

## **Waterboro Library Trustees Minutes 6/28/07**

Waterboro Public Library Board Meeting

Thursday June 28th, 2007

The monthly meeting was called to order at 7:05 p.m. by acting president Jon Willard. Members present: Brigit McCallum, Jon Willard Tom Cyr, Bobbi Gallant, Ruth Blake and Jessica Peck.

Jon announced Sherri Johnson's resignation from the Library Board of trustees and as acting secretary. Jessica nominated herself as secretary; the board approved Jessica's nomination and has elected her as secretary. Also, there are two positions available on the Library Board of Trustees.

Minutes from last month were accepted. Brigit motioned to approve, Bobbi seconded. Approved 5-0

Librarian's report:

Areas of interest:

- \* Story Hour ended/ Summer Reading Program begun
- \* Computer software inconsistencies, also Librarians request help in application of software

Brigit motioned to create a Tech Sub-Committee, Bobbi seconded. Approved 5-0.

- \* Sign out front needs to be repainted
- \* Reviewed Financial report

Please Read Basics of Building Maintenance before the next board meeting!

Building Sub Committee Report

Reviewed Tom's diagram of front stairway replacement stairs.

Brigit motioned to accept plan, Bobbi seconded. Approved 5-0

Brigit will work with Ruth to locate a contractor and get bids on replacing the front stairs. Other facility maintenance items will wait until we have a facility maintenance person on board.

Reviewed report of Facility Maintenance job description and amended the description.

Bobbi moved to approve the amended draft of Facility Monitor job description, Brigit seconded. Approved 5-0

Brigit motioned to move \$1,000.00 from account 30-5435 to Salaries to fund job description of Facility Monitor as previously accepted. Bobbi seconded. Approved 5-0

Jon will present to Pam with request to transfer money.

Website Subcommittee

The website subcommittee will reconvene.

Program Activities

Jon recommended that the library may want to spend our budget advertising and programming in 12 month increments.

Brigit motioned to format a Program Subcommittee, Bobbi seconded. Approved 5-0

Bobbi, Brigit, Jessica and Ruth will people program Subcommittee.

Brigit announced that the Friends of Waterboro Public Library received a \$5,000.00 check from the Libra Foundation.

Bobbi motioned to adjourn at 8:35PM. Brigit seconded.

Next meeting will be July 26th, 2007 at 7:00 PM.

Submitted by Jessica Peck, Secretary