

**Rice Public Library
Board of Directors' Meeting: Archive Copy
January 17, 2017**

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

Excused: Dudley Bierau

Treasurer's Report:

The library received a \$3000 donation from a patron. Rachel will send a thank you note.

Jenny's grants were approved.

Zinio has allowed the library to reduce the number of paper magazines on hand. A \$500 check was received for the books donated to the white donation bins in the Taylor parking lot.

Director's Report:

The board will review the Welfare to Work program at next month's meeting.

Ongoing Business:

The board will review Chapters 1 and 2 of the Maine State Library Trustee Handbook at next month's meeting.

It is time to evaluate the Library Director position. Lee and Bill will meet together to create a new evaluation form.

Bill and Diane will not be at the next meeting.

Rachel will invite Kendra to come to the meeting on March 28th. The agenda will be posted at the Town Hall.

Thank you notes: Lee sends the majority of thank you notes for the annual appeal letter. For more specific donations, board members will write notes during the following months:

February-Dave

March- Rachel

April- Doug

May-Bill

June-Diane

July-George

Lee will give the board an updated staff list.

Proposed Language for the Board of Directors' By-Laws:

Section 8 PUBLIC PARTICIPATION POLICY

Rice Public Library's Board of Directors welcomes public input in its deliberations and recognizes both the importance of public comment on issues before the Board and of members of the community expressing their views on matters of interest to the Rice Public Library.

The Board of Directors is committed to conducting its meetings in a civil, orderly, efficient and productive manner designed to allow the Board's regular agenda to be completed in a reasonable period of time and for a fair and adequate opportunity for public input to be considered. Consequently, public participation at Board meetings will be governed by the following principles:

- Public participation at Board meetings is limited to the public comment portions of the meeting as indicated in the published agenda. At all other times during a Board meeting, the audience will not be recognized by the Board unless specifically requested to do so by the President of the Board (or other presiding officer).
- Persons wishing to address the Board must be physically present and, prior to the beginning of the meeting, register their name and address in a log kept for that purpose.
- Each person addressing the Board is limited to three minutes. This time limit may be extended by the President of the Board (or other presiding officer).
- Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting, and refrain from vulgar, profane, repetitive or harassing remarks, or personal attacks against any person. The President of the Board (or other presiding officer) may terminate any presentation deemed not to adhere to these standards.
- The President of the Board (or other presiding officer) will thank the person/people addressing the Board and will respond to the comments to the extent possible.

The board discussed an email received from a patron who was upset because he did not receive notice of an event at the library until the day of the event. Lee responded to the patron and expressed her apologies. An announcement about events at the library is sent at the beginning of each month. Then an additional reminder is sent the day of. Events are also posted on the website and on the bulletin boards at both buildings.

Financial Procedures: Lee sent invites to Dudley and George to view the Financial Procedures. In January of next year the board will review and vote on proposed changes to the Financial Procedures.

New Library:

Rachel, Dave and Lee will be meeting with the Working Library Committee over the next couple months. The first meeting is on January 31st at 6:00 p.m. Kendra Amaral, Judy Spiller, Jeff Pelletier, D. Allan Kerr and Russell White will be attending.

Motion:

Bill motioned to adjourn the meeting at 8:00 p.m. George seconds the motion. The vote passes unanimously.

The next meeting is on Tuesday, February 21, 2017.

Board minutes recorded by:
Lauren Pray