

August 5, 2009

### **Role of the Freeport Community Library Trustee**

The Freeport Community Library is a municipal department of the Town of Freeport. All financial decisions are made by the library director with approval of the town manager with the exception of the Jane Hall Trust over which the Board has fiduciary and spending responsibilities.

Library trustees are in an advisory capacity to the library director. They serve as advocates for the library to the Town Council and represent the views of the community at large to the library director.

## LIBRARY BOARD OF TRUSTEES MEETING

November 2, 2009

### MINUTES

**Present:** Shari Broder, Bud Carlson, Warren Cheever, John Creasy, Beth Edmonds, Deb Harding, Bob Lezer, Sheila Nappi, John Slavin

**Excused:** M.D. Mitchell

**Minutes** from the October 2009 meeting were unanimously accepted.

#### Directors Report

- Book Sale – Initial discussion on how the board might assist Elaine with the book sale that will take place March 29, 2010 though April 9, 2010. During the January meeting board members will have the opportunity to volunteer for the following: volunteer sign-up, set-up, clean-up, book sorting, baking...
- Library Snapshot Day Results – On September 30, 2009 161 libraries gathered statistical data on library usage. On this day 43,000 patrons were served and over 39,000 items were circulated. These and other interesting statistics are posted in the library foyer.
- Staff Dinner – Staff dinner @ Azure was a huge success. Thanks to all.
- Library Closure – The Board unanimously agreed to close the library @ 5PM instead of the scheduled 8PM on Wednesday 11/25/09 due to the Thanksgiving holiday. Proper notification will be made to the patrons.
- Coffee Station – In an effort to keep pace w/ library trends, coffee and tea are now being offered in the lobby. A donation can will be set out to help defray the cost.
- Memorial Plaques – A member of the VFW asked the board to consider the display of additional memorial plaques on the library grounds. These plaques honoring veterans of various wars may be set on granite stones and incorporated into the landscaping or a memorial walkway. Additional information will be needed but board members have the opportunity to think over the request.

#### Board Development

- Election of Officers – The board unanimously elected the following officers to serve a one year term:  
Shari Broder -President  
Bob Lezer -Vice President  
Sheila Nappi -Secretary
- Survey – Beth will draft a survey regarding library usage that will be distributed to patrons during January 2010. The board will review preliminary questions in December 2009 via e-mail.
- Role of the Freeport Community Library Trustee & Board of Directors - Board reviewed and defined their role as it pertains to the library. Revisions will be made to the draft and a final copy distributed to the group.
- Mission statement – The board will not formulate its own mission statement but rather adopt and support the library's existing mission statement. The role and structure of the board as compiled above will offer direction and guidance.

#### Upcoming Events

- Maine Illustrator's Reception – Saturday 11/7/09 from 12-3PM.
- Veterans' Day – Wednesday 11/11/09 Library closed
- Jim Nutting & Exotic Insects – Wednesday 11/18/09 @ 6:30PM
- Thanksgiving Holiday – Library closes @ 5PM Wednesday 11/25. Reopens on Monday 11/30/09.

Next meeting – Monday 1/4/10 @ the Freeport Community Library @7PM. No December meeting.

Meeting adjourned @ 8:05PM

**SECTION 608 - COMMUNITY LIBRARY BOARD OF DIRECTORS** *Amended 06/01/2021*

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608.1 Establishment

1. There shall continue to be a Freeport Community Library Board of ~~Directors- Trustees~~ to be herein established as consisting of nine (9) members who shall all be residents of the Town of Freeport.
2. The term of office of a member shall continue to be three (3) years.
3. The Board of ~~Directors- Trustees~~ shall annually elect a Chair~~man~~, Vice Chair~~man~~, and Secretary from its own membership and may create and fill such other offices as it may determine. Officers shall serve one-year terms and shall be eligible for re-election.
4. When there is a permanent vacancy, the Town Council shall, within sixty (60) days of its occurrence, appoint a person to serve for the unexpired term.
5. The Chair~~man~~ shall call meetings of the Board of ~~Directors- Trustees~~ as required and shall call at least one regular meeting of the Board every second month. A quorum of the Board necessary to conduct an official meeting shall consist of at least five (5) members.

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608.2 Duties of the Freeport Community Library Board of ~~Directors- Trustees~~

1. ~~The Board of Directors shall have responsibility for the affairs of the Freeport Community Library. The Freeport Community Library is a municipal department of the Town of Freeport. All financial decisions are made by the Library Director with approval of the Town Manager with the exception of the Jane Hall Trust over which the Board has fiduciary and spending responsibilities.~~

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2. ~~The Board of Directors have the responsibility for submitting an annual report of activities to the Town Manager. Library Trustees are in an advisory capacity to the Library Director. They serve as advocates for the library to the Town Council and represent the views of the community at large to the Library Director.~~

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608.3 Employment of Library Staff

1. The Town Manager shall appoint a ~~Head Librarian~~ Library Director with ~~advice- feedback~~ of the Board of ~~Directors- Trustees~~.

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2. Support Staff shall be hired by the ~~Head Librarian~~ Director and confirmed by the Town Manager

3. ~~All reviews of the Head Librarian by the Town Manager shall be shared with the Chair of the Board of Directors with the written consent of the Head Librarian. The Chair of the Board of Directors shall be available to the Town Manager for consultation on all such reviews.~~