

Readfield Community Library
Board of Trustees
Minutes for January 10, 2024 Meeting

The meeting was called to order at 6:37pm. The meeting was held in person at Readfield Community Library and by Zoom. Trustees in person were Jen Bonnefond, Pat Clark, Jackie Drouin, Maureen Erb, Brenda Lake, Pam Mitchell, Chris Olson, Deb Peale. Attending by Zoom was Sonya Clark. Also present was our librarian Melissa Small and two Select Board guests Sean Keegan and Dave Linton.

Secretary's Report:

October Report: The Board will review October minutes at the next board meeting.

November Report: Pat made a motion to approve the minutes of the November 8, 2023 Board of Trustees meeting. Pam seconded. All approved.

December Report: The Board will review December minutes at the next board meeting.

Treasurer's Report:

October Report: Pam made a motion to approve the October 2023 treasurer's Financial report. Pat seconded. All approved.

November Report: Pam made a motion to approve the November 2023 treasurer's Financial report. Brenda seconded. All approved.

December Report: Pam made a motion to approve the December 2023 Financial report. Pat seconded. All approved.

Review of Proposed FY 24/25 Budget

The Board of Trustees discussed the 2024-2025 Fiscal Year budget by each section. In the Income section the board will add a line of income for the Friends of the Readfield Community Library donations of \$250.00 for general programing. This will also be added to the Expense section for the same amount. The board also discussed a line item TBD to fund park passes.

In the Expenses section, Offices Supplies will increase to \$725.00 from \$650.00. It was also discussed that Melissa and Sonya will look into breaking down office supplies and printing/copying expenses to create two separate line items. Sean made a suggestion to look into leasing a printer/copier under the Town's contracts as a possible cost saving measure.

Zoom subscription of \$150.00 to be added into expense. A suggestion was made by Sean to look into the cost of adding a dedicated Library Zoom account to the Town's Zoom accounts, as a possible cost saving measure.

After Board discussion, it was agreed that a Maintenance/Landscaping budget be added to pay for indoor and outdoor plants, wreaths, etc, whenever these items are not donated. No amount was discussed. Sonya will look into how the Town Office handles these expenses.

During the upcoming Budget Committee Meeting (Departments II, which includes Capital Improvements) on January 24th, Melissa will point out operating expenses for the second floor

(such as increased electricity costs and cleaning), in addition to driveway resurfacing, two upstairs heat pumps and compressor, and exterior painting.

As it was clear that further amendments would be required to the currently proposed budget, Sonya suggested the Board vote to agree on a Preliminary Budget to be submitted to the Town Office, and once the budget is finalized the Board of Trustees will make a final vote. Pam made a motion for the Preliminary Budget to be sent to town. Pat seconded. All approved.

Policies and Logistics for Upstairs use: Dave Linton and Sean Keegan discussed what the Select Board is looking for if and when they hire a new Community Program Coordinator and potential space that would be needed for this new town position. There was a discussion of possible shared office space (upstairs for Librarian and new Community Program Coordinator), how the person in this new position might collaborate with Library, Age Friendly, and Recreation Committee programming, and the pros and cons of housing this new town staff position at the Library building.

The Board of Trustees also discussed the potential of how the upstairs space might be used. An additional meeting was discussed to create a policy for the use of a reservable room upstairs, in addition to thinking through the logistics and staffing when opening up this new upstairs space.

The meeting was adjourned at 8:05pm.

Respectively Submitted by Jennifer Bonnefond