

READFIELD COMMUNITY LIBRARY  
BOARD OF TRUSTEE MEETING  
SEPTEMBER 7, 2022

The meeting was called to order at 6:35 p.m. by Pam Mitchell. It was held in person at the library. Board members present were: Pam Mitchell, Jen Bonnefond, Pat Clark, Sonya Clark, Jackie Drouin, Maureen Kinder, Brenda Lake, and Deb Peale. Librarian Melissa Small was also present.

Secretary's Report: July minutes were approved. It was agreed that going forward all changes to the minutes would be made as comments in Google Docs rather than edits, and the secretary would make the recommended edits in the final version. It was further agreed that, on the day of or the day before the next meeting, the secretary will send to all Board Members a copy of the previous meeting's minutes with all recommended edits incorporated.

Treasurer's Report: June, July, and August Treasurer's Reports were approved.

**Old Business:**

- Covid Update - Kennebec County's status has changed from green (low risk) to yellow (medium risk), therefore, masking will be recommended for those coming into the library. (The recommendations will change as the county's CDC risk status changes.)
- Book Group - The Book Group will meet on Zoom for its next meeting on September 26th at 6:30.
- Toys in the Library - It was agreed that it would be okay to bring toys stored upstairs to the main floor for use by children visiting the library.
- Book Sale Suggestion - Jen recommended, and all agreed, that next year the Library should have a 2-hour window on the day prior to the book sale for patrons to drop off books at the library. This would accommodate individuals who would like to contribute books to the sale but are unable to drop off their books on the morning of the sale. The specific time will be determined as the book sale date approaches.
- Summer Reading Program - The statistics on the program will be updated at the next meeting as it was discovered that not all participants had been added to the initial figures.

- New Time for Board Meetings - The Board discussed changing Board Meetings from the first to the second Wednesday of the month, thus, our next meeting will be held on October 12th. Jackie made a motion to approve the change, and it was seconded by Maureen. All were in favor. Melissa will advise the town office of the change.

### **New Business:**

- Potluck for Betty and Jan - It was agreed that the members of the Board would have a potluck to celebrate Betty's and Jan's years of work on the Board; however, a location and date was not set.
- Halloween Trunk or Treat - It was agreed that Trick or Treat would be celebrated outside at the library this year rather than going to the Fairgrounds. Board Members agreed to donate treats for the event.

### **Librarian's Report**

- HOOPLA - Melissa advised the Board of a new option for patrons to borrow eBooks, audio books, comic books, TV, magazines, movies, and more from an entity called HOOPLA, which could provide the community with 1.1 million titles. The Board would have to make an upfront payment to HOOPLA, but the fees would not be accessed until the item was borrowed. The fees would be based on the type of content borrowed, e.g. books would cost \$.27 and movies \$3.99, with the average cost being \$1.87 per item borrowed. Based on Readfield's "service population," Melissa was advised that the upfront cost would be \$2,000, but she was also advised that we could start at a lower fee and be billed monthly or make another upfront payment, as needed. The content from HOOPLA would:
  - Be available on all electronic screens;
  - Be accessed by the community using their library card;
  - Be limited by the amount paid by the Library to HOOPLA for its services, i.e. higher payments to HOOPLA would allow for more borrowing by patrons;
  - Have limits for the number of times each patron could use HOOPLA;
  - Automatically be returned based on the borrowing time set for each type of content, which varies; and
  - Not limit the number of patrons borrowing a particular item, unlike cloudLibrary, which does.

For comparison's sake, Melissa advised the Board that the Library currently pays \$350/year for the Library's patrons to use cloudLibrary. That \$350 could be used toward HOOPLA, as could be money currently spent on DVDs and audio

purchases, and possibly funds raised through the book sale. Melissa suggested that Board Members go to the website for HOOPLA to see what is available.

After the Board's discussion about HOOPLA, it was agreed that Melissa would contact the Mount Vernon library, which is currently using HOOPLA, and we would discuss HOOPLA further at our next meeting.

- Baker & Taylor Ransomware Attack - The library's provider of books was down from 8/20/2022 - 9/7/2022. Thankfully, they are up and running again.
- Christian Science Monitor (CSM)- Melissa was interviewed some time ago by CSM reporter Roy Rivenburg regarding small libraries becoming "the library of things." Although he did not feature his interview with Melissa in the story, he did provide her with a link to the story he wrote about innovative ideas coming out of small libraries. Here is a link to Roy's story:  
<https://www.csmonitor.com/Books/2022/0803/What-can-a-library-card-get-you-Try-a-popcorn-maker-or-ukulele>
- Collaboration with the Age Friendly Committee
  - Balsam House Liaison - Melissa was wondering if any of the Board Members would be interested in acting as a liaison with Balsam House, which could include helping with deliveries of books to residents.
  - Event Co-Hosted by the Library and the Age Friendly Committees - Marti Stevens Interactive Improvisational Theater will have a performance on November 1st at 3 p.m. The program is interactive and will include issues related to aging in place for Mainers age 50+. Melissa asked if anyone was interested in helping with the event and providing finger foods and/or appetizers.
  - Tech Tuesday Program - Readfield's Age Friendly Committee is interested in providing a "Tech Handy Helpers" program for patrons to bring in their phones, laptops, or tablets for help with troubleshooting and "how to" help. Melissa has reached out to Ricko Graziano, who lives in Readfield and is a CIS instructor at UMA, to see if he could get some volunteers from his classes to participate. Rocko has agreed to ask the students once they are settled in. Maybe we could have a couple "Tech Tuesdays" in October. These events would be inside and only available if we have volunteers.

- Publicity/Outreach Related Issues

- August events were publicized in the Newsletter, Messenger, and Facebook.
- New England Rural Grant Monies - with these funds, Melissa is considering purchasing the following items using these funds:
  - A 3- to 4-foot sign for table/events. (Cost of \$100 or less)
  - A 6-foot foldable table, that folds in half, for easy transportation and storage. (Cost of \$100 or less)
  - Possibly a new sandwich board for the library?
  - Books for the Beach Program?
- Facebook - Melissa encouraged the Board Members to continue to share events on their Facebook feeds, which increases exposure.
- Summer Events
  - Melissa expressed her appreciation to the Board Members for all the help they provided throughout this past summer.
  - Summer Programming Numbers for 2022 (July and August only)
    - Total Programs - 30
    - Total Attendance - 597(These numbers compared to 22 and 412, respectively, for 2021.)

- News from the Maine State Library (MSL)

- Bendable Maine - This is an online learning marketplace for training, knowledge, local, statewide, and national content. Most training is free, but some require payment of fees. On Tuesday, October 4th, at 11 a.m., a representative from the MSL will meet with Melissa to describe the program in more detail. All Board Members are welcome to attend, but should let Melissa know if they will.
- Dolly Parton's Imagination Library - thanks to support and funding from Governor Mills and the Maine Legislature, the program will be coming back and expanded.
- Maine Public Library Fund - Melissa said that a grant can be written to tap into these funds, and she is wondering if Board Members have ideas as Melissa is happy to apply for the grant. Preference will be given to projects and programs with an environmental sustainability or DEI (diversity, equity, inclusion) focus.

- MSL New Directors Orientation - This event has been postponed due to the pandemic. Melissa will be attending at no cost on September 23rd from 9-3.
- Beanstack - Funds from the MSL for small libraries to participate in Beanstack will be ending as the source of the funds, the federal CARES Act and ARPA funds, are no longer.
- **General Updates**
  - Board Members should continue to share/promote the library's upcoming events on Facebook.
  - Brenda has agreed to send thank you notes to a number of individuals for work they have done for the library.
  - A very big "Thanks!" to Brenda for repairing the library's books!!
  - Maureen has agreed to lead the September 26th, 6:30 p.m. Book Group discussion.
  - The Library issued 28 new library cards in July and 13 in August!
  - On Saturday, September 24th from 10-4, the Library will have an open house. Melissa asked that Board Members make treats for the event, if possible.
  - On Saturday, October 1st, from 10-12, the Library will participate with Kents Hill Orchard in the Annual Kents Hill Festival. The Library will provide a story time, craft activities related to a fall-themed book, and free, gently used books.

The meeting adjourned at 7:55 p.m.

The next meeting will be held on October 12th at 6:30.

Respectfully submitted,

Jackie Drouin