

Appleton Library April Minutes
April 17, 2019

The meeting was called to order at 7:05 pm on April 17, 2019. Trustees present were Patti Chapman, Jessica Pearson, Nancy Brown, Victoria Bucklin, Annabel Turnbull and Jessica Whitworth. Library Coordinator Julie Sells was not present. Select Board Representative, Heather Wyman was present. Margaret Wilson was not present. Victoria Bucklin facilitated the meeting in Margaret's place.

Minutes: Patti Chapman made a motion to accept the March minutes. Heather Wyman seconded it, and all were in favor.

Treasurer's Report: Patti informed the board that the finances are in order and our accounts are a bit ahead of where they were at this time last year. Jessica Whitworth made a motion to accept the Treasurer's Reports. Nancy Brown seconded the motion and all were in favor. Patti tried putting the Quick Books on the library's circulation computer but the model is too outdated for the Quick Books software. We are still looking for a MacBook for the library's treasurer to use. The board decided that within a \$500.00 budget, Patti can make the decision to purchase a used or new MacBook. All were in favor.

Coordinator's Report: Julie Sells was not present at the meeting. She provided the board with a Coordinator's report. There was discussion on how to manage patron accounts that have not been used or updated over a period of time. Julie asked what to do with the inactive accounts and if we should purge the accounts according to the guidelines set by the Maine State Library. The board would like to know the details that are in these guidelines before making the decision to purge accounts or not. It would be nice to have a system that can alert us to update dormant accounts.

Action between Meetings:

1. Facility Notebook: Victoria working on creating this needs more info.
2. Chair Dolly: The new chair dolly arrived. It is in the library and storing chairs.

Old Business:

1. B, B & B: For the barns that are willing to be a part of the tour we have Abby Reed's Farm and Glendarragh Farm as committed to the tour. We have 4 more farms to ask to join. We would like to have at least 5 farms on the tour.
2. Second Reading of Food/Drink Policy: The board approved the Food/ Drink Policy after the second reading.
3. Work on Mission Statement: The mission is to provide free library services, programs, and meeting spaces for all members of the community.

New Business:

1. Outdoor Clean-up May 4th: The library should join the historical society to host their spring clean up on Saturday, May 4. The board agreed to that. We can advertise the date to volunteers.
2. Building upkeep: Sid notified Heather that there is a leak in the library's

basement. Apparently the leak has been there since the building's construction. The leak is caused by water leaking down an electrical conduit. Heather is going to talk with the electrician who originally installed the library's electrical system.

Items for May 15th meeting:

1. B,B & B update.
2. Work on Values statement
3. Laptop Update

Jessica Pearson made a motion to adjourn meeting at 8:16 pm. Heather Wyman seconded the motion. All were in favor.

Respectfully submitted,

Jessica Pearson

04/17/19