Vinalhaven Public Library Board of Trustees Meeting
April, 7, 2022 5 pm @ the Library Meeting Agenda

Present: Jen, Mark, Jill, Linda, Scott, Jake, Colleen, Heather, Andy, Maggie, Cait (Zoom)

Acceptance of Minutes from Previous Meeting 3/3/22:
motion to accept (Mark), seconded (Jill), unanimously accepted.

Library Director's Report: See attached
  • discussion:
    ○ Pet month, good idea, will need communication as it’s a new initiative
    ○ Note: no interest in the book club put in the Wind recently, so that’s not happening
    ○ e.book sign up, questions about how to get it up and running
      ■ Scott needs to provide information to E.Books, he sent an e.mail today, we’ve been paying for it, it should be up and running by next meeting

Ongoing New Business:

  • Strategic Plan
    ○ Proposal from the March 10th meeting & action plan
    ○ Recommendation from that meeting:
      ■ Cait makes a motion to form an Adhoc committee in April for Strategic Planning. We want them to begin the process of writing surveys, so they can start disseminating it and making plans for community conversions this summer, so we can focus on the Strategic Plan in the fall by the Trustees. That Adhoc committee would be reporting to the trustees at each meeting
        • Seconded by Mark
        • unanimously accepted
      ■ Members willing/available to participate: Jake, Heather, Colleen, Cait
        • Try to meet before the next meeting to report back, the 4 available trustees make a plan.

  • Website
    ○ update
      ■ New Arrivals,
        • Scott will send a new list to Heather & Jen
      ■ Update the trustees to include Maggie
        • send to Heather for updates
      ■ What actually needs updating on the website
        • new arrivals, including the e.books link, calendar stuff (like the pet show, and book clubs and events), Botanical Gardens will need updating.

  • YA Area
    ○ update YA area
      ■ update on the rug(s), Cait will present two options at the next FOL meeting plus is looking at the L.L. been rugs for the entrance.
        • Can a group get together to move the shelves around to see what will actually fit to see if it opens up
          ○ Jake, Jen, Colleen, Mark will meet Tuesday, April 12th @9am, Jen will take care of the zoom.
      ○ update back entrance
        ■ is there another option for book covering, Linda says she can find another place and make it work
        ■ the group that comes on Tuesday, April 12th will look into it.
Professional Cleaning
- update on the current cleaning plan
  - a group of people has volunteered to clean weekly so far, going well
  - the job will be posted soon by the town
- update of contracting professional clean sooner than July
  - Scott contacted Master Clean. They replied, and plan on coming out in May. They will have an estimate soon
- questions about clutter/boxes/totes around
  - can stuff get put away, for example the totes of historic books that need processing?
- questions about chairs
  - can they go somewhere other than the Reading Room, perhaps if just in the winter,
    - if the chairs move somewhere, volunteers might be needed to help move

Every Child Ready to Read Early Literacy Program (series of multiple workshops)
- Postponed to April 30, 9am-10am, Sue will contact people

Trustees Handbook: Chapter 13
- discussion
  - Main take-away: a reminder to not just think about the library, but rather think about other community organizations, identify what the library is capable of offering, and then see how the library can help/fit in.

Other Old Business
- the back door handle/lock is loose, (someone has been contacted, waiting to hear back)
  - Also add on
    - toilet paper holder, and erosion under the back granite step, and we need a new sign (there's confusion about no parking because letters are faded)

New Business:

- Election of Officers
  - Keep in mind, Heather would like to step down as the secretary, and Jen would like to step down as the Chair, think about it.
  - We will elect officers at the June meeting.
- Budget
  - Overview from Andy of items that have increased/decreased
- Bylaws (Read for May meeting.)
- Roberts Rules of Order (Read for May meeting.)
- Other New Business
  - Trustee to FOL meeting *FOL meets on the 3rd Thursday of each month @9am in person in the reading room
    - April 21st - Mark
    - May 19th - Maggie
  - Confirmation of Library hours for new bookmarks
    - questions about winter vs. summer hours, will go ahead with the bookmark
      - may change with strategic planning
  - Clarification on who prints agendas etc. there is always double and it's extra paper.
  - Grant Writing
    - There are options for grants from the Maine State Library, is there something we want to consider? Applications are reviewed twice a year. Keep in mind for the Strategic Plan. Keep the fall dates in mind. And there are many more options.

Next Meeting: May 5, 2022 @5pm in the Reading Room at the Library

Motion to Adjourn: motion (Jill), seconded (Jake), unanimously approved
Library Director’s Report

Vinalhaven Public Library Board of Trustees Meeting

7 April 2022

*Circulation: 448 Items (4 March 9 a.m. ~ 1 April 5:00 p.m.)

*ILLS: 17 Items (4 March ~ 1 April)

*The Cassatt String Quartet will return to the library on Sunday 10 July for another open rehearsal and performance. We truly appreciate their enthusiasm and commitment to using this space during the annual Seal Bay Festival.

*Program planning for summer 2022 is underway and we look forward to multiple author visits, continued and expanded children’s programming, and a three month reading and discussion group during June, July, and August (amongst other events).

*April is Poetry Month. The library will feature book displays, a “poem-of-the-day” display at the circulation desk, and a possible poetry reading at the end of the month.

*May is Pet Month at the library. We will have a pet food and funds drive for the Pope Memorial Humane Society and a poster/bookmark project. We also intend to have a special stuffed animal story time. Any other ideas are welcomed.

*The Friends of the Library are supplying the library with bee and butterfly-friendly seed packets to give away with each transaction during the month of May. We hope to have a related speaker/program to accompany this project. They have also purchased annual passes to the Coastal Maine Botanical Gardens in Boothbay, Maine. These passes will be available to patrons beginning this spring.

*The Backpack Program at the library will feature new additional themed-backpacks. The bags are available to check out for a week and contain items that patrons make keep and other contents that must be returned. Current themes include: Robots, Fairies, Birds, the Seashore, and Margaret Wise Brown. Look for new backpacks this spring and summer. “Thank You” to Sue Dempster and Cait Clapham for their work on this.

*Every Child Ready to Read: This set of facilitated workshops (led by Sue Dempster) provides training and discussion of activities and behaviors that will help parents and the community foster environments that nurture early childhood literacy. Once again, we owe the Friends of the Library thanks for underwriting the expenses for the curriculum and accompanying materials. The first training will take place on Saturday, 16 April from 9:00 ~ 10:00 a.m. at the library.

*The Board of Trustees will continue to read and discuss chapters from the Maine State Library’s Maine Library Trustee Handbook. This process should help board members and staff gain a greater understanding of
librarianship as a professional field, appropriate best practices, and an enhanced appreciation of their shared and distinct roles.

*I have sent a request to Master-Clean Inc. for an estimate for a deep-cleaning of the library and the earliest possible date that this could take place this spring. The Friends of the Library are willing to fund this cleaning and that would allow us to use the amount in the proposed budget for the next fiscal year for another cleaning next spring.

*Matt Crossman has been contacted about fixing the rear door lock and also reinforcing two book shelves. Awaiting a reply.

*A “Thank You” to the individuals/volunteers who have come in to clean the library over the past several weeks. Their work is much appreciated as we await a new municipal cleaner.

*The trustees will make decisions re: the strategic planning process during their 7 April meeting.

*The trustees will read the current bylaws and become familiar with Robert’s Rules of Order for their 5 May meeting.

Respectfully submitted,

Scott R. Candage, Library Director