

Freeport Community Library
10 Library Drive
Freeport, ME 04032

March 7, 2022
Library Meeting Room
6:00 PM

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

Present: Courtney Sparks, Joe Vertenten, Colin Kaveney, Mary Gallie, Kim Swett, Jennifer Jeffrey, Stefanie Millette, Kathryn Majcher, Leslie Hallock
Excused: Sally Martin

AGENDA FOR FREEPORT COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING

Board voted to call the meeting to order at 6:00pm

Stefanie shared that after discussion with the town, the town's preference is that Stefanie step down in March at the natural conclusion of her board term, so that the town doesn't have to relist and vet the board seat via a separate process in June. The town felt comfortable making this recommendation as there are already a number of qualified candidates for the existing vacancies.

- A. Approval of February minutes - completed at 6:01pm
 - a. Leslie asked to confirm that this is Stefanie's last board term appointment but that she will record the minutes for this meeting and submit to the town. Stefanie confirmed.
- B. Director's Report
 - a. Staffing
 - i. Lending services librarian has been hired. Kim McClelland, MLS, an internal PT candidate who has been with the library for 8 years. Start date will be Monday 3/14
 - ii.
 - 1. Adult programming (without the assistant librarian) has one FT employee
 - a. Feedback from the community had requested increased adult programs
 - 2. Youth programming has 4 team members, for reference
 - 3. Depending on status of items 1 and 2, an opening may be listed for a 25 hr/week PT Assistant Librarian role who will support adult programming, front desk.
 - b. Grant request for Maine Public Library funded increased subscription to a Scavenger Hunt app that is online and accessible to broader walks of life. The program will also drive patrons/community members into community partners.
 - c. Community partnerships are continuing to build. A community partners page has been created on the FCL website, and the library is leveraging its website to partner with community groups; current examples include Climate Action Committee and Tri Town Equity and Inclusion Committee
 - d. The Friends of the Library Book Sale will need some brainstorming this spring in order to pursue a book sale in 2022, in order to pursue the volunteer force necessary to conduct the event. Courtney plans to meet with Freya and Lynn to figure out next steps.
 - e. Joe added an item into the leadership updates
 - i. MLA has a listserv that he recommended committee members follow

- ii. MLA has a handbook for library trustee members, and they will send hard copies upon request
- iii. Leslie inquired about a continuing education requirement for board members. Joe confirmed there is no requirement. Most offerings are free and the board is open to engage in as much or as little as they wish.
- iv. Joe touched on the 3 board officer positions for the group.

C. Update on patron survey

- a. Jenn reported there are 83 responses
- b. Courtney shared it's on the website, library social media, in the library newsletter, in the municipal bulletin, announced at the town council, flyers all over the library, there are quarter page handouts being handed out at the front desk, there are printed copies at the front desk for manual entry, and the survey was included in a handout for school students
- c. Joe inquired if a newspaper story can still be pursued, that is still a possibility after running it by the town
 - i. Courtney also suggested that letter to the editor could be submitted to the Forecaster
- d. Katie offered to reach out to a contact at the Waldorf school where most attendees are from Freeport
- e. The next board meeting and survey update will be April 4th, for now the survey will close Saturday April 9th, and the analytics from that survey will be shared with the board at the May Board Meeting

D. Check in on grant support research

- a. Ongoing, no specific updates this month

E. Vote for Chair and Vice Chair positions (amended during meeting to also include a vote for Secretary). All positions are one year commitments.

- a. Jennifer Jeffrey self nominated with no opponents, and was universally approved
- b. Mary Gallie was nominated for Vice Chair by Joe Vertenten and was universally approved
- c. Kimberly Swett was nominated for Chair position by Joe Vertenten and was universally approved
- d. Joe concluded that new officers can work with Courtney, and that beyond the essential duties, officers can make the roles their own. The primary role of an advisory board is to support the library director and staff.
- e. The Board voted to officially enter recognition into its March minutes
 - i. A thanks to Joe Vertenten for his six years of board service and four year as an Officer of the Board.
 - ii. A thanks to Colin for his five years of board service and three years as an Officer of the Board.
 - iii. A thanks to Stefanie for her three years of board service and two years as an Officer of the Board.
- f. Reflecting on the progress of the board during his six years on the board, Joe praised the Board for becoming a group with members who actively participate, and are trustees "in spirit as well as in name".
- g. Colin thanked Joe and Courtney, and stated appreciation for Arlene's efforts during her tenure. He pointed to the Strategic Plan and technology progress across the library as examples of the achievements of the Library.

F. Items for future meetings

- a. Revisit and review Strategic Plan as needed, to guide future decision-making
- b. Volunteer opportunities may be coming up with the Friends of the Library for the Book Sale and other opportunities
- c. A survey update in April
- d. In May Courtney will be watching the library section of the budget meeting, and board members are welcome to ask Courtney questions in advance. She hopes to get facetime with Jessica in advance.

- i. Leslie sought clarity on the Board's relationship with fiscal plans of the library, Joe clarified that these conversations are supportive and advisory in nature with the Library Director leading the direction, and potential collaborations with external partners/stakeholders to pursue larger goals.
 - ii. Joe advised the board that two bridges and a fire truck will be priorities for the town, and that the board can work to support the Library Chair on getting attention for the library board when and where appropriate.
- e. Update from library staff on strategic plan goals—April meeting

G. The meeting was adjourned at 6:56pm.

UPCOMING EVENTS (PLEASE MARK YOUR CALENDAR)

Board meeting dates 2021-2022

- **April 4**
- **May 2**
- **June 6**
- **Reminder—first meeting of 2022-2023 year will be on September 12**

Town meetings related to library (draft dates—yet to be finalized by the town)

- **March 1—town finance director presents 5-year capital program during town council meeting**
- **March 15—town council workshop on 5-year capital program**
- **April 5—public hearing on 5-year capital program**
- **April 19—adoption of 5-year capital program**
- **May 3—presentation of town operating, capital and TIF budget to council**
- **May 17—town council workshop on operating, capital and TIF budget**
- **June 7—public hearing on operating, capital and TIF budget**
- **June 21—target date for annual budget adoption**