

Readfield COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
October 12, 2022

The meeting was called to order at 6:35pm. It was held by zoom. Trustees present were: Pam Mitchell, Jen Bonnefond, Deb Peale, Pat Clark, Sonya Clark, Brenda Lake and Librarian Melissa Small. Excused were Michele Fiori, Jackie Drouin, and Maureen Kinder.

Secretary's Report: September's minutes will be reviewed at November's meeting.

Treasurer's Report: Both monthly and quarterly reports were approved.

Old Business

COVID Updates: Masks are currently recommended. When Kennebec County is in green , we will post a sign saying masks are available but optional, and when in Yellow we will place them in the basket outside for patrons with a sign saying they are recommended. Decision made due to the high costs of continuing to provide masks at all times.

Halloween: Volunteers needed to help with Saturday October 29th at library/meeting house pumpkin carving event. Monday October 31st we will pass treats out at the library.

New Business

Board did a short training on how the shared Google folder works. From July 2022 onward, all minutes, Librarian Reports, Treasurer Reports, and agendas will be stored in the shared folder for all current BOT members to access.

Veteran's Day Program: This year the Library will create a book display. Discuss about planning future events with local veterans for the future, in collaboration with Ben (Cemetery Sexton).

Tree lighting: Library will hold a tree lighting event on December 2nd at 6:30pm. Pam will talk with the middle school music teacher about having the middle school singers.

Policy Update: The policy committee has been working on updates to the Collection Development Policy and the Materials Reconsideration Policy. They plan to meet again in the next couple of weeks and will have updates for the November meeting.

Maine Public Library Fund Grant: Board to come up with ideas and discuss in next month's meeting. Melissa would like to submit an application for an "innovative program grant" of up to \$5000 due November 18th. Preference will be given this grant cycle to environmental sustainability programming.

Librarian's Report:

Magazine Renewal: Board plans to update and expand magazines in the library to include ones for the children and teens.

General Updates:

Building/Technology issues: Current backup surge protector needs to be replaced.

Upcoming Coverage for Librarian: Melissa would like to create an on-call circulation desk substitute list of Board members to be back-up if Melissa/volunteers are not available.

Next meeting will be Wednesday, November 16 at 6:30pm by zoom. Note the change to the 3rd Wednesday for November only.

Meeting was adjourned at 8:08pm.