Turner Public Library Trustees’ Meeting  
December 4, 2018

PRESENT: Kelli Burnham, Anthony Shostak, Cindy Tibbetts, Theresa Gillis, Richard Gross, Jenny Maheu & Katreana Youland

I. Review/Accept Minutes: Motion made to accept November 13, 2018 Meeting Minutes (Theresa/Kelli)

II. Old/New Business by Committee:
   A. Grant:
      1. Wing-Benjamin Fund – $2000.00 check received.
   
   B. Leavitt Institute Building:
      1. New Roof
         a. Town to incur cost – current roof ~20 years old.
         b. Dirigo Engineer/Architect (Tom Perkins) – completing engineering study
      2. HVAC – 20-30 years old, needs to be looked at
      3. Water Issues – Question of a break in the pipe running between Tripp Middle School and the Leavitt Institute
         a. Cassandra Roy looking into funding that will grant to Municipalities, as building is owned by the town.
   
   C. Finance:
      1. Budget for FY 19/20 –
         a. To be submitted by January
         b. Requesting a proposed operating budget of $29,600.00 for July 1, 2019 – June 30, 2019. (motion Richard Gross/Cindy Tibbetts)
         c. FY 18/19 budget – $27,500.00 – has not changed since 2013
         d. By increasing proposed budget, discussion that less can be drawn from endowment
   
III. Insurance Policy Review:
      1. Anthony presented review of the TPL insurance policy information, completed by Chuck Buikema
         a. Current Policy does not cover the following:
            i. Director and Officer Coverage – covers each individual for wrongful acts that are intentional, i.e., financial oversight issues; mismanagement of grants, etc.
            ii. Employment Practices Liability – covers the organization (TPL) as an entity when claims arise alleging discrimination, wrongful termination, failure to promote, etc.
            iii. Commercial Crime Coverage – protects the organization (TPL) in instances of employee theft, forgery, computer fraud, funds transfer fraud, embezzlement, etc.
      2. Plan to bid out to other agencies for quotes
   
IV. New Business: no new business discussed

V. Next Trustees’ Meeting: February 5, 2019

VI. Adjournment – (Richard/Jenny)