

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 8, 2023

The meeting was called to order at 6:31 p.m. It was held by Zoom. Trustees present were: Jen Bonnefond, Pat Clark, Jackie Drouin, Maureen Kinder, Pam Mitchell, Brenda Lake, Deb Peale. Also present were Librarian Melissa Small and Town Manager Eric Dyer. Excused were Sonya Clark and Michelle Fiori.

Secretary's Report

The Board reviewed the minutes of the January 8, 2023 meeting. Jen moved to approve the minutes as amended, and Brenda seconded. All approved.

Treasurer's Report

The Board reviewed its financials for January. It was noted that certain areas of the budget had increased due to program support, Story Walk, professional development, author speaking fees, office supplies, wages (implemented by the town for all employees), etc. Jen motioned to approve the budget, and Deb seconded the motion. All approved.

The board also reviewed the budget for Fiscal Year 2023/24. Pat moved to approve the Fiscal Year 23/24 budget, and Jen seconded. All approved.

Old Business

COVID Updates: The Board agreed to maintain the current position regarding Covid precautions, which means that as long as the Kennebec County indicates low risk (green) masks will be available (but not required) and no sign will be posted. If Kennebec County is in the yellow risk, a sign will be posted at the entrance indicating that masks are recommended and available for those who prefer to wear a mask.

Burns Night: Melissa said that the Burns Night was a big success. There were musical performers, Scottish snacks, and poem readings.

Environmental and Sustainability Program Series Update: Melissa said that the library has sponsored three programs to date, and many more will be scheduled in the future. All programs may be found on the Library's calendar on its website.

Tom Roth Author's Talk: Melissa said the talk was very good and the author was able to sell some books at the event.

Full Moon Walk: Melissa said the full moon walk was a great success. Many patrons, as well as members for neighboring communities attended, and there were snacks and drinks available for all after the walk.

The Coastal Maine Botanical Gardens - There is no new information regarding the current cost of a community pass.

Maine State Park Pass - The Board agreed that the Readfield Community Library (RCL) should continue to have a Maine State Park Pass this year. If the cost of the pass is not donated, Jen made a motion to approve the purchase of the pass using library funds, and Maureen seconded the motion. The cost of the annual pass is \$105. All approved.

New Business

Town Manager Eric Dyer attended the meeting to explain some changes to the way the budget would work going forward as well as some of the renovations planned for the RCL.

Budget Changes:

- Eric said that at the behest of the town's auditors, all accounts in the town's budget, including the library's, will have two buckets: Expenditures and Revenues. Any funds that are not used during the fiscal year will be added to the general fund rather than being carried forward to the following year. Eric said the new reserve policy will be implemented at the end of fiscal year 2024.
- Operating Reserves: The RCL currently has over \$10,000 in its reserve account. If the Board thinks we need more funds for a particular year, that should be requested in the annual budget request (Eric said that the town is not currently taking funds out of existing reserves.)
- When asked about what would happen if the RCL overspends, Eric explained that the town has funds that could be used if that situation arose, but he recommends that if the RCL Board anticipates any needs/expenses in the coming fiscal year, it should ask for those funds during the budget process.
- Eric said that each department will have guidelines for its reserves, and those guidelines will be shared with each committee and ultimately approved by the Select Board. (Eric explained that funds granted to the RCL would be treated differently than funds supplied by the town budget and would not be added to the general fund if not used during the fiscal year.)

Renovations:

- Regarding renovations proposed for the RCL, an RFP (Request for Proposal) would have to be submitted, and he expects that most of the work will begin by June and be completed by the end of the year. Eric said any work done on the second level will not interfere with the everyday activity at the Library. Eric will meet with Pam and Deb before

meeting with the contractors to discuss the work that will be done. Eric anticipates the town will do work on the following areas of the library this year:

- Entrance to the RCL: The plan is to repair/replace the main entrance (side) steps and build an access ramp to ADA standards. He said the ramp would maintain its current orientation and would be made with pressure treated or plastic wood for longevity and ease.
- Second Floor Egress Door: Eric said the egress has been designed, but they need to get an RFP to get the work done to code and to ADA standards. Back room on second level: Eric is planning to have the town's staff do the following work: (1) Removal of wallpaper and and repair the walls; (2) repair the ceiling; and (3) cover the floor with heavy duty paint.
- Paving of the parking lot: Eric said that prior to the paving, the parking lot must be surveyed and an easement obtained from RCL's neighbors.

Volunteer Training: Melissa said there would be training for library volunteers on February 28th. She has requested that all RCL Board Members attend the training. She will record the training for those who are unable to attend.

Union Meeting House/Historical Society: These organizations are planning to conduct a fundraising program on December 2nd that will include different locations throughout the town decorated to reflect different periods with people dressed in appropriate garments for the time period. The group has asked if the library could be one of the locations. The Board agreed that it would be okay for the library to be one of the locations.

Google Calendar: Melissa would like to start using Google Calendar for the RCL so that all of the events could be found there.

Readfield Recreation Committee Youth Summer Day Camp: The Rec Committee is going to conduct a survey to determine interest in having a Youth Summer Day Camp at the town beach, fairgrounds, and the high school/middle school. They are considering the program for children from third to fifth grade. They may possibly need occasional Story Time volunteers for rainy days and/or other help from the Library.

Policy Committee Update: Melissa said the group continued to meet and she thanked Pam, Deb, and Brenda for their work on the project.

The meeting was adjourned at 7:56 p.m.