

COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
JULY 13, 2022

The meeting was called to order at 6:36 by Pam Mitchell. It was held in person at the Library. Trustees present were: Pam Mitchell, Jen Bonnefond, Pat Clark, Jackie Drouin, Maureen Kinder, Deb Peale and Librarian Melissa Small. Excused were Sonya Clark and Brenda Lake. READFIELD

Secretary's Report: June minutes were approved.

Treasurer's Report: There was no Treasurer's report.

Old Business

- Covid Updates - Kennebec County continues to reflect a CDC green (low risk) status, thus, there will be no changes to the Library's current Covid protocol. (That is subject to change depending on Kennebec County's risk level.)

Melissa advised members that we had alternative indoor locations set up for a number of the upcoming events in case of rain, and in those indoor locations, masking would not be required but would be optional, and the library would have masks available for those who still wanted to use them.

- Long Range Planning Committee (LRPC) Update - Pam advised that LRPC had met and had decided that its first order of business was to work on a list of stakeholders to determine their wants/needs from the Library, and to incorporate the stakeholders recommendations into the long range plan. In order to reach stakeholders, the LRPC plans to use an electronic Google Survey.
- Summer Book Sale - Pam confirmed that we had received permission to use the fire station to conduct the book sale. A number of members agreed to work at the book sale, and then the Board discussed different members reaching out to a variety of organizations to see if they would be interested in receiving some of the books that did not sell. Morning volunteers were advised to arrive at the fire station at 7:00 a.m.

Regarding advertising for the book sale, Melissa advised the Board that the Select Board Chair, Denis Price, asked that all advertising for Readfield

town-related events have advertising that is consistent with Readfield's other boards/committees.

- Summer Reading Program - Melissa advised that the sign-up event had been a success. She provided the following numbers:
 - Ages 0-11: 40 participants
 - Ages 12-17: 18 participants
 - Adults: 25 participants

Melissa advised the board that there would be an expense of \$130 for 5 prizes for the summer reading program. The Board will determine if the "Friends of the Library" would be willing to fund that expense.

- Library's second floor - Pam advised that funds for updating the upstairs and paving the parking area have been approved by the town, but Town Manager Eric Dyer was not able to tell her when those projects would be completed. Melissa also advised that the Library had some funds for updating the second floor of the library from the New England Small & Rural Library Grant, and those funds needed to be used by the end of December 2022.

New Business

- Board Member and Officers: Election - The following individuals were elected to to serve as Officers for the coming year:
 - Pam Mitchell - President
 - Jen Bonnefond - Vice-President
 - Sonya Clark - Treasurer
 - Jackie Drouin - Secretary
- Professional Development for Librarian - The Board agreed to use library funds to cover the cost of Melissa's recent professional development training. It further agreed that, going forward, professional development should be a regular expense for the Board. Pam will talk with Sonya about adding a new line item to the Board's financial report specifically for that purpose.
- Change Library Board Meetings the 2nd Wednesday of the Month - The Board voted to change the regular meeting date to the 2nd Wednesday of the month. However, it was agreed that there would be no meeting in August since we were having the book sale, and the September meeting would still take place on the

first Wednesday, September 7th. Starting in October, all meetings would be held on the second Wednesday of the month.

- Policy for Outside Groups use of Library for meetings and/or events - The Board discussed and agreed that the outdoor space is available for all to use, but it did not have sufficient space to accommodate meetings inside the library at this time. It was agreed that the matter could be reconsidered (1) once the second floor of the library had been updated for patron use and (2) the Board had written some policies for the library's use by outside groups. The need for an updated Code of Conduct and new Bulletin Board Policy were also discussed.
- Christian Science Monitor Interview - Melissa was interviewed by Christian Science Monitor regarding the library's lending of non-book items. She was told that the Readfield Community Library was chosen because of its small size. We will watch for an article.
- Changes at Maine State Library (MSL) - Melissa advised that the MSL had recently made some changes that might impact our library. They were:
 - Key personnel that Melissa regularly dealt with are retiring/moving on;
 - the MSL is dissolving its large print program and they will encourage use of the InterLibrary Loan system for Large Print; and
 - possible changes to the Books by Mail program.
- Donation to Library - Melissa accepted a donation of an umbrella for the Library's patio furniture.
- Botanical Garden Park Pass - Melissa said the Botanical Garden Park Pass has been a very big hit. It was taken out 10 times in June, and she already had 16 dates on hold for July.
- Age Friendly Committee - Melissa met with the Age Friendly Committee to discuss ways to collaborate. She also met with an administrator from Balsam House, who agreed to let Melissa know what authors its residents like so that we could donate books to the House. The administrator also discussed the possibility of:
 - getting library cards for the House or each resident individually;
 - getting an ipad for audio books through Cloud Library; and
 - A Book Talk for residents.

The Board adjourned at 8:06 p.m.