

Freeport Community Library  
10 Library Drive  
Freeport, ME 04032

## Freeport Community Library Board Meeting Minutes

February 7, 2022

6:00 PM

Courtney Sparks – Library Representative  
Joe Vertenten – Library Board Chair  
Colin Kaveney – Library Board Vice Chairperson  
Stefanie Millette - Secretary

**Present:** Courtney Sparks, Joe Vertenten, Colin Kaveney, Mary Gallie, Kim Swett, Jennifer Guennette, Sally Martin, Stefanie Millette, Kathryn Majcher

**Excused:** Leslie Hallock

Agenda items and minutes

Meeting called to order at 6:00pm

Initial introductions to new board member, Kathryn (Katie) Majcher.

- A. Unanimous vote to approve the January minutes
- B. Introductions, new board member
  - a. Joe mentioned this is his second to last meeting
- C. Courtney has been meeting with community groups and municipal department heads
  - a. Goal is to share events to one another's audiences (partners), with partners promoting the library as a community space.
    - i. Community partners (stakeholders) will be given a noncharged tier for utilizing library space, be promoted via library channels
    - ii. Groups' book suggestions will need to go through library's standard book budget process
    - iii. Groups' program suggestions may be executed by the library and/or produced by partners, at the discretion of the director. Most frequently that discretion is exercised for the sake of fairness and neutrality.
      - 1. Stefanie noted interesting behaviors in the news related to book bans with librarians/libraries mentioned in the news. Recommended some general prep in case the library or an employee is approached with a targeted question.
  - b. Staffing
    - i. A position with FCL is open through the 25th
    - ii. Researching positions to better reflect current work being done and recognize employees who have received master's degrees since employment, bring salaries in line with region. 1-1 meetings planned with staff to get a sense of programming staff satisfaction and needs, in particular.

- c. Capital improvement plan is a bigger way to get bigger items approved by the plan. A recent ceiling improvement (example) survived the recent storm.
- d. On 2/8 Joe and Courtney are attending a town council meeting. Every year the town has a 6 week series of workshops with all town departments. Key points for the library's meeting:
  - i. By the end of 2022 the hope/trending is that traffic will reach 75% of pre-pandemic traffic
  - ii. Partnerships are being developed
  - iii. Share that a more conservative Plan B for renovations is in the works

#### D. Survey

- a. Mary's next steps are to wipe out non included questions
  - i. Question comments were discussed
  - ii. Staff has weighed in on what they need. 2, 6 and 7 will be struck, 15 and 16 will be combined. Leave the option to write in additional notes.
  - iii. A new clean version will be shared after the edits are made
- b. How can we get town to take the survey?
  - i. Could we put out the library survey with the dump day notice?
  - ii. Municipal newsletter, library website
    - 1. Would the local schools distribute in their newsletter?
  - iii. Forecaster ad
    - 1. Courtney is going to ask the town if a board member can call the Forecaster to request an article on Courtney
  - iv. Flier with a QR code
    - 1. Library bulletin board
    - 2. Sherman's? LL Bean? Bow Street?
    - 3. Stef volunteered to make a giant sign for Bow Street if needed
    - 4. Schools for bulletin boards?
  - v. Can Courtney get it to Town Council for meeting announcement
  - vi. Share in town Facebook groups
- c. Jenn will create a 2 mos SurveyMonkey account
  - i. Courtney may need to synchronize with Jenn in order to complete the transaction
- d. Joe proposed a vote to approve \$250 from Library's fund for SurveyMonkey and Forecaster expenses
  - i. Stefanie made the motion, Jenn seconded, board vote was unanimous

#### E. Grant updates from Kim and Sally for sound dampening

- a. Grant options
  - i. King Foundation grant is unlikely
  - ii. Maine Community Foundation – low gift
  - iii. Sally has left VM for Libra Foundation and Gladys Brooks Foundation
  - iv. National Leadership Grants for Libraries award floor is 50k. You need to submit a Letter of Intent in a first wave, to apply for a second wave
  - v. USDA Rural grants go smaller populations
  - vi. National Science Foundation – smart and connected communities
  - vii. If Build Back Better bill passes (unlikely) the state library assoc could guide on funding availability/timeline

- b. Courtney pointed out if a grant doesn't work out, sound dampening could be molded into the proposal for the town for a grouping of renovations (Plan B)
- F. Future meeting agenda suggestions
  - a. Joe floated that Chair and Vice Chair positions will be up for a vote in March
    - i. Stefanie suggested that in May we vote on a new Secretary
    - ii. There are 5 community members on the wait list to join the library board
  - b. Joe requested that in April we discuss the strategic plan
- G. Board unanimously voted to adjourn at 7:05