

Readfield Community Library
Board of Trustees Meeting
October 11, 2023

The meeting was called to order at 6:35 pm. The meeting was held in person at Giles Hall and by Zoom. Trustees in person were Jen Bonnefond, Pat Clark, Jackie Drouin, Brenda Lake, Pam Mitchell, Chris Olson and Deb Peale. Attending by Zoom was Maureen Erb. Excused was Sonya Clark. Also present was our Librarian Melissa Small.

Secretary's Report: Pat made a motion to approve the minutes of the September 13, 2023 Board of Trustees meeting. Pam seconded. All approved.

Treasurer's Report: Moved to November meeting.

Old Business:

New steps/ramp and egress: Railings are complete on the ramp, and comply with ADA requirements. Librarian will submit required quarterly grant reports to the Maine State Library for 3 years for the Remote Work through Libraries grant.

New Business:

Upcoming electrical and upstairs renovations: Electrical work will begin Oct 23rd both upstairs and outside. The work will also be done along with wall and ceiling repairs (to be done by town maintenance staff) to get ready to paint (by town maintenance staff and volunteers). There is an estimated extra material cost of \$600.00 for exit lights and outdoor lighting on the fire escape stairwell. Funding for this may come from the town's General Building funds.

Second floor use planning; meeting room policy creation; staffing logistics for the second floor—January's Board of Trustees meeting will be dedicated to this agenda.

Next year's 2024 Book Sale: Fire Chief Lee Mank gave permission for the library to accept book donations at the fire station from the public the evening prior to book sale, in addition to the morning of the sale Maureen suggested we think about selling books at the annual Book Sale "by donations" rather than with specific prices. Board members liked this idea and thought it would sell more books, bring in more money, and keep the checkout line at the sale shorter. Will discuss next summer closer to sale.

Librarian's Report:

The library website is currently being reviewed by UMA Library Science students as part of a User Experience study. The students (for free and as part of their coursework) will report their findings to the Librarian, who will use this information when updating the library website in the future.

Community Service Day for Kents Hill School is October 26th. A student group will be coming to the Library to rake and prepare the yard and Library park area for winter.

Melissa submitted the Annual Enrollment Packet for Networkmaine for FY24 (which allows us to get free internet) on 9/9/2023.

Melissa has been asked to serve on Maine State Library's Advisory Board for the Dolly Parton Imagination Library Project, which will be starting up statewide in Maine in the near future.

The library is applying to be a partner organization with the National Digital Equity Center based out of Wiscasset. Melissa will receive facilitator training, which will allow us to offer technology courses under the broad categories of "Aging Well with Technology," "For Work and Business," and "For Home and Education." These classes are taught by NDEC staff, but over zoom, to all participants in the room. We would host these classes at the Town Office. They offer some great programs that will go along nicely with Remote Work initiatives as well as Age Friendly initiatives.

Next meeting will be November 8, 2023

Meeting was adjourned at 8:07 pm. Pat made a motion. Jen second. All approved