

Camden Public Library Board of Trustees

Minutes of the August 21, 2025, meeting conducted in person and on Zoom.

Attendance

A quorum was in attendance.

Present in person: Will Dailey, Patty Eddy, Jake Gerritsen, Jennifer Gromada, Jeremy Pratt, Heather Shanklin, Kristen Smith, Natalie Travia,

Present on Zoom: Christina Young

Absent: Marisa Baskin, Erin Donovan, Elizabeth Senders, Larry Ward, Kendra Watkins

Non-board members present in person: Kristy Kilfoyle, Nora Curry, Russell O'Brien

Non-board members present on Zoom: Dave Jackson

The meeting was called to order at 4:05pm EST by Kristen Smith.

1. There was no public comment.
2. The minutes of the June 19, 2025, meeting were approved.
3. Kristen Smith introduced Nora Curry, CPL's Collection Development Librarian. Prior to joining CPL five years ago, Nora worked at the Portland and Walker Memorial libraries. At CPL, her primary responsibility is managing the library's collection. This includes evaluating the collection for additions and withdrawals and analyzing it to identify gaps to ensure that it is thoughtfully curated and tailored to our community. Next year, she will perform a diversity audit on the collection. Nora orders new materials, weeds the collection, and keeps the collection accessible. For example, this year she reorganized the non-fiction sections and this year she is relabelling series of books for easier access. She also assists Amy Hand with maintenance of the children's collections. Nora is also a part of the circulation staff and works in the Reading Room. She started and maintains the seed library, runs the Tuesday morning book club, produces monthly newsletters about new or interesting books, creates displays to showcase different books, and processes new books.
4. Kristy Kilfoyle presented the Director's report, adding the following:
 - a. The Leon Kroll painting program was successful. The painting has been moved offsite for preparation for shipping.
 - b. The Strategic Planning process is underway pending more survey results.
 - c. A ranked priority list of facilities projects and capital expenditures is complete and some lower priority items have been completed. Door sensors were installed, and the fire alarm was upgraded.
 - d. Dave St Laurent met with the mason and roofer to discuss the leaks along the stairwell and in the Executive Director's office. A drainage pipe from the roof is blocked by tree roots; cleaning this out should help with leaks.
 - e. The green roof will be repaired by removing gravel.

- f. Window replacements will be completed soon.
 - g. In September, Knowles and G & E Roofing will be performing work on the roof.
 - h. CPL received FEMA Environmental & Historic Preservation (EHP) approval this week. Repairs to the roof, flashing and northeast corner can begin.
 - i. FEMA's \$9,500 check for the temporary emergency repairs to the sea wall storm damage is in the mail.
5. Kristy Kilfoyle reviewed the Treasurer's report, adding the following:
 - a. The reports provided were for FY 2025 (through June 2025). Kristy will send the July reports.
 - b. Financially, CPL had great FY 2025. We were able to put money into the facilities and employees' health deductible reserves. Book sales exceeded expectations last year, as did copies of *Where the Mountains Meet the Sea*. Amphitheatre rental was lower than anticipated, because Bay Chamber use dropped off.
 - c. Kristy reviewed the Development report, explaining that Trustees get credit for donations they have triggered.
 6. Book Sale Committee.
 - a. The book sale held July 11-13 in conjunction with Harbor Arts raised \$8,924.50. Thank you to the Trustees who turned out to help with this event.
 7. Kristy Kilfoyle gave the Art in the Stacks report.
 - a. The goal was \$25,000 and CPL raised close to \$27,000. The event was relatively easy to plan, and patrons enjoyed seeing the art in the library. Feedback indicated that people missed having an in-person event. Absent trustees were noticed by participants. The cost to hold the event was minimal – just the Bidding Owl software. Next year, CPL will hold Camden on Canvas again, but likely with less involved food and a cash bar. To encourage more participation, it will be open to everyone (no ticket sales).
 8. Dave Jackson gave a Parks report.
 - a. Patrick Overlock is pruning in Harbor Park and around the Library building. The Faun's Garden fountain is operating. The Camden Parks & Recreation department is mowing regularly. Twelve weddings are confirmed for next year.
 9. Natalie Travia presented a new Trustee application from Silvio Calabi which was unanimously approved. It will be presented to the Select Board for confirmation.
 10. Natalie Travia reported on the Harbor Park Special Committee activities:
 - a. The committee has had three meetings with Interfluv, Allison McKeller, Audra Caler, and Blake Sanborn to refine the Scenario C design. They are happy with the current design. A meeting is scheduled with the Reeds (American Boathouse owners) to discuss plans.

- b. The NFWF grant application has been submitted. Committee members met with NFWF on August 20, 2025, to explain plans for Harbor Park and answer questions. A decision is expected in November.

11. Old Business

- a. The Board retreat will be Monday, October 20, 2025, from 4-8pm. Topic tbd.
- b. Teen Trustee – Heather Shanklin will reach out to some students she mentors.

12. New Business

- a. Kristen Smith led a discussion of Trustee roles and responsibilities. She presented the new Annual Statement of Board Member Responsibilities and Fundraising Commitment Form. This is a working document that everyone should review and be prepared to discuss at the Board Retreat. It will be filled out at the Annual Meeting in January each year.
- b. Kristy Kilfoyle presented the Remote Work Policy which came out of the Remote Work Grant. The major outcome is the Remote Work Pillar Booth which was just installed. The Policy addresses using the Pillar Booth and the Reading Room as a remote workspace. Jeremy Pratt expressed concerns about the "Library's Right to Monitor," seeking to clarify that this is visual monitoring, not listening. A motion to approve with Jeremy's amendment passed unanimously.
- c. Jeremy Pratt reported that his children attended the Library's summer camp and he and his kids loved it and highly praised the program. He suggested that in the future a donation be requested from parents, to remind people that CPL must fundraise a substantial portion of its budget.

13. A motion was made to go into Executive Session at 5:12pm.

14. The Executive Session ended at 5:23pm.

15. Jeremy Pratt reported that the small claims action with Coastal Copper is resolved; the case has been dismissed. Jeremy reminded the Trustees of the importance of properly documenting contracts.

16. The next Camden Public Library Board of Trustees meeting is September 18, 2025, at 4:00pm.

17. A motion to adjourn the meeting was made at 5:30pm. The motion was approved.

Respectfully submitted,
Jennifer Gromada