

# **FREEDOM OF ACCESS POLICY**

## **I. MEETINGS OF THE BOARD OF TRUSTEES**

To ensure compliance with the Maine Freedom of Access law, any quorum of the Board of Trustees shall refrain from deliberating toward any decision using electronic communications. All such deliberations shall only be conducted at an open and public meeting, noticed and held in accordance with section 403 of the Maine Freedom of Access law.

The Bailey Library affirms the following Maine law and adopts as policy:

- Except as otherwise provided by statute or by executive session, all public proceedings must be open to the public and any person must be permitted to attend a public proceeding.
- Unless otherwise provided by law, a record of each public proceeding must be made within a reasonable period of time after the proceeding and must be open to public inspection.

At a minimum, the record must include:

1. Type of meeting (regular, special)
2. Date, place, and time that the meeting begins and ends.
3. Names of voting members attending or absent, and names of staff or guests attending.
4. Whether the minutes of the previous meeting were approved or corrected.
5. Motions made, and votes taken.
6. Reports and any action taken on the reports.
7. Secretary's signature once the minutes have been approved.

## **II. PUBLIC RECORDS**

The Board of Trustees recognizes the right of members of the public to inspect and copy any public record in accordance with the Maine Freedom of Access law within a reasonable time of making the request to inspect or copy the public record and affirms that it is the policy of the library to comply with the Act.

The library Director shall designate one or more officials or employees of the Bailey Library to serve as its Freedom of Access Officer(s) and shall develop and implement administrative procedures to ensure compliance with the Act.



### III. RECORDS MAINTAINED

*Note: Exemptions under the Maine Freedom of Access law may allow non-disclosure of some parts of public records maintained by the Bailey Library. Some of these records are stored at the Winthrop Town Office.*

- Board meeting schedules
- Board minutes
- Library policies and Bylaws
- Employee names, titles, compensation, and dates of employment
- Records of Library ownership of real or personal property
- Annual Reports to the Maine State Library and Town of Winthrop
- Annual budgets
- Audit reports
- Bills or invoices issued and received
- Receipts for revenue

Pursuant to Maine State Statute (Title 5, Chapter 6), the Board Secretary shall maintain all proceedings and records on behalf of the Board of Trustees. These meeting minutes shall be kept in perpetuity and retained in a fireproof safe located at the Bailey Library. The Secretary shall be responsible for depositing hard copies of minutes in the safe in a reasonable amount of time after they are approved. The Library Director shall ensure the minutes are carefully protected and preserved from deterioration, mutilation, loss, or destruction.

Digital versions of Trustee Minutes should be made available on the Bailey Library website. Older minutes are only available in print.

### IV. REQUESTING RECORDS

We accept requests for records in writing. You do not have to complete a standard form.

Submit your written request by mail, or email:

Bailey Public Library  
39 Bowdoin St.  
Winthrop, ME 04364

Email: [reference@baileylibrary.org](mailto:reference@baileylibrary.org)

Requests should:

- Be as specific as possible when describing the records. The Maine Freedom of Access law is designed to allow inspection or receive copies of records. It is not designed to require a public body to answer questions.
- Include whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to choose either option.
- Please include your name, preferred telephone number(s), mailing address, and, if you wish, your email address.



## **V. GENERAL INFORMATION ABOUT THE C.M. BAILEY LIBRARY**

The Bailey Library is committed to serving a productive and diverse lakeside community in a suburban village partway between the central Maine service centers of Augusta and Lewiston with a core population of more than 6,000. The Bailey Library draws reciprocal patrons from the entire Winthrop Lakes Region area, and is regarded as an important information, entertainment, and community resource for people of all ages.

The Bailey Library features a collection of more than 30,000 physical items, including books, audio, DVDs, periodicals, and specialty equipment. The library brings new technologies to patrons, offering electronic resources, computer equipment and training for adults and children, and online services. The library maintains hands-on technology “STEAM” equipment available for in-house use.

The library is run by the Director, who is hired by the Board of Trustees. The nine members of the Board of Trustees are elected in staggered 3-year terms during the regular elections held by the Town of Winthrop. The Chair of the Winthrop Town Council serves as an ex officio tenth member. The Board generally meets on the second Monday of each month at 6:00 p.m. in the Harrington Meeting Room in the lower level of the library.

The library is divided into four service areas: Administration, Adult Services, Community Engagement, and Youth Services.

Property taxes make up a major portion of the library’s operating revenue. Other revenue sources include fines, fees, donations, and support from the Winthrop Public Library Foundation and Friends of the Bailey Library. A budget request is sent each spring to the Town of Winthrop as part of the Town’s regular municipal budgeting process.

The Director’s office is located in the Adult Services Wing of the Library.

The library’s mailing address and physical location is 39 Bowdoin Street in Winthrop, Maine.

