



Library Board of Trustees Meeting

Rescheduled: April 10, 2024

6:00 PM

Library Sunporch

Minutes

Present: Darryl Uy, Courtney Sparks, Kim Swett, Mary Gallie, Leslie Hallock, Donna Rice, Sallie Martin, Jessica Martin

Absent: Katie Majcher

Quorum exists.

Meeting called to order at 6:03 pm.

1. Committee Check-in

Jessica Martin, a new member to the Board of Trustees, introduced herself. She recently moved to Freeport, was formerly an academic librarian and currently provides consulting services to nonprofits.

2. Approval of March 6, 2024 Minutes

On motion that was seconded, the Trustees unanimously approved the minutes of the March 6, 2024 meeting.

3. Director's Report

- Courtney provided the March 2024 Monthly Report and stated that the library is in a solid place, that all indicators: door count, total circulation, number of new library cards issued, etc., are doing well despite the recent bad weather.
- She indicated that staff is reviewing options to increase the circulation of the Library of Things, including better marketing, relocation of the library, establishment of a cohesive theme, and revision of the collection policy. She noted that 4 hotspots are out all the time.
- Courtney will be resigning from her position as Library Director to take a new position as the Director of Human Resources with the Town of Freeport, effective June 3. She noted that the Town now has seven vacancies. Applications for the Library Director position are due April 25 and will be reviewed April 29. Courtney anticipates that the position will be filled in late June or in July. She will continue to have a presence in the library until her position is filled.
- Currently, staff is focused on summer programming.





- Megan Fogg, the adult services librarian, will cover the June Trustee's meeting.

4. **Staff Strategic Plan**

The draft strategic plan was reviewed. Courtney indicated that the intention was to create a nimble and flexible plan setting forth the major objectives and tasks with additional tasks to fleshed out as needed.

On motion that was seconded, the Trustees voted to approve the strategic plan to be effective as of September 2024.

5. **Break room committee update**

Courtney advised that the library does not have plumbing to support a dishwasher and recommended that the Trustees wait on any furniture purchases. She suggested that a number of smaller items, including snack food, would please the staff. Courtney suggested that the Trustees could donate items for the breakroom, suggesting purchases from W. B. Mason (office supplies) and Bow Street Market (snack food). She reminded Trustees that they can use funds from the June Hall Trust Fund, provided that purchases are directly invoiced to the Fund.

6. **Additional updates**

Kim advised that she had contacted the middle school art teacher who will make student artwork available for the sunroom.

7. **Adjourn**

On motion that was seconded, the meeting was adjourned at 6:47 pm.

Next meeting: May 8, 2024

