

Freeport Community Library
10 Library Drive
Freeport, ME 04032

October 3, 2022
Library Meeting Room
6:00 PM

Courtney Sparks – Library Director
Kim Swett – Library Board Chairperson
Mary Gallie – Library Board Vice Chairperson
Jennifer Jeffrey – Library Board Secretary

Present: Courtney Sparks, Kim Swett, Mary Gallie, Darryl Uy, Kathryn Majcher, Jennifer Jeffrey, Andrew McDonnell

Excused: Sally Martin, Leslie Hallock

Meeting called to order at 6:03pm

A. Approval of June 2022 minutes – approved

B. Director's Report

- The Library has been very busy – the door count for last month was highest it has been since 2020 and it is on track for a record year
- Courtney attended a recent Town Council meeting and put in a formal request to eliminate late fees (unanimously approved)
 - o Building update: Expansion project paused for now. A Building Committee will be formed and the project revisited with an architect for a more conservative project.
 - o New Young Adult Conduct Policy: all 6th graders came with teachers to visit and talk about new policy
 - o Two Employees are taking DEI training; three workshops and individual work; starts this month and Courtney asked if the Board can fund training for two Employees (\$490)
 - Board approved

C. Freeport Personnel Code

- Proposal for Board recommendation to revise two segments of the Town Personnel Code (Section 3, Parts A and D). The proposal is to strike these parts from the Code as they do not accurately reflect the Library's status for the past 30 years
 - o Board approved

D. Patron survey follow up:

- a. Coffee/refreshments station: the Board is taking this suggestion off the table; currently not possible to meet the Town's sustainability plan and make it feasible for for Library staff.
- b. Library aesthetics (sun porch refresh, signage, bird feeder, other ideas):
 - o Signage: new Library employee expressed interest in working on this and they are hoping the Board can help pay for it.

- Courtney will be talking to the Friends of the Freeport Library about paying for an electronic sign at front doors.
- A birdfeeder has been placed near the front windows and is being monitored weekly by local volunteers.
- Sunporch refresh: volunteers from the Board will be meeting to review paint samples and plan to have this project complete by end of November.

E. Friends of the Freeport Library Book Sale

- The event was very successful with over 500 individual transactions and \$8K earned – our largest result ever! 30+ volunteers participated and all leftover books have gone to Goodwill
- Courtney is meeting next week to discuss feedback/how things went/next sale.

F. Library Upgrade/Expansion Project: Building Committee

- A representative from the Board is needed for the Building Committee.
- Committee members needed: one or two staff members, one Council member, one patron, one Board member, one person from the RSU
- Time commitment: two meetings with architect and one to two meetings for Committee only
- The Board will decide next month as to who from the Board will be a part of committee.

G. Open Discussion

- Kathryn asked if the Board will agree to pay to replace two chairs in the kid's section. There was a motion to allocate \$1,000 for the replacement of chairs in the youth services department
 - Board approved
- No other business

H. Adjourn at 7:10pm

Next Meeting: November 7, 2022