

Freeport Community Library  
10 Library Drive  
Freeport, ME 04032

## **Freeport Community Library Board Meeting Minutes**

April 4, 2022  
Library Meeting Room  
6:00 PM

Courtney Sparks - Library Representative  
Kim Swett - Library Board Chairperson  
Mary Gallie - Library Board Vice Chairperson  
Jennifer Guennette - Secretary  
Mary Gallie - Substitute Secretary

Present: Courtney Sparks, Kim Swett, Mary Gallie, Sally Martin, Leslie Hallock, Darryl Uy,  
Andrew McDonnell  
Excused: Jenn Guennette, Kathryn Majcher

Meeting called to order at 6:00pm

Correction for last month's minutes: Kim McClelland's name was misspelled; Kim will make the correction.

March minutes approved.

### **Introduction of new members**

Andrew McDonnell and Darryl Uy were welcomed by all. We are still in need of one more board member.

### **Director's Report (Courtney Sparks)**

Meghan Fogg's promotion from adult programming librarian to adult services was approved and is now in place. Courtney has a complete management team; everyone has a master's degree in library sciences. Right now, there is no Assistant Director. Staff is designated with particular duties when Courtney is not on site.

The departmental budget request is done and submitted. A part-time Adult Services position has been changed from part-time to full-time. Every community partner Courtney has met with has said adult programming needs to be strengthened and this is also in the Strategic Plan. To do this, hours need to be shaved off an existing employee's position.

Requests have been made for modest pay increases in hourly wage. Wages and job descriptions are being looked at and carefully clarified. Other libraries in the state are doing the same. Courtney will report in June the results of her requests.

In-person programming is coming back. No one attended the first afternoon movie but that is not unexpected since it was the first one. Story time starts up the first week of May and it will be held outside for quite a while.

The library is doing a shared program with Freeport Climate Action Now and the Freeport Sustainability Advisory Board on April 26th. To support these organizations, the library has purchased suggested books, created a display, given away trees for Earth Day, and put them on the library website. This is a good example of how the library hopes to support and partner with other local organizations.

Youth and adult summer reading programs are being worked on. In the past the youth program has had 1,000 kids participate.

The door count in March was 4,000 for the first time since February 2020, so people are coming back to the library. Prior to the pandemic the average monthly door count was 5,500.

Four staff members are going to the Maine Library Association Conference in May and three will be presenting. Mary and Meaghan are presenting Successful Pandemic Programming and Courtney is presenting How to Have Difficult Conversations with Staff and Managers.

The Assistant Librarian position does not require a MA degree in library sciences. Experience, an extroverted type of personality, and a strong independent work ethic are needed. Advertising for the position will begin July 1, which is the beginning of the fiscal year.

### **Patron Survey Update**

Mary reported that 124 surveys were submitted via Google forms and seven more were turned in at the front desk, bringing the total to 131 completed surveys. Jenn will give the break out of what information was compiled at our May meeting.

### **Strategic plan update**

Kim briefed the new members about how the plan is used as a guide for the library staff and the board. The board is an advisory board.

Courtney gave a hand out of her update on each of the Strategic Plan Goals spanning from 2022 through 2024. We finalized refreshing the plan in December 2021.

### **Goal 1: Promote physical infrastructure improvements to the library**

The library is used as a drop off spot for the middle and lower school and between 2:30 and 4:30 there are 35 to 40 middle schoolers at the library and they have outgrown the space provided for them. The town council gave the library \$10K to hire an architectural firm to draw up an expansion for the youth area. This was completed just prior to the beginning of the pandemic. The library building is 25 years old and has had very little refreshing done. There is a need for meeting space and study space for both the adults and the kids.

Sound proofing is a big need and that is very expensive. Sally and Kim have been looking diligently for grants to cover soundproofing with no luck, so it makes sense to roll that into a new larger plan. The circulation desk needs a lot of work, as well. Courtney thinks there is a need to create a building committee. Sally thought it was a good idea to relook at this expansion in a new way because of the cost of building supplies recently sky rocketing.

The sun porch is the only public space that can be used for tutoring or for small meetings that is free to the public. Space for groups is very important for both sides of the library. Youth services need room to grow with their collection. The circulation desk is tired looking and ergonomically efficient. Directional signage needs to be addressed inside the library. It's hard to envision

spending a million dollars on a wing of the library and have the rest of the library look old, tired and unchanged.

Security cameras that have already been purchased need to be hooked up as well.

**Goal 2:** Prioritizing and Connecting with the community in various ways.

**Objective A:** Improve patron accessibility & user experience on the website

1. The broadband and Wi-Fi has been doubled. The Wi-Fi now reaches far into the parking lot.
2. The new website is a big improvement and the staff is always looking at ways to enhance its user experience.
3. The hotspots are working well and patrons love them.
4. Improving public computers will be ongoing. Public computers are delayed due to the pandemic. Funding is in place as part of the town's Capital Plan. Older working computers have been moved to where they are needed and numbers have gone down from 8 to 6 computers. They are never fully in use by the public.

**Objective B:** A formal communications plan is in its beginning stages.

**Objective C:** Promote opportunities for curiosity, discovery, informed citizenship, and life-long learning through free and open access to information. This focus is mainly attracting new library patrons.

1. Partnering with FMS and new Mainers in school.
2. Working on adult programming strategic planning.
3. Providing more meeting space will likely have to wait for the expansion.

**Objective D:** Engage the community. Relationships established and in development include:

1. Freeport Community Services
2. Freeport Climate Action Now & Freeport Sustainability Advisory Board
3. Tri-town Equity & Inclusion Coalition
4. Freeport Arts & Cultural Alliance
5. RSU 5
6. Southern Maine Agency on Aging
7. Freeport Woman's Club
8. Freeport Conservation Trust
9. Freeport historical Society
10. LL Bean
11. Wolf Neck Farm
12. Lions and Lioness

The Library website under the Events tab gives community partners space to announce events and meetings open to the public.

**Goal 3:** Ensure a strong, helpful, and customer-focused organization

**Objective A:** Support staff and development.

- Four staff will attend the Maine Library Association conference in May this year and three are presenting.

**Objective B:** Provide a welcoming atmosphere

- Waiting for Maine State Library to complete work on DEI training. (Diversity, Equity and Inclusion) and use that training.

**Objective C:** Ideas for new or revised library services.

- Community survey is completed and will be reviewed at the May board meeting.

Meeting adjourned at 7:08pm

**Upcoming Board meeting dates 2021-2022**

May 2

June 6

First meeting 2022-2023 is September 12