

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.
 2. Maine Public Library Fund – Covering hardware & installation for new requirements re: WIFI statistics. State Tech. to complete installation.
 - 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)