

Minutes for Board of Trustees Meeting

June 16, 5:30 pm

Attendees: Margaret Wilson (chair), Tina Casteris (minutes), Patti Chapman, Libby Trezise, Peter Conant, Diane Schivera

Meeting called to order at 5:34

I. Minutes from May Meeting

Tina moved to approve, Libby seconded, May minutes were approved.

II. Treasurer's Report

About \$1700 in so far from cookbook sales. Investments look good.

III. In Lieu of Coordinator's Report

Stan has a list of things that need to be done on the building. He cleaned the gutters; there are other maintenance things that need to be done. List of projects will go in the newsletter, for example repainting the gazebo needs a volunteer, some light bulbs need to be replaced. Peter has some information about replacing lights, would be great to replace with LED, he will contact an electrician. Stan set up the new router.

Key to the shed is moved to an accessible place and we have a volunteer to mow the lawn.

Margaret cleaned out the office, lots of old junk is out of the way.

IV. Action Between Meetings

1. Recommendation for new Library Coordinator
Met with two candidates, twice with Trudy Scee. The committee recommends hiring her. Margaret will make an offer.
2. Bake Sale at the Polls
Very successful time at the polls on 6/8, it was great to be out in the world. Thank you sent to Lori C. for her generous donation of lavender plugs and dried flowers.

VI. Old Business

1. Cookbook Update
We have quite a few books left. Some stores are carrying it for us. We'll check in later on in the summer to see if they want more. We can probably move more in the Fall/holiday season.
2. Mowing
We have a volunteer mower! Looking into whether Historical Society can pitch in.
3. Trustee Opening

Select Board will send us a rep. We still have another opening, Nancy's term would have ended this year.

4. Re-opening/late fees

Margaret did some research about what other local libraries are doing. Libby had sent out an email to volunteers and got back some responses. We have enough volunteers to cover Tuesday 3-8 in two shifts. No limit to how many people or how long they can stay. We can open up the children's area. Libby will put the puzzle out!

Camden, Rockland, and Gibbs are requiring masks, Vose is not requiring them for patrons. Governor's emergency order runs out June 30th so we may have to revisit our mask policy. We discussed whether to start collecting late fees. It's not a significant amount of income, we will revisit next time, stay at no fines for now. Belfast doesn't charge late fees.

VI. New Business

1. Newsletter

Margaret is working on a newsletter, lots going on. She will send to us to review before it goes out.

2. Volunteer Appreciation

Thursday August 26th 5 to 7 - typically the Board will cook.

3. Building/Fire Safety

Peter will look at our equipment and processes. Review our security protocols with the staff. We should look over the administrative binder. The volunteer manual was never completed, we will look it over and try to get it done before the new coordinator comes on board, or at least to a point where she can take it over.

VII. Items for next Meeting July 21

1. Completing volunteer manual including security procedures
2. Update on lighting/electricity and fire equipment
3. Late fee discussion
4. Volunteer appreciation

Meeting adjourned 6:43