

Appleton Library May Minutes  
October 17, 2018

The meeting was called to order at 7:03 on October 17, 2018. Trustees present were Margaret Wilson, Jessica Pearson, Victoria Bucklin, Annabel Turnbull and Jessica Whitworth. Select Board Representative Heather Wyman was present. Library Coordinator Julie Sells and Trustee Debby Keiran were not present.

Minutes: Victoria made a motion to accept the September minutes as amended and Jessica Whitworth seconded it. All were in favor.

Treasurer's Report: We have spent up to \$2,000.00 replacing the expansion tank to our heating system, removing the old tank and the labor involved in the project. Julie is looking into grants that may be able to help us to recover the cost of repairing our heating system. Victoria Bucklin made a motion to accept the treasurer's report, Jessica Pearson seconded the motion and all were in favor.

Coordinator's Report: Julie Sells was not in attendance for the meeting. A Library Coordinator Report was provided. The board read over the report at the meeting. We were very pleased at the number of attendees for the Third Thursday Talk and Mask Decorating event.

Action between Meetings:

1. Lighting: Peter looked into the LED lights. We would need new light fixtures in order to upgrade to LED lights. They cost about \$60 each but there is a large rebate available from Efficiency Maine. We would like to have an electrician install the new fixtures. The board decided that it is worth the cost to upgrade to LED lights.
2. Heating: Ben Larner assisted the library in diagnosing the problem that we were having with the library's heating system. He replaced the expansion tank to the heating system.
3. Julie's schedule: Julie is moving on to a new job. She has altered her schedule so that she can help the library transition as we look for a new candidate for the position. She will stay through March. This gives us plenty of time to look for a new library coordinator and have Julie be able to train the new coordinator. We will announce the anticipated job opening on our website, Facebook page and send it out to the volunteer/patron email list. We will start accepting applications in January 2019.
4. Hallway Art: We discussed the art piece by Abbie Read. Debby talked to Abbie Read about insurance on the art piece. She let Abbie know that the library does not have any insurance on the art piece. Abbie informed us that she does not have any insurance on the piece either. She is still comfortable with the piece hanging in the library for as long as we want it there or until she wants to move the piece.

Old Business:

1. Strategic Planning Feedback: Forming ideas for our future goals and collecting data is the first step to starting our strategic planning. It is imperative for the

community to have a voice and be involved in the planning and brainstorming process. Hosting a Third Thursday talk where the community and library patrons could voice their ideas, hopes, and goals for the library would be a great way to engage local people in creating the future vision of the Appleton Library. We could write the ideas and goals down from that meeting as a way to collect data from the community. We also plan to create a survey to hand out to people at the meeting where they can rate ideas and provide feedback for what they want for and from the library. Jessica W mentioned that perhaps we should plan for a large goal and then prioritize down to complete the smaller goals that would lead us to reaching the broader goal in time. Deb Clark from the Maine State Library will provide specific questions that will help us maximize the information gathered from the community discussion and can be included on the survey.

New Business:

1. Bake Sale at Polls: We will need volunteers to bake and sell goods for the bake sale on Tuesday, November 6.
2. Souper Supper Date: We will tentatively set the date for Saturday, January 19.

Items for next meeting on November 28, 2018:

1. Update on Strategic Planning.
2. Souper Supper confirmation

Jessica Pearson made a motion to adjourn the meeting and Heather Wyman seconded the motion; all were in favor. The meeting was adjourned at 8:28pm.

Respectfully submitted,  
Jessica Pearson  
10/17/2018