

READFIELD COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 16, 2022

The meeting was called to order at 6:03 p.m. It was held by Zoom. Trustees present were Pat Clark, Jackie Drouin, Maureen Kinder, Brenda Lake, Pam Mitchell, and Deb Peale. Also present was Librarian Melissa Small. Excused were Jen Bonnefond and Michelle Fiori.

Melissa began the meeting with a short tutorial regarding how to navigate Google Docs. She showed us how to navigate to specific documents within Google Drive. She also described how to make *suggested* amendments to the minutes when reviewing them. Melissa said Board Members should only make suggested changes when reviewing the minutes, but the owner of the document (the Board secretary) is the person who should accept recommended changes.

Secretary's Report: Deb motioned to accept the minutes for October 12, 2022, meeting as amended and Brenda seconded the motion. All approved.

Treasurer's Report: After discussion and clarification regarding October's report, Marueen motioned to approve the Treasurer's Report for October and Brenda seconded the motion. All approved.

### **Old Business**

Covid Updates: Kennebec County's Covid color is green, meaning the risk is low. Although some members of the Board said they were anxious to resume indoor programming at the Library, the Board agreed that we should continue to proceed with caution. After discussion, the Board agreed that we could start to allow a few *small* events inside the Library each month, monitor Covid updates, and revisit the issue regularly.

Halloween: Melissa advised the Board that they had "a ton" of people trick-or-treating at the Library on Halloween night. Melissa and Pam thought that, although we did participate in the Trunk or Treat at the Fairgrounds this year because we were specifically asked to do so, going forward we should go back to offering trick-or-treats at the Library so that the Library is seen as a participant in the community's Halloween celebration rather than just another trunk at the Fairgrounds. The Board also agreed that the Library should open for trick-or-treat even if Halloween does not fall during regular business hours.

Maine Public Library Fund Grant: Melissa explained that these funds come from a check-off on Maine taxes where taxpayers are asked if they want to contribute to libraries. She further explained that she was not sure if she would have time to apply for the grant, but if she did, the funds would be used for programs involving environmental sustainability. Melissa has

researched putting together a sustainable speaker series that would be locally relevant. Melissa will keep us posted.

## **New Business**

### Tree Lighting: Items discussed:

- The middle school singers are confirmed for the evening of the tree lighting at the Library.
- Deb, Brenda, and Pam will get the tree and put it up on Saturday.
- Pam and Brenda agreed to trim the perennials in the front of the library and put the candles in the Library windows.
- It was confirmed that Sonya has purchased new lights for the tree as the old ones were not working properly.
- Pam will contact Donna Witherill, the person who normally donates a wreath to the Library, to see if she will do so again this year.
- Deb will check with Sonya, who was going to find out if the Santa suit was available for the evening of the tree lighting.
- Everyone agreed to make at least 2 dozen cookies for the event. The Board members stated the kind of cookie they would bring to the tree lighting. The cookies do not need to be bagged.
- Adam will bring the sound system.
- Pam will get more cups from Hannaford.
- We will have three containers of hot chocolate for the event. Two containers will come from the Town Office and one from the Library. Deb will prepare the hot chocolate at her home and bring it to the Library.
- It was agreed that the singers could stand off to the sides of the steps to sing, thus, the refreshment tables will go in the center.

Hanukkah: We will plan to do what we did last year, which was to have Hanukkah-related music, books, and treats. It will take place on Wednesday, December 21st at 6:00 p.m. The Board agreed that the celebration should probably take place outside.

Holiday Closures: The Board agreed that the Library would be closed on Dec. 22-26 and 31 and Jan. 1-2. Melissa asked if we wanted to be open on other days to make up for the closed days. The Board agreed that we should not add extra Library hours to make up for the days the Library will be closed. The Library will also be closed at 5 p.m. the night before Thanksgiving.

Books in Memory of Someone: A patron has asked if she could donate books in honor of someone, and Melissa has never encountered such a request although she has seen books in the library that have been donated in honor of individuals. Melissa had a few questions/issues regarding this matter:

- Where did the book plates come from to memorialize such a book donation?
- We should establish a protocol in the event that someone wants to add a specific book that Melissa would not want to add to the book collection.

No one could remember where the book plates came from, so Melissa will make her own. The Board decided to take up the issue of a protocol for rejecting books at a later date, but in the interim, it was noted that the Librarian has the prerogative to determine which books are in the Library.

Burns Night: We had food, music, and readings of poetry last year, and all agreed that it would be good to do a similar celebration this year from 6-7 p.m. on January 25th. Melissa said that a patron who is a fiddler has offered to come this year to play Burns-related music for the celebration. Melissa suggested that if it was a small group, we could have it indoors if it was really cold. Maureen offered to bring a heater to the event in case we had it outdoors.

Chewonki for Summer Reading Program: The Board agreed that we did want to do the Chewonki Program for the finale of the Summer Reading Program, which will take place on Monday, August 21 at 6:00 p.m. The cost for the Chewonki program is \$283, which is the same as last year. We will choose a specific Chewonki program at a later date.

Policy Update: There were no policy updates available for this meeting.

#### Librarian's Report:

- There were 52 uses of the Botanical Garden Passes last year. All agreed that we should purchase the pass again this year.
- Melissa renewed the Library's magazines for the coming year. She said the Library stopped purchasing Sports Illustrated because of low circulation and a significant increase in price. Also, we would no longer get Eating Well as it was discontinued. Ranger Rick was added as a new children's magazine. (Thanks to Pat for the recommendation.) Consumer Reports is changing in that the end of the year issue will be digital only and the vendor was unable to tell Melissa how that would impact the price. The final price for magazines will be around \$400.
- The skunk smell, which was coming from the basement, has finally been mostly resolved! Ben went down into the basement, yet again, and found a dead skunk and removed it. (Kudos to Ben!!) There is further work to do in the basement to prevent a recurrence, and someone will be coming in to see to that.
- One of the tables and two of the small chairs from outside were brought into the adult room to accommodate the plowing that must be done this winter. (The chairs and table could be brought upstairs if we find the table or chairs are in the way.)

- Melissa was planning to get rid of some Maine author books because we had multiple copies. After consulting with Pam, Melissa put together a small book raffle with the extra books and added 2 new Great Libraries of the World t-shirts she had on hand and a few Bendable Maine tote bags. She put up a small display to sell raffle tickets for \$1/each.
- Melissa will be doing an annual volunteer circulation training in January, which will also include emergency training, which will be done by Eric. Melissa is encouraging all Board Members to attend the training, especially those who work at the circulation desk.
- Melissa was wondering if the Library wanted to do a school vacation week program in 2023. However, considering that Covid is still an issue, it was decided that it would be best not to do it this year, however, we left open the possibility of reconsidering the issue if Covid conditions improve.
- Melissa was looking for volunteers for November 26th, but no one was available.

The meeting was adjourned at 8:05.