

Freeport Community Library
10 Library Drive
Freeport, ME 04032

April 1, 2019
Library Porch
6:00 PM

Arlene Arris – Director
Joe Vertenten – Library Board President
Pam Goucher – Library Board Vice Chairperson
Elizabeth Housewright - Secretary

Meeting called to order 5:57 PM

Present: Joe Vertenten, Pam Goucher, Elizabeth Housewright, Freyja Bradford, Judy Donohue, Colin Kaveney, Chris Abbe, Courtney Sparks

Excused: Karen VanNostrand; Arlene Arris

A. March 2019 minutes approved

B. Director's Report: Courtney (for Arlene)

- Statistics: new report for March was passed out
 - Circulation statistics are going down nation wide, but attendance at programs is up, usage is changing
 - Attendance at programs is the best Courtney has seen in 3 libraries where she has worked. Interlibrary Loans are holding steady at ~2000/month lent and borrowed; lending and borrowing is now pretty equal; door count is high, up over the past few years
 - Meeting space is a big need, they are collecting data to document
 - They may change statistics reporting to fiscal year, rather than calendar, to stay consistent with town needs
- Freyja asked about cost effectiveness of passes (bought by Friends of the FCL) given the reported usage. Passes are publicized by brochure at the desk, which is handed to new patrons; there is also signage at the entrance for some, e.g., Children's Museum. They do want to feature passes on new web site. They are looking into online reservations since otherwise it may not be convenient for people to pick up passes when they are available for checkout (one or two days before use).
- Library web site update:
 - After seeing the newly designed town website, which is user friendly, they would like to check options to use that company for the library site. It is possible that an RFP may not be needed in that case.
 - The strategic plan is now linked; Robin will update the board member list

C. Brief overview of annual readout to town council (March 12)

- Joe, Pam and Elizabeth attended; meeting was informal, it remains clear that the town council is very pro FCL. They have upcoming funding challenges (e.g., contributing to bridge repairs) but it is hoped that for a relatively nominal amount it may be possible to get an estimate and plan for possible library expansions; then there may need to be major fundraising; there are experts in town who might help us.

D. Other business

- a. Town annual board/committee training on Tuesday, 4/9 @ 6PM

- i. Joe in San Francisco, but this is recommended for those that haven't taken the training previously. Details sent previously via email
- b. Town FY20 budget cycle meetings (this is a partial set—full list on the town website)
 - i. Public hearing on 5 year capital program (4/2)
 - ii. Adoption of 5 year capital program (4/23)
 - iii. Town council workshop on operating, capital and TIF budgets (5/7)
 - iv. Public hearing on operating, capital and TIF budgets (6/4)
- c. Update on Friends of the FCL liaison—book sale in May
 - i. Freyja and Judy attended the meeting last month. There were questions about what will they be fundraising for. Arlene's list includes blinds for sunporch, glass tops for some tables, Boston Globe subscription; it may work better to just focus on raising money for general purposes rather than trying to interest people in specifics? Freyja suggested that it may be useful for the director to attend Friends meetings, particularly if they are discussing needs
 - ii. The group set aside \$1000 for summer authors events
 - iii. Last year there were difficulties posting signage: you need to follow guidelines, there are different rules on state and town roads; Freyja will try to talk with the town employee responsible to get details; you can do on private property if you have permission;
 - iv. They are looking for help with book sale: April 15th to May 2d are donation drop-offs, setup on 4/29 – 5/2, preview night Friday before the sale which is May 4-9; last year they charged \$10 for the preview, may raise to \$20 (if you have no library card). They are also looking at different options for disposing of unsold books including nursing homes, prisons, community center, etc.
- d. Discuss potential trustee “homework” for the summer
 - i. Research on “Library of the future” as it might pertain to Freeport?
 - ii. Possibly members could visit other local libraries, perhaps with particular questions in mind, to bring back a “patrons-eye view” that may be helpful as staff go about implementing the strategic plan
 - iii. Joe said that in May or June, before our summer break, we will ask to be updated on progress on the strategic plan – members could provide assistance on projects if needed; for example, Dal is still interested in working with the library on liaising with the youth center.
- e. Open discussion:
 - i. Courtney reminded us that spraying for browntail moth infestation is done by the town following their procedures

Meeting was adjourned at 6:45 PM

UPCOMING EVENTS (PLEASE MARK YOUR CALENDAR)

Board meeting dates 2018-2019

- **May 6**
- **June 3**

Board meeting dates 2019-2020

- **September 9 first meeting date (no meetings in July or August)**