

Appleton Library May Minutes
September 19, 2018

The meeting was called to order at 7:02 on September 19, 2018. Trustees present were Margaret Wilson, Jessica Pearson, Nancy Brown, Victoria Bucklin, Debby Keiran, and Jessica Whitworth. Select Board Representative Heather Wyman was present. Library Coordinator Julie Sells was not present.

Minutes: Margaret made a motion to accept the August minutes as amended and Heather Wyman seconded it. All were in favor.

Treasurer's Report: We received credits from CMP accrued from energy units our solar panels produced. The past two months we have not had to pay an electric bill due to these credits. The weekly yoga class was recognized as a great service to our community and the board discussed ways to make the meeting room cost more viable for the instructor in hopes that she will continue to offer the class regardless of fluctuating class size. Debby Keiran made a motion to change the fee for the yoga class to utilize the meeting room from \$10 a week to \$25 a month. Margaret seconded the motion and all were in favor. Jessica Pearson made a motion to accept the Treasurer's reports as of Sept 19, 2018. Victoria Bucklin seconded the motion and all were in favor.

Coordinator's Report: Julie Sells was not in attendance for the meeting and a Coordinator's report was not available at the time of the meeting.

Action between Meetings:

1. Lighting: There was a discussion over which types of lightbulbs to purchase for the hallway. The choice is to buy the LED model light bulbs or continue to use the traditional light bulbs. Peter Conan will research the different options available. LED lights last longer but the light quality is not as warm. We decided to tell Peter to purchase LED lights for the hallway but to look for a softer and warmer light.
2. Volunteer Appreciation Dinner: Guests at the dinner voiced their appreciation of the dinner and the event. It is a great event that it is fully sponsored by the library's trustees. As we look to next year, we want to continue to hold the dinner in August but perhaps the first week of August. It would be also nice to have time to recognize new volunteers and those greatly involved with the library.
3. Board Vacancy: The vacancy on the board is open. The position carries through to January. Annabel Turnbull expressed interest for the position. Debby made a motion to nominate Annabel for the position. Victoria seconded it and all were in favor. Annabel will be invited to attend the next board meeting in October as an active trustee.

4.

Old Business:

1. Electricity and heat pump: Heather is working on getting someone to explain to the board how our heating system works. We are worried about the electric back up system that kicked on a lot over the winter and proved to be costly. Ben Larner has a feeling that the well pump may have failed and needs to be replaced. But, it could also be a switch problem. The cause of the heating system failure is ultimately unknown until a heating system representative inspects the system. It is imperative that we resolve this issue before the heating system is turned on for the winter season.
2. Interiors Report/ Front Hallway: The art piece in the front hall can be kept there as long as the library wants it there. There is concern over insurance and liability on the piece. Many people want the piece to stay however it would affect the anticipated future plans of our hallway design. We will reconsider the design plans for the front hall as part of our strategic planning.

New Business:

1. Mid Year Budget Report: Nine months into our fiscal year our anticipated income is on good track. Over all the budgets are close to our estimates and the library income and expenses are decently balanced.
2. Strategic Planning: Maine State Library offers free support and consultation to libraries in developing their Strategic Plans. We need to look through different strategic planning models and decide which model would work best for our library. The board would like the input from library members, volunteers and community members on their vision and expectations of the library. Heather mentioned that we also have to consider the needs of the library and its ability to fulfill the vision of any strategic plan made. Victoria shared an idea to have a Third Thursday talk directed by the board and/or a representative from the Maine State Library to brainstorm with the community the vision and goals of the library's strategic plan.

Items for next meeting on October 17, 2018:

1. Read over the models of the strategic planning models and highlight the parts of the models that appeal to each member. Be prepared to share at the next meeting.
2. Plan a Third Thursday talk about strategic planning.
3. Insurance and liability for art.
4. Heating system update.

Debby Keiran made a motion to adjourn the meeting and Victoria Bucklin seconded the motion; all were in favor. The meeting was adjourned at 8:39 pm.

Respectfully submitted,
Jessica Pearson
09/19/2018