



## Library Board of Trustees Meeting

June 5, 2024

6:00 PM

Library Sunporch

### Minutes

Present: Darryl Uy, Mary Gallie, Dan Hudkins, Donna Rice, Jessica Martin, Katie Majcher, and Meghan Fogg, Adult Services Librarian

Absent: Kim Swett, Sallie Martin, Leslie Hallock, and Courtney Sparks, Library Director  
Quorum exists.

Meeting called to order at 6:05 pm.

#### 1. Committee Check-in

The Board was introduced to our new member, Dan Hudkins. Recently retired and resettled in Freeport, Dan has extensive experience integrating IT and education.

#### 2. Approval of May 2024 Minutes

Following a review of the minutes, on motion that was seconded, the Trustees unanimously approved the minutes of the May 8, 2024 meeting.

#### 3. Staff Report

- Meghan provided the May 2024 Monthly Report, noting that the door count and circulation continue to improve, year over year. Also, summer reading programs for adults and children began on Monday.
- The Library of Things recently acquired four Tonies, soft-cube, non-screen audio books for children.
- The new library director, Wynter Giddings, will officially start working at the library on June 10th. Wynter knows some of the staff because she designed the Library's website a few years ago.
- Meghan provided the Board with a copy of the June 4, 2024 letter to our patrons to address the suspension of the Maine Interlibrary Loan (ILL) program. The state contract with the ILL delivery service expires on June 30. Although the RFP process was followed, the contract is currently under litigation and will not likely be resolved until six weeks after July 1.
  - o The Library did an extra purchase of fiction, nonfiction, and children's books to mitigate the disruption in service. Library card holders from the Minerva





Network may check out items in person at other libraries within the same network, e.g. Yarmouth's Merrill Memorial Library. However, not all Minerva libraries participate in reciprocal borrowing, but FCL does and keeps a current list of participating libraries.

#### **4. Year-in-Review**

- The building usage survey was completed and revealed that more quiet spaces are needed
- Policies were reviewed and updated to include Communications and Social Media policy
- The Strategic Plan for 2024-2027 was drafted to provide a framework for the new director
- Projects such as the staff break room refresh are on hold until fall when the new director can weigh in on use of the Jane Hall Trust

#### **5. Goals/Action items for next year**

- Improve communication and planning for strategic goals with members of the Friends of the Library
- Approach other local non-profit organizations, such as the Lions, for volunteer gardening help due to the increasing cost of grounds maintenance
- Coordinate community service opportunities with the public schools
- Create a plan for staff appreciation and longevity
- Determine exact terms of the trusts for the benefit of the library in order to be better advisors

#### **6. Summer "homework"**

- Meet and welcome Wynter to the Library

#### **7. Adjourn**

On motion that was seconded, the meeting was adjourned at 6:50 pm.

Next meeting: September 4, 2024

