

READFIELD COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 8, 2023

The meeting was called to order at 6:33 p.m. It was held by Zoom. Trustees present were Pat Clark, Jackie Drouin, Michelle Fiori, Pam Mitchell, Deb Peale, and Librarian Melissa Small. Excused were Sonya Clark, Maureen Kinder, and Brenda Lake.

Secretary's Report: Deb Peale made a motion to approve February's minutes as amended. Pat Clark seconded the motion. All approved.

Treasurer's Report: Melissa notes that office supplies costs were higher than usual because of the purchase of an outdoor bulletin board that will go on the side door, and new library cards for new patrons. Jackie Drouin motioned to approve the report. Deb Peal seconded the motion. All approved.

### **Old Business**

COVID Updates - Nothing has changed, so we will continue with the current policy. However, Melissa noted that the library has had some events in relation to the Environment and Sustainability Program Series inside at the town office and masks have not been required, but about half of the participants do wear masks. In addition, participants have had the option to attend by Zoom.

Environment and Sustainability Program Series (E&SPS) Update - Melissa advised the Board that the Readfield Community Library (RCL) sponsored three events in February. They included:

- February 2nd - Author event with Tom Roth, a regional columnist for *The Maine Sportsman* in which he discussed his new book *A Sporting Year in Maine*.
- February 6th - Full Moon Snowshoe/Hike event.
- February 16th - Vanessa Berry for the National Resource Council of Maine discussed the State's program on Maine's Waste Policies, where Deb acted as the host for the night. (Eric Dyer and Melissa's son Josh also helped with the event by ensuring that others could attend by Zoom.)

In March, the following programs were, or will be, offered:

- March 6th - Author event with Clair Ackroyd, live and via Zoom, where she discussed her book, *Murder in the Maple Woods*, and discussed the maple syrup industry in Maine.
- March 30th at 6:00 p.m - "Get to Know Your Local Farmer," which will take place live and via Zoom. To date, Melissa has four farmers scheduled to be at the event: Trent Emery, from the Emery Farm, Wayne; R & L Berry Farm, Readfield; The Knight Farm,

Readfield; and Christianson Farm, Readfield. She is hoping to obtain a few more farmers for the program and will advertise those additional farmers as they are confirmed.

- February 25th - Take Your Children to the Library Day - Melissa did a shout-out to the people involved in the February 25th event. She was especially thankful for the children from the Pineland Suzuki School students who played violin for the patrons in the morning and Nick and Ellen who played folk music for the patrons in the afternoon.

#### Park Passes Approved Expenditures

- State Park Pass - At the Board's last meeting we approved the purchase of the pass if it was not donated. As it was not donated, Melissa will move forward and purchase the pass.

#### **New Business**

Volunteer Training - The library training day has been tentatively scheduled for March 21st. It will cover issues such as policies and procedures for workers at the circulation desk and Eric Dyer will attend to discuss emergency procedures. Melissa asked all Board Members to attend the training, which will be held by Zoom. Melissa will record the training for those who are unable to join the event. Melissa will send out an email to the RCL Board to confirm the date.

Upstairs Renovation Update - Deb and Pam met two times with officials from the town. The first meeting was with Ben and Matt and they discussed the work the town will be doing at the Library. The plan is for Ben and Matt to redo the walls and ceilings in the upstairs back room across from the kitchen and in the front large room. A local contractor will be consulted to potentially help with that work, in addition to installing the upstairs door/fire escape. On the other side of the kitchen they are looking at putting trim on the ceiling and potentially adding heat so that eventually the room may be used for Melissa's work space. They are also planning to add lighting to all of the rooms on the second floor. Pam said she and Deb also had a second meeting that also included Eric, a meeting that they hoped would include some contractors, but no contractors came. Finally, Pam explained that the rooms upstairs cannot officially be used until the upstairs has two methods of egress, and it currently only has one.

Melissa said she was not clear about the Request For Proposal (RFP) process related to work on the library, and she wondered if Pam could discuss this with Eric when she next meets with him. She is wondering what the next steps in the process should be so that we can proceed with the renovation.

ARPA Funds - Melissa also advised the Board that Maine has received a large sum of money from the federal American Rescue Plan Act (ARPA) funds, which will be distributed by the Maine State Library (MSL) and Maine Department of Economic and Community Development (DECD). MSL and DECD will be distributing funds through a grant called Remote Work in Libraries. The effort is to ensure that Maine is work friendly for remote workers and home-based

entrepreneurs. There are two grants available through the program; one is a smaller grant for smaller projects ranging from \$5,000-\$25,000 to support minor renovations, creating comfortable co-working and flexible spaces as well as virtual spaces, digital resources and services, and programming for home-based works. The second is for larger projects of \$25,000-\$100,000. Those are for construction, ADA accessibility, for space renovations to provide co-working, meeting, and DIY spaces that home workers may need. This is all new information that has not been discussed with anyone other than the Board at tonight's meeting. Melissa's initial contacts with the program's coordinators indicate that the Library may be eligible for the large grant, which could provide funds for making our Library's upstairs ADA accessible and provide space upstairs for remote workers and home-based businesses to use. The large grants are 3-year awards with grant funds needing to be spent by September 2026. If we want money from the larger grants, we must first submit a letter of intent, which is due by the end of March. Melissa said the people involved in the project are readily available and would be very helpful with putting together a plan. If the project proposal is approved, then we could be able to apply for the grant. For the smaller grant, we don't have to do a letter of intent and the application is due by May 31st. However, everyone agreed that first we would have to discuss this with Eric and the Select Board, as they have to give the ok for any grant applications.

Boothbay Railway Village Museum Pass - Melissa thought that the Board should consider purchasing this pass for the Library. She said it worked similar to the Botanical Gardens pass in that it would allow two adults and unlimited children to get in for free. The cost for the Library is \$150, and it is a printed pass with a specific date. The funds could come from the New England Small and Rural Libraries Grant we received. The Board agreed to the purchase. If the grant funds are not available, the Library has an anonymous donor who would be willing to pay for the pass. Everyone agreed to purchase the pass. Melissa said that we may only do this for one year, but we will try it for this year. Everyone agreed that we should give it a try.

Coastal Maine Botanical Gardens Pass - The Board agreed to purchase the \$150 pass using funds from the Library's programming budget. The program is running in the same manner and at the same price as last year. Everyone agreed to purchase the pass.

State Park Pass Approved Expenditure - Melissa will purchase the Park Pass with library funds as the expenditure was approved at the RCL Board's last meeting. She will look at issuing the passes for periods of less than a week, as we have historically done, so that more people can use it. The problem with the pass is that it is a physical pass and it might be difficult to do logistically. Melissa asked the Board if we would be agreeable to let patrons use it for a shorter period of time if Melissa was able to figure out how to make that work. Everyone agreed that would be fine.

Arts & Humanities with The Gallery - Melissa's goal is to establish opportunities for collaborating with different organizations within Readfield, such as The Gallery Art Gallery, located in downtown Readfield, owned by Camee Davidson. There is an Arts and Humanities Grant we can pursue through the Maine Humanities Council, and Camee and local resident Samantha Horn have agreed to help write the grant and develop the project. We are looking at

programming for August 2023 or August 2024, which would include a month-long display of Native American arts and crafts at The Gallery, a possible basketmaking demonstration/workshop, and an author event with Maine author Morgan Talty (*Night of the Living Rez*). Nothing has yet been confirmed.

Gerry Boyle: Summer Author Event - Melissa has reached out to Gerry Boyle to see if he would be willing to come to the library to discuss his new book, *Robbed Blind*. His fee is \$250, and the fee would come from the Library's program money.

Maine Humanities Council Summer Read ME - There would be a \$72 fee for the Maine Humanities Council Summer Read ME program, which would cover the books, three each of the two book titles. Deb will see if the Friends of the Readfield Community Library will cover this cost as they have for the past 3 summers. The two books that will be read this year are *Lung Fish* by Meghan Gilliss and *Night of the Living Rez* by Morgan Talty. (The Library's Book Group will be reading those books in July and August, respectively.)

Summer Reading Program Dates - The theme for the summer reading program is "All Together Now: Kindness, Friendship & Unity." Regarding the funding for the prizes for the program, Melissa suggested that Board Members bring in "mini prizes" from their home and that we use donated books, both of which have been a big hit in the past. (Thus, we will not necessarily use theme-based prizes.) For the larger end-of-summer raffle prizes for kids and adults that readers earn tickets for, we would need an additional \$150 for gift cards prizes. Deb will ask if the Friends group will support this program expense and they have in the past few years.

After much discussion, it was agreed that June 14th at 6:00 p.m. was the best day for kicking off the summer reading program and, tentatively, August 21st would be a good date to end the program. However, since the program always ends with the Chewonki's annual outdoor program at the library, that date must first be confirmed with Chewonki.

Christmas Tree/Lights - Deb and Pam agreed to remove the Christmas tree and tree lights as well as the candles from the windows.

The Board's next meeting is scheduled for April 12, 2023.

The meeting was adjourned at 8:04 p.m.