

Camden Public Library Board of Trustees

Minutes of September 19, 2024, meeting conducted in person and via Zoom.

Attendance

A quorum was in attendance.

Present in person: Erin Donovan, Patty Eddy, Ken Gardiner, Jake Gerritsen, Ken Gross, Amy Hand, Dave Jackson, Kristy Kilfoyle, Alison McKellar, Russell O'Bryan, Betsy Perry, Elizabeth Senders, Kristen Smith, Natalie Travia, Kendra Watkins

Present on Zoom: Marisa Baskin, Larry Ward

Absent: John Fitzgerald, Jennifer Gromada, Jeremy Pratt, Heather Shanklin

1. The meeting was called to order at 4:00 pm EST by Kristen Smith.
2. Public comment was made by Ken Gross. He thanked the board of trustees for their continued support in stewardship of the library and of Harbor Park. He expressed concerns about the Board remaining neutral and felt that neutrality can be the opposite of good stewardship.
3. The minutes of the August 15, 2024, meeting were approved.
4. Staff Introductions – Amy Hand joined the meeting to introduce herself and the work she does at the library. She has had 23 years of service at CPL and has been the head Children and Youth librarian since 2007. She has recently been joined by Stefanie who participates in children's programming. Amy works in many aspects of the library including collections, assisting patrons, and being a point person when any issues arise. She is collaborating with the Learning Tree, Seaside Village Preschool, and Montessori School to provide remote and in person programming. This is the third year that Amy has brought her Thursday creative arts programs to the summer Art Walks in town. Amy takes pride in being 'a second set of eyes to help raise our kids.' The board thanked Amy.
5. Kristy Kilfoyle reviewed the Director's report, noting the following:
 - a. Feedback from the patron survey on the Adult Non-Fiction collection was shared with the board. Information included collated results from the public survey as well as staff feedback. Recommend pursuing the reorganization of collections using primarily the Dewey Decimal System. This will likely require a partial shut-down of the library and a plan will be formulated.
 - b. Grant funding has been sought to increase our LGBTQIA+ collections and a number of other grants are in process.
 - c. Due to some recent issues, a new Code of Conduct has been published and posted at the library. *Civility and respect for the rights of others are required.*
 - d. The AED has been placed in a more visible location. Staff CPR training is scheduled.
 - e. A programming report was included in the meeting materials for board review showing YTD 2024 circulation, visits, and other statistics.
6. Liz Senders reviewed the Treasurer's report, highlighting the following:
 - a. Multiple grant applications have been submitted to support the budget.

- b. Janitorial services will be more expensive this year due to provider costs and increases in scheduled cleanings.
 - c. Liz requested that the board brainstorm ideas for new ways to fundraise.
 - d. The library has routinely taken approximately 4% from our investments for the budget. This will be added to a new policy to provide guidelines around this and around any deviations from the routine. The new policy will be brought to the board for a vote in a future meeting.
 - e. The Finance Committee would like to invite 1-2 additional members if anyone is interested.
7. Russell O'Bryan reviewed the Facilities report, highlighting the following items:
- a. Work on the third-floor bathrooms will begin again soon. Work on chair cushions is paused due to vendor injury.
 - b. Preventative restoration up on the gazebo foundation to start this year. This work is a necessary preventative measure mitigating potentially expensive work later on.
 - c. FEMA's required roof inspection was completed.
 - d. Brick and mortar work will be further reviewed to determine if FEMA may cover the costs, an estimate is pending.
 - e. A carpet replacement plan is in development. All exterior doors have been re-keyed. An HVAC issue was resolved and another issue which is not covered under warranty has been identified.
 - f. Another FEMA meeting took place, Kristy thanked board members who attended. The fix done on seawall should be recouped up to 75%. (A clarification of a 'permanent fix' - this is a shorter-term fix than the term implies, so FEMA will cover it.) A proposal from Gartley to fix the current condition of the sea wall is pending.
8. Dave Jackson reviewed the Parks report, noting:
- a. Guini Ridge will donate a fir tree for the holiday display in Harbor Park. The tree will be from a farm in Aroostook County.
 - b. Patrick and Connie, who have been managing the chairs for weddings and events, will be retiring from their service to CPL. We thank them for their dedication and consistency. Dave is looking for someone to replace them. The work requires two visits per event, usually held on Saturdays and some Sundays, to set up and to put chairs away. The pay is \$100 per event. The board discussed bringing in local youth.
9. New Trustee Vote
- a. Kristen presented the Nominating Committee's recommendation of Christina Young as a new trustee. Christina's background and qualifications were reviewed with the board. A vote was taken and approved. Christina's information will be provided to the Select Board for their review.
10. A report from MRCAC was not provided at this meeting due to the absence of the board's liaison, Susan Todd.
11. Harbor Park Special Committee
- a. Jeremy Pratt will be stepping down from this Committee, Natalie Travia will be joining. The committee will select a new chair.

- b. A document has been drafted in response to the three scenarios provided by MRCAC. Once complete it will be shared with the board.
- c. Alison McKellar offered to connect the committee with Jeremy Martin who has been involved in the Tidal Signage project. Marisa Baskin to take this action item.

12. Old Business

- a. A vote was taken and approved to table the discussion on the library's photo and video policy for a later date.
- b. The Board retreat is scheduled for October 8th from 4pm to 7pm. It will start at the library with a tour given by Amy Rollins and will move to 16 Bayview. Since it is over the dinner hour, each board member is asked to chip in and Kristen Smith will order food to be brought in. Please provide Kristen with any dietary restrictions.
- c. Kristen will be providing the board with prep work so that we may come to the retreat prepared to discuss new board member orientation as well as our committees.

13. New Business:

- a. Kristen is looking for volunteers to work with Kristy and the staff on the new strategic plan. The existing plan is through 2025.
- b. Natalie provided suggestions on the content and purpose of creating committee charters.

14. A motion to adjourn the meeting was made at 5:09 pm EST. The motion was approved.

15. The next Camden Public Library Board meeting is October 17, 2024, at 4:00pm.

Respectfully submitted,
Natalie Travia