additional \$400 because of this.

Lee said we will wait until the Town figures out the changes to the drug-free employees' policy, and we will have to include that language in ours'. She said also there will be new language relating to the marijuana policy. She said the Town has hired a new Human Resources Manager.

Bill Tredwell is considering another 3-year term on the Board of Directors.

Rachel said the next regular meeting will be Tuesday, July 25th at 6:30 p.m.

Executive Session: Begins at 7:21 and ends at 8:24.

Motion: Dave motions to adjourn the meeting, Bill seconded it and the motion passed unanimously.

Board minutes recorded by:
Barbara Boggiano
