

Camden Public Library Board of Trustees

Minutes of August 15, 2024, meeting conducted in person and via Zoom.

Attendance

A quorum was in attendance.

Present in person: Lynne O'Leary Annis, Patty Eddy, Jennifer Gromada, Dave Jackson, Kristy Kilfoyle, Susan Lewis, Russell O'Bryan, Betsy Perry, Jeremy Pratt, Elizabeth Senders, Heather Shanklin, Kristen Smith, Susan Todd, Natalie Travia, Larry Ward, Kendra Watkins

Present on Zoom: Erin Donovan, John Fitzgerald

Absent: Marisa Baskin, Ken Gardiner, Jake Gerritsen

1. The meeting was called to order at 4:01 pm EST by Kristen Smith.
2. There was no public comment.
3. Kristen Smith introduced new Library Trustees Patty Eddy and Heather Shanklin.
4. The minutes of the June 20, 2024, meeting were approved.
5. Liz Senders reviewed the Treasurer's report, highlighting the following:
 - a. The 2024 fiscal year 2024 ended strongly; CPL had income of ~\$10,000 after expenses (net of Executive Director transition). \$25,000 was added to the facilities reserve raising it to \$86,000. \$5,000 was added to the Healthcare/PTO reserve, raising it to \$9,000.
 - b. FEMA may provide reimbursement for some roof and seawall damage.
 - c. The development committee is seeking new fundraising ideas that will build community involvement. The committee is also looking for new members.
6. Kristy Kilfoyle reviewed the Director's report, noting the following:
 - a. The Personnel Committee is working on an update to the employee manual.
 - b. Kristy Kilfoyle is working with Natalie Travia, Jill Conner, and Silvio Calabi on an IMLS Community-Centered Library Leadership Grant application to establish a dedicated space in the Library to recognize Wabanaki culture and history.
 - c. FEMA recently visited CPL to review storm damage. It was determined that CPL may apply for reimbursement for storm-related damage to the seawall and the roof. Earlier in 2024, CPL selected Coastal Copper to repair the roof damage. CC identified flashing, mortar, and missing slates as the cause of water incursion on the 3rd floor. However, CC did not, and will not supply, a full inspection report, which is required for FEMA reimbursement consideration. Therefore, CPL ended the CC contract and selected a new vendor, G&E (*can someone provide the full name?*) to complete the work. G&E estimates it will cost \$12-14,000 to finish the work to return the roof to its original state.
 - d. ILL will restart August 26, 2024.
 - e. CPL has added a substitute librarian for 3 days a month and a part time librarian (Nora Curry) with a collection development focus. Kristy hopes to add 20 hours to make that a fulltime position. These additions will not affect the budget.
 - f. Summer reading statistics are back to pre-Covid levels.

7. Kristen Smith introduced staff member Susan Lewis. From 2007 until she moved in 2010, Susan was the assistant children's librarian. She returned in 2019 and rejoined CPL fulltime in circulation. Susan is head cataloguer, does weekly book ordering, creates the large print newsletter, runs the home bound delivery program, is volunteer staff coordinator, trains new employees on circulation desk, and organizes monthly book displays.
8. Russell O'Bryan reviewed the Facilities report, highlighting the following items:
 - a. Remote Workers grant projects: 3rd floor bathroom installation will be done soon; a plan to turn an office into workspace is on hold; reading room chair cushions are on order.
 - b. Replacement of the carpet is overdue. CPL is looking at suppliers.
 - c. The Library locks will be changed. CPL is waiting for bids.
 - d. CPL is considering adding railings along side the block steps from the side staff parking lot to the Amphitheater. Rockport Steel has been asked to provide a bid.
 - e. Routine maintenance was conducted on the sprinkler system.
9. Dave Jackson reviewed the Parks report, noting:
 - a. FEMA is considering reimbursing CPL for three projects: pathway erosion in Harbor Park, 3rd floor repairs due associated with the roof damage, and the seawall temporary fix. CPL spent ~\$15,000 to repair the seawall and FEMA may reimburse up to 75% of this cost. After a discussion, a motion to move forward with activities to pursue reimbursement from FEMA was made and approved.
 - b. At their recent site visit, FEMA stated that they might be able to underwrite a new seawall, but this would require the Library to engage a design engineer. Dave Jackson has reached out to Will Gartley of Gartley & Dorsky Engineering and he is available to meet with the Library on August 21. After discussion, a motion to move forward with a meeting with Will Gartley to explore engineering designs to seek FEMA funds for a permanent seawall replacement was made and approved.
10. Susan Todd presented MRCAC's scenarios for Megunticook Dam. (Although no longer a Trustee, Susan will remain the Board's representative on MRCAC.) The scenarios are: A) full dam reconstruction, B) partial dam reconstruction, and C) full dam removal. The Harbor Park Special Committee will prepare a response to the scenarios.
11. New Business:
 - a. The trash container outside the Library door is often overflowing on the weekend. Kristy Kilfoyle will call the Town about providing and emptying a larger container.
12. A motion to go into Executive Session was made and approved at 5:41pm.
13. The Executive Session ended at 5:59pm.
14. Kristen Smith noted that there will be a Trustee retreat October 8, 2024, in the afternoon.
15. A motion to adjourn the meeting was made at 6:00 pm EST. The motion was approved.
16. The next Camden Public Library Board meeting is September 19, 2024, at 4:00pm.

Respectfully submitted,
Jennifer Gromada