

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 12, 2023

The meeting was called to order at 6:34 p.m. It was held by Zoom. Trustees present were Jen Bonnefond, Pat Clark, Jackie Drouin, Michelle Fiori, Maureen Kinder, Pam Mitchell, and Deb Peale. Also present was Librarian Melissa Small. Excused was Brenda Lake.

Secretary's Report: Jen motioned to approve March's minutes as amended and Deb seconded. All approved.

Treasurer's Report: Pat motioned to approve March's report and Pat seconded. All approved.

Old Business

COVID Updates - The Covid status has not changed, so we will continue with the current policy. Melissa noted that, with the Board's blessing, she will move to the children's section of the main floor some toys and chairs that had been moved upstairs during Covid. All agreed to Melissa's suggested change. (The children's section had room for the items because Deb moved the big cubby shelf upstairs.)

Environment and Sustainability Program Series (E&SPS) Update - Melissa advised the Board that the Readfield Community Library's (RCL) two March events were very good. They included:

- March 7 - Author's Talk with Claire Ackroyd - The RCL and Readfield U¹ sponsored Claire Ackroyd, author, garden designer, and MOFGA organic maple inspector in the Jackman sugar camps, to talk about her book, *Murder in the Maple Woods*. Eighteen individuals attended the talk, which took place at the town hall. Melissa received very positive feedback after the event.
- March 30 - Get to Know Your Local Farmers - Six local farms, Emery Farm, Christianson Farm, The Knight Farm, Kents Hill Orchard, Maiden Mushrooms, and R&L Berry Farm, shared information about their farms. Melissa said the event was a huge success and feedback on the program was very positive. The turnout was high: 34-35 in person and 13 more on Zoom.

MSL Remote Work in Libraries Grant - Melissa explained that the grant is for libraries to support their local community for those who work from home, either for remote work or with home-based businesses. Melissa decided not to apply for the larger grant as the conditions at the library were not right at this time, but she does think she will apply for the smaller grant. The

¹ Readfield U is a Readfield-based group that offers, at no charge, courses on a variety of different subjects..

application is due at the end of May. The amounts available range from \$5,000 - \$25,000. Melissa is considering a number of potential uses for the grant money, including:

- Lendable wireless “hot spots”--these may be especially important for summer residents working remotely from Readfield, to allow them to stay in Maine longer with good internet..
- New technology to potentially include:
 - A new desktop with audio/video capabilities for virtual meetings (our current desktop is very old with no camera or microphone); and
 - Laptops, headphones, charging stations and chargers for use in the library (and possible lending)
- Electrical work to potentially include:
 - An electrical outlet for the adult book room, which is the only quiet room where someone could work (the room currently has no outlets);
 - An electrical outlet on the back of the building where the tables and chairs are located so that people working outdoors have a place to charge, particularly when library is closed; and
 - A conduit to the back of the parking lot where the picnic tables are located and where we have library events.

Melissa said the ideas regarding electrical work would first need approval from Eric Dyer and the Select Board as any subsequent upkeep would be the town’s responsibility. In addition, Melissa, at Sonya’s suggestion, will discuss the potential electrical work with the town’s electrician to determine if upgrades to the library’s current electrical capacity would be required.

New Business

May Meeting - The May meeting will take place on May 10th. As Pam cannot attend the meeting, Jen agreed to help guide the Board through the agenda items.

June Meeting - The June meeting will take place on June 7th, rather than the 14th, due to the Summer Reading Program Kickoff scheduled for June 14th.

Library Door Painting - Melissa said that most people have voted for their preferred color for the doors, and she thought a consensus had been reached. Since Deb has agreed to paint the doors, she asked that the Board move on that project sooner than later. Pam and Jackie volunteer to help with the door painting project.

Summer Reading Program - The program is scheduled for June 14th at 6 p.m. Melissa reminded Board Members to bring in any books, toys, or trinkets appropriate for children or teens so she can give them out as prizes to the participating readers.

Possible Knit & Crochet Group - After much discussion, it was agreed that the summer was not the best time to start a Knit & Crochet Group, but the Board agreed to reconsider the issue in September and potentially start a group in October. Deb would be willing to participate if the group met during the week rather than the weekend. Sonya suggested that, if we start a knitting program, we could advertise and potentially use the services of Neighbors Driving Neighbors² for those who would like to participate but cannot drive to the Library.

Maine Library Association Annual Conference - Melissa will be attending the Annual Conference on May 22-23. The cost is \$217 and is covered by the Library's budget. Melissa will let us know if she needs coverage on the conference dates as the time draws near. Melissa advised the Board that on May 21st the Maine Library Association is having a fundraiser dinner and the keynote speakers will be Stephen and Tabitha King, if anyone is interested. For non-MLA members the cost is \$149, which includes dinner, dessert, 1 drink, and music. The Kings will not be selling books or signing autographs at the event.

Youth Volunteers - Melissa has had some new volunteers working on their community service hours for National Honor Society hours. In addition, a few Kents Hill School students, who are part of a Community Engagement Club, would also like to volunteer. Melissa and Ben Rodriguez met with the students to discuss possible volunteer activities, and some have already started working on projects. Some of the projects include:

- Changed the Story Walk books for the library;
- Refinish a wooden table and two chairs that had been stored upstairs at the library;
- Clean all of the library shelves;
- Clean up the library property; and
- Assist residents in the library.

Issue: Melissa said that one person who is only 10 years old has inquired about working at the circulation desk. Although the Board has no written policy regarding how old someone must be to work at the circulation desk, the general policy has been that they are at least high school age. After much discussion, Jackie made a motion that the Board implement a policy specifying that to volunteer at the circulation desk, the individual must, at a minimum, be of high school age. Deb seconded the motion. All were in favor.

Crafternoon - The library will host an event for kids to make crafts on April 18th during school vacation. Melissa asked that, if possible, we make snacks for the event.

Volunteer Appreciation - The Library will host a Volunteer Appreciation Day on April 19th from 4 - 6 p.m. Melissa said the Board members were welcome but not required. She also requested that we send her an email letting her know if we can make a treat for the event.

Melissa pointed out that RCL's volunteer hours for fiscal year 2021 - 2022 were 970.75 hours. The figure does not include Board Member's hours while attending board meetings or extra

² Neighbors Driving Neighbors is a group of volunteers who have offered to provide rides to community members.

projects of the Board, as it is work that we do for the town. However, she said that additional Board members' hours spent working on events should be added to the library's volunteer hour log sheet.

Annual Report - Melissa has submitted the Annual Report to the Maine State Library for FY22, and those statistics are forwarded to the federal level. Melissa said that as of June 30, 2022, almost all of our numbers went up and were approaching or surpassing pre-pandemic levels. Those numbers included figures on circulation and patrons in the library, etc. However, she pointed out that while the figures for teens and adults visiting the library have increased, the number of children in the library was still low compared to pre-pandemic times.

Pam must also complete and file a required annual report to the town regarding the library, and that information is published within the town's annual report.

Gerry Boyle Author Talk - It will occur on Wednesday, June 28th, at 6:30 p.m.

RCL's Facebook Page - Melissa has noticed some posts on the RCL's Facebook page that are advertisements for for-profit businesses. As the administrator for the library's Facebook page, Melissa hid the posts considering we would not allow such advertisements within the library itself (for example, on the bulletin board). Melissa explained that the advertiser would not see that their post had been hidden, and the advertiser's followers would still be able to see the post, but the library's followers would not see it.

Decision Items

- RCL Water Bottles - A few teens come into the library to do homework or study. Melissa was thinking of putting up a basket for these teens that included RCL water bottles and granola bars/snacks. All Board Members agreed that would be fine.
- Justine Fontes/MOUSEversary - Justine would like to do another MOUSEversary program this summer on July 15th. The theme this year would be Pirates and Ballerinas. Justine suggested a possible water gun fight on the front lawn as one of the activities. Melissa has concerns regarding this activity given that they wanted to do it in the front yard of the library, which could be dangerous as the front lawn area is very small and is on a busy road. The Board agreed that they did not like the idea of water guns at the library, and suggested the beach as a possible location instead. Melissa will follow up with Justine.

The Board's next meeting is scheduled for May 10th.

The meeting was adjourned at 8:00 p.m.