

**Readfield Community Library
Board of Trustees
Minutes from March 13, 2024**

The meeting was called to order at 6:40 p.m. The meeting was held in person at the Town Hall and by Zoom. Trustees attending in person were Jen Bonnefond, Jackie Drouin, Pam Mitchell, Chris Olson, Deb Peale along with Librarian Melissa Small. Attending by Zoom was Maureen Erb. Excused were Sonya Clark and Pat Clark.

Secretary's Report: Pam made a motion to approve the February 14, 2024 minutes. Jen seconded. All approved.

Treasurer's Report: Jen made a motion to approve the Treasurer's Report for February 2024. Pam seconded. All approved.

Old Business:

Second Floor Renovations:

Update on progress and need for cleaning up: Renovations on front room, west room and east room are completed. The kitchen space needs electrical work, floor painting, sink installed, and countertops finished. An email will be sent to Board Members regarding Member's availability to assist with cleaning at the Library starting April 25th.

Grand Opening Plans: The opening will take place on Saturday April 6, 2024, between 10:00-11:00 a.m. Invitations will be sent out.

New Business:

Possibility of Little Free Library at Beach and/or fairgrounds: The board will look into and have discussion with the Rec program about developing a little free library at the beach and/or the Fairgrounds. We are hoping to collaborate with the building of the little free library structures with students from Kents Hill School and/or Maranacook High School in the 2024-2025 school year.

Date for meeting regarding upstairs policy group: The subcommittee will be sent a group email to plan a date to meet.

Front yard signage: The Board is looking into purchasing a new sandwich board. Also, the large library sign needs to be updated and repaired or replaced. Further discussion on a new sign will be held in upcoming meetings.

Meeting video recordings: It was agreed that videos from prior meetings will be deleted after 4 months. This is to ensure that we don't run out of storage space in Google Drive .

Librarian's Report

Recent In Memoriam donation: The library received a \$500.00 donation in memory of Jacqui Cowperthwaite. The Board discussed using a portion of the donation toward a new signage for the library and using the remainder towards refurbishing the upstairs.

Readfield U event: The March 7th author event with Tim Caverly had 46 people in attendance. The next author event is March 21st with David Florig at 6:00pm.

Budget meeting: Sonya presented our proposed budget to the Select Board on February 15, 2024. Eric mentioned that he would also be designating the following funds: \$15,000 for painting the outside of the building; \$15,000 for two heat pumps and a condenser; \$5,000 for the Library Reserve account. The parking lot costs will be taken out of this year's town budget.

Annual Volunteer Appreciation: A tentative date is set for April 24, 2024, between 4:00-6:00 p.m.

Annual Volunteer & Board Training: A Zoom training meeting will be held Tuesday May 14th at 6:00 p.m.

Public Library Trustee Roundtable: This program will take place at the Maine State Library on April 12th. All Board Members are invited to attend.

Love to Stitch: The most recent Love to Stitch had six participants, and Melissa said the program was quite successful.

The meeting was adjourned at 7:54 p.m. Pam made the motion and Chris seconded. All approved.