

Freeport Community Library  
10 Library Drive  
Freeport, ME 04032

**MINUTES FROM FREEPORT COMMUNITY LIBRARY BOARD May 6, 2019  
MEETING**

**Present:** Judy Donahue, Arlene Arris, Courtney Sparks, Elizabeth Housewright, Colin Kaveney, Freyja Bradford, Karin VanNostrand

**Excused:** Joe Vertenten, Pam Goucher

**Absent:** Chris Abbe, Adalgisa Holtrop

The meeting was called to order at 6:01 PM

1. Minutes of April 2019 meeting were approved

2. Director's Report

- Arlene is waiting to hear back from the Town concerning a proposal from CivicPlus to start building a new Library website. The site would use CivicPlus templates, similar to the Town's website.
- Arlene discussed a need for acoustic panels. The sound that carries from the DVD section and the children's wing can make it difficult to work at the circulation desk. We might want to add investigating the cost of panels to the Board's Summer homework. Karin asked if it was possible to close off part of the entrance to the DVD section, and Arlene said there might be fire code issues with doing that.
- Arlene distributed a copy of the report she will be presenting at the Town Council's budgetary workshop. It includes a department overview, FY 2019-2019 major accomplishments, and FY 2018-2019 goals as they apply to the Strategic Plan. Elizabeth commented that Joe would like the Board to review the Strategic Plan before the June 3 meeting.

1. Other Business

- Courtney distributed the library's monthly usage statistics. The library's adult, children's, and teen's programming continues to have high attendance rates. The study room is used almost all hours the library is open. The statistics she cannot obtain are the number of Wi-Fi users.
- There was discussion about the Board's summer homework to visit and report on a local library. Elizabeth recommended we try not to interrupt library staff during our visits. Karin suggested we have two questionnaire forms—one we can send to the library and ask them to fill out, and one we can use to document our visit. Colin reminded us that Summer can be a busy time for librarians. Freyja suggested we write a brief introduction that each of us could send to the library we intend to visit. Elizabeth suggested that Joe review the current questionnaire and make final edits. Elizabeth would like to visit Cumberland, Freyja will visit north of Bar Harbor, Karin will visit Topsham and Grey, and Colin will visit Bar

Harbor and Ellsworth. Others have not decided yet. Judy suggested we take pictures to capture our library visits.

- Judy asked if anyone knew of a place that the Friends of the Library can take leftover books after the booksale (May 4-9). There were no suggestions.

The meeting was adjourned at 7:00 PM