Vinalhaven Public Library Board of Trustees Meeting
May 5, 2022  5 pm @ the Library  Meeting Minutes

Present: Jen, Heather, Jake, Scott, Mark, Linda, Sue (FOL), & Cait (Zoom)

Acceptance of Minutes from Previous Meeting 4/7/22:
motion to accept (Mark), seconded (Jake), outcome (unanimously accepted)

Library Director’s Report: See attached

Ongoing Business:

- Cleaning
  - From last meeting: contacted Master Clean, they replied that they plan on coming out in May, Scott was waiting them to reply with date and cost
  - Update: Came this morning to look around.
    - Should have a date and an estimate tomorrow, & hopefully coming out soon.

- Programs
  - Ongoing programs
    - Pet Month: see Director’s Report.
    - Pollinator Seed Packets: giving away with each transaction
      - can that go on the website
    - Botanical Garden: nearly ready to go, needs to go on the website
    - Farnsworth: passes are going out steadily
    - Backpack program: an new one is being put together, Sue is sharing at school to pk-3, Maggie is making bags for the infant packs that are getting organized
      - we might want to think about SCI/STEM packs for kids older than 8 as these start to take off
    - Every Child Ready to Read: see below
    - Community groups: starting to use the Reading Room
    - Belfast School visit: June 3
  - Upcoming Program Ideas
    - Interest in showing a film: Janet Lasansky, historical society, the life of a swedish quarryman, to be scheduled
    - Program about a EcoArt: Program by Aviva Romani, contacting Scott about setting a date
    - Maine Women Writers Collective: Looking to have one of their members come talk about Elizabeth Ogilvie. Think day-time presentation to accommodate the ferry
    - Trustee suggestion: a writing workshop, Scott has two possibilities of authors names
    - Trustee suggestion: Moth-Radio Hour storytelling, book club and storytelling, or the Telling Room
  - Trustee Involvement in Programs:
    - Goal to have one trustee at each program being visible and lending a hand

- ReadME
  - Update/discussion: They are circulating, they will be tracked to send off the data as part of a statewide program. First session in June. Scott will send info to FOL to post. Can this go on the website as well? ReadME has shareable resources. See Director’s Report

- Trustees’ Handbook: Chapter 13
  - From last meeting: 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.
- **Further discussion:** Reminder that the Library is a great building along with the Town Hall and the School that can host more programs and events. The strategic planning needs to be aligned with this. An example of this is how the Medical Center just used this space for a meeting off-site. Think about getting homework groups here to just give kids a change of scenery.

- **YA/Children's Area**
  - **From last meeting:** a group was getting together to move furniture around for the new rug
  - **Update:** Lots of movement here, books, and shelving, rug, etc. See director’s Report.

- **Every Child Ready to Read**
  - **Update/discussion:** Good attendance. Research shows that families who use libraries are more ready for school and beyond. It's a school/family initiative for public libraries.

- **E-Books**
  - **From last meeting:** Scott sent an email 4/7/22, & thought it should be up & running by this meeting
  - **Update:** Not up & running just quite yet, Maine InfoNet wants barcodes, not patron info. that info will be sent off tomorrow. We should only need to wait for them. Then we'll need a link on the website.

- **Strategic Plan**
  - **Update from Adhoc Committee:** Cait, Heather, and Jake. Might still need a community member or an FOL. The survey draft was created and shared & reviewed. The Vineyard Haven Library survey was a good source for us to work from, but we made it our own. Reviewed the draft survey
  - **Trustees discussion:** online version is important, also paper versions available at the library, cheat sheet for the community conversations, all trustees distribute to circles to get surveys filled out. Our packets form Deborah Clark have guidance there. Possibly consider adding the Deb. Clark page called “Community Conversations” page. What is the goal/date to circulate the survey? Have it ready to go by the next meeting, and start circulating it by July 1st. Closes by Sept. 1st

**New Business:**

- **Library Grounds**
  - **Update/discussion:** Concerns about some of the vegetation outside, Scott will talk to FOL. The parking lot is being addressed to be leveled and raked. Through the town we need to purchase traffic cones for no parking on the other side of the street. Benches are decaying and need addressing (Trustee idea to get a table with chairs for people using the internet - Rockland Library has this)- reminder, there are grants out there for stuff like this. Still need to have the new no parking signs here.

- **VPL Board of Trustees Bylaws & Robert's Rules of Order**
  - **Discussion:** Tabled until next meeting.

- **Reminder of 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.
    - H.White gave notice that she's stepping off the board as of September 1st.

- **Reminder VPL Trustees as representatives at the FOL meeting** FOL meets on the 3rd Thursday of each month @9am on Zoom or in person in the reading room. Thank you Mark for attending in April.
  - May 19th - Maggie, June 16th - Cait, July 21st - Heather

**Next Meeting:** June 2, 2022 @5pm in the Reading Room at the Library

**Motion to Adjourn:** motioned (Jake), seconded (Mark), outcome (all in favor)
**Library Director’s Report**  
**Vinalhaven Public Library Board of Trustees Meeting**  
**5 May 2022**

*Circulation: (8 April ~ 30 April): 388 Items  
* ILLs: (8 April ~ 30 April): 16 Items

*A representative from Master-Clean will meet with me on 5 May 2022 to discuss our needs and will submit an estimate shortly thereafter.*

*May is Pet Month at the Library. The core project during this month will be a fund and food drive for the Pope Memorial Humane Society. There will also be contests with pet “book bundles” as prizes, photos of pets whose owners make donations to the drive, a special stuffed animal story time, and distribution of materials on responsible pet ownership, etc.*

*We would like to thank the Friends of the Library for supplying the library with bee and butterfly-friendly seed packets to give away with each transaction during the month of May. The seeds have not yet arrived but Carla Harris will deliver them just as soon as she receives them. Also, thanks to the FOL, we will be able to lend patrons passes to the Coastal Maine Botanical Gardens beginning this month.*

*Sue Dempster has been working on the Backpack Program with several new packs in progress and at least two sacks/bags for younger children, as well.*

*The first workshop/training of the Every Child Ready to Read program was held on Saturday, 30 April at the library from 9-10 a.m. Sue Dempster facilitated the training and seven community members (plus library staff) were in attendance representing the school, the daycare, VH Reads, PIE, the Town, the VPL Board of Trustees, and the community-at-large.*

*The ReadME set of books will begin circulating on 3 May.*

*We have weeded the YA section of the library. These materials were made available to patrons, the school library, and the remaining books were taken to Second Hand Prose.*

*The bookcases in the Children’s and YA areas have been rearranged to make room for a rug and space for children’s programming. Sue likes the additional space and the FOL have ordered the new rug.*

*ICMS used the Reading Room to hold a “Community Health Needs Assessment” meeting during the morning of 5 May 2022.*

*The 3rd Grade class from the Captain Albert Stevens School in Belfast will visit the library on 3 June 2022.*

Respectfully submitted,  
Scott R. Candage, Library Director