Camden Public Library Board of Trustees
Minutes of January 20, 2022 meeting, via zoom


Meeting called to order at 4:02. 

Pat Jones

Minutes of the November meeting were approved unanimously by a show of hands.

Nominating Committee. 

Elinor Klivans

- Elinor Klivans presented a proposal for two new Board members-
  - Jennifer Gromada,
  - Natalie Travia.
- There was discussion about each nominee.
- Both candidates have volunteered at various library events i.e. book sales, COC, brick sales, etc.
- Both candidates have previous board experience and will be valuable additions to the board.
- A nomination was made for Jennifer Gromada, seconded and approved.
- A nomination was made for Natalie Travia, seconded and approved.
- Jennifer’s and Natalie’s names will be sent to the Camden Select Board for confirmation.
- Jennifer and Natalie should be able to join the February board meeting.

Annual Election of Officers.

Elinor Klivans

- Elinor Klivans presented the slate of officers for the new year.
- There were no additions to the slate.
- A vote was taken using the chat box and sent to Nikki.
- The slate of officers was carried unanimously.
- Pat Jones, President (until her term ends in June 2022), Vice President, Silvio Calabi, Treasurer, John Fitzgerald, Secretary, Marti Wolfe Secretary. (Susan Todd will serve as secretary January - June 2022, to allow Marti to devote full time to Camden on Canvas)

Directors Report. 

Nikki Maounis

- Nikki reported that there was a 2nd case of COVID-19 at the library.
- A 3rd staff member has COVID-19 in the household.
- As of today, January 20, 2022 there are no new infections.
- Curbside pickup has increased.
- The number of people through the door has increased. This includes families.
- The first half of the digitization of the Camden Herald is completed and online.
- Digitization has taken several years and has been expensive.
- Funding has been a mix of grants and donations.
- Some funding is still needed to complete the project.
- The second half is currently being digitized.
- This database is searchable and will benefit researchers, especially genealogists and people interested Camden’s history.
- The digitization was highlighted on the front page of the January 20, 2022 Camden Herald newspaper.
Budget

- Nikki presented the July 2022-June 2023 fiscal year budget.
- Library funding will be comprised of approximately 48% or $523,000 from the Town of Camden.
- This is an increase of approximately 6% from last year for the Town of Camden.
- There was no increase from the town to the library budget for the fiscal year 2022.
- Balance of 52% budget of $559,422 is from Camden Public Library through donations, endowments, fees, book sales, etc.
- The library will have to work diligently on donations, book sales, COC and Harbor Arts to meet its portion of the budget.
- There was discussion on the percentage of the town’s funding to the library.
- It was agreed that previous support of 48% should be maintained with the hope to increase to 50%.
- Areas of increase in 2023 budget include staffing, full audit, and general expenses due to inflation.
- Increases in staffing allow the library to maintain open hours, and meet increased demands for curbside.
- Currently library is open 55 hours/week vs 64 hours/week pre-pandemic.
- Nikki was asked about staffing in the case of increased infections. A combination of rescheduling and limiting access to the reading room will be used in an effort to remain open.
- The library uses a combination of rental and purchase for books, streaming and ebooks.
- Rental services help to expand the availability and as well as control costs.
- There was question on purchasing new computers. Currently computers have been reconfigured to solid state and there is minimal need at this time for many new computers.
- The finance committee reviewed and recommended supporting the proposed 2023 FY budget.
- A vote was called to accept the budget.
- The FY Budget 2022-2023 was approved unanimously by a show of hands.

Strategic Plan

- A discussion was had on the current library Strategic plan written in 2015 and implemented in 2016.
- Nikki questioned whether it needed to be revised or totally rewritten.
- A Strategic plan usually involves surveying the community, interviewing teachers and select board members for needs.
- What are next steps?
- A committee of Silvio Calabi, Pat Jones, Betsy Perry, Kristen Smith and Susan Todd will meet to make recommendations.

Finance Committee

- John reported that the current finances are in a positive position.
- Strong market, donations, Camden on Canvas, and book sales have contributed to the bottom line.
- Nikki has worked hard to keep expenses in check.
Personnel Handbook  
Nikki Maounis
- Nikki presented changes to update the language in the personnel handbook.
- Changes will accommodate new Maine laws, dress code, gender language and the addition of the Juneteenth holiday.
- A vote was held to accept these changes and was approved unanimously by a show of hands.

Buildings and Grounds  
Dave Jackson
- Dave noted that tree work will be done on the grounds to address wooly adelgids in the hemlocks, a broken tree limb, and brown tail moth remediation.
- He hopes to have costs covered by a Project Canopy grant.
- 17 weddings scheduled for this summer, 1st one in May
- There was discussion to raise fees for weddings to $1150 from $950 for non-residents and $750-$950 for residents of Camden.
- This is for a 3 hour block and includes setting up of chairs
- There was discussion that current fees benefit those on a tight budget.
- New fees would be similar to other venues in the area.
- A vote was taken and the new fees were approved unanimously by a show of hands.

Development  
Nikki Maounis
- 79% of $185,000 2022 fund raising goal has been met
- $25,000 library board goal has been met
- Strong December numbers
- Number of donations is up 15%
- Dollar amount of donation is up 25%
- Development committee is seeking names for potential Millay members
- No summer party for Millay members, they will receive 2 complimentary tickets to COC
- Discussion was had on sending a complimentary book to Millay members, perhaps art themed. This will be taken under consideration.
- There will be no COC November auction in 2022.
- The development summary report from Jenni Parmalee was just submitted and will be sent to board members after the meeting.

New Business
- None

Meeting was adjourned at 5:20pm.
Next meeting: February 17 at 4:00pm.

Respectfully submitted,
Susan Todd, acting secretary