

**Rice Public Library  
Board of Directors' Meeting: Archive Copy  
November 15, 2016**

**Present:** Rachel Dennis, George Dow and Doug Greene, Lee Perkins and Bill Tredwell

**Excused:** Dudley Bierau and Dave Harris

**Guests:** Ray Bald from Cummings, Lamont & McNamee, P.A., Patty Kosowicz, bookkeeper for Rice Public Library and Dianne Fallon

President Rachel Dennis called the meeting to order at 6:40 p.m.

**Financial Statement Review:**

Ray Bald presented the Financial Statements for the fiscal year ending June 30, 2016. Each board member received a copy of the report and reviewed it.

- Lee will deliver copies of the report to the Town Council.
- The board would like to applaud the management for doing a great job with the budget.
- The board discussed collateral insurance at the bank.

Ray left at 7:15 p.m.

**Motion:** Bill motions to accept the audit review from Cummings, Lamont & McNamee, P.A. for fiscal year 2016. George seconds the motion. The vote passes unanimously.

**Motion:** Bill motions to reconsider the previous recommendation made at the October 18 meeting to have a biannual audit review instead of an annual review. The board will continue to have an annual review. Doug seconds the motion. The vote passes unanimously.

**Director's Report:**

Annual Appeal: \$100 was received and will be used for the new library architectural expenses.

Lee met with Betsy from the town hall to discuss salary ranges. Part time staff would not qualify for any benefits if the library becomes a Kittery town department.

The proposed health insurance rate will increase by 11% in the coming year.

Katie collected the statistics for Rice Public Library. The library has 617 unique patrons and is number one in state of Maine for circulation and number 10 in adult programming.

The board would like to give a special recognition to all staff who participate in the library programming and circulation. They continue to do an outstanding job.

Voting: On the day of voting 400 surveys were completed and since then, upward of 300 surveys have been collected.

Comprehensive Plan: Lee continues to work with the town to develop a long-range facility plan for the library.

CIP Requests: Lee has been asked to submit a CIP request. The board recommends requesting money for further architectural planning of the future library.

The board needs a bio from George and Diane.

Annual review of bylaws: Dave and Rachel met to discuss the board of directors' by-laws. The board will vote on the proposed language of the by-laws at the December meeting. The following changes are proposed:

- If a board member has three or more absences, excused and unexcused, within a 12 month period, their position on the board will be reviewed.
- Delete the Executive Session minutes' language.
- The President will posting a meeting agenda at the Town Hall one week prior to the meeting.

**New Business:**

Reminder: If a board member will be absent, they need to call or email Rachel as soon as possible.

Dianne will be interviewed by a town councilor and Rachel.

Lee will provide the non-paid holidays for the board at the December meeting.

Bill voted to adjourn the meeting. Dianne seconded. The vote passed unanimously. The meeting ended at 8.00 p.m.

The next meeting is on Tuesday, December 20.

Board minutes recorded by: