

Freeport Community Library  
10 Library Drive  
Freeport, ME 04032

## **Freeport Community Library Board Meeting Minutes**

January 6, 2020

6:00 PM

Arlene Arris – Director

Joe Vertenten – Library Board President

Colin Kaveney – Library Board Vice Chairperson

Freyja Bradford - Secretary

**Present:** Colin Kaveney, Elizabeth Housewright, Freyja Bradford, Arlene Arris, Courtney Sparks, Tim Breen, Stefanie Millette, Judy Donahue, Karin Van Nostrand

**Excused:** Joe Vertenten

The meeting was called to order at 6:00 PM.

A. November 2019 minutes were approved (no December meeting--lack of a quorum).

### **B. Director's Report**

- Library is in the process of joining MSLN/Network Maine to obtain faster, less expensive Internet access.
- Arlene held a public meeting, which was a requirement for the MSLN ISP application. No one from the public attended.
- MSLN/Network Maine requires Internet content filters that comply with CIPA (Children's Internet Protection Act), and these filters will be installed beginning July 1, 2020. All library computers and wi-fi connections will be filtered.
- The library does not currently use filters. There was discussion about what the filters will block. Courtney noted she believes it will block specific URLs, but that staff will be able to override legitimate access requests by patrons.
- Arlene handed out the Library's Acceptable Use of the Internet and Network policy.
- Internet connection speed is expected to be at least twice as fast as the current connection.
- Terms for Judy, Colin, and Tim will be expiring soon. Judy is joining the Friends of the Library as of March 2020 (as Vice President). Judy will liaise with the FCL Board and attend Board meetings to represent the FOL. Colin and Tim will continue on with the Board.
- Courtney discussed stats from November and December 2019. December was a quiet month which is typical.

- First meeting with the new website designer will be at the end of January 2020. The library has chosen Wynter Giddings, a technology librarian at the Curtis Memorial Library (Brunswick) who has re-designed that library's website recently.

C. Discuss follow up of mapping of library summer visit findings to library strategic plan goal #3

- Elizaebeth worked with Courtney on Goal 3 from the Strategic Plan in November 2019. They decided on goals for both staff and the Board, including suggestions for signage, the new website, and interior lighting
- Judy asked about the library's earlier request to the FOL to either fund a new drive-up book drop or to redesign the existing book drop. Arlene is working on this.

D. Discuss specific actions the Board can take ahead for library expansion ahead of formally starting that process

- Stephanie may be interested working on grant writing
- Colin may be interested in exploring fundraising ideas
- Freyja suggested reaching out and visiting library directors who are farther along in the process (Falmouth, Kittery, Bar Harbor, etc.)
- Stephanie brought up that we need to document the busyness of the library with statistics, head counts, and photos, in order to bolster the argument that the expansion is necessary.
- Stephanie suggested we may want to find a development professional for grant writing. Colin and Freyja will contact Bar Harbour and Kittery respectively to explore their fundraising methods.

E. Other business

- No other business

Meeting was adjourned at 7:03 PM