

Camden Public Library Board of Trustees

Minutes of the January 15, 2026, meeting conducted in person and on Zoom.

Attendance

A quorum was in attendance.

Present in person: Silvio Calabi, Will Dailey, Erin Donovan, Patty Eddy, Jennifer Gromada, Liz Senders, Heather Shanklin, Kristen Smith, Natalie Travia, Larry Ward, Kendra Watkins, Christina Young

Present on Zoom: Jake Gerritsen, Jeremy Pratt

Non-board members present in person: Kristy Kilfoyle, Alison McKellar

The meeting was called to order at 4:02pm EST by Natalie Travia.

1. There was no public comment.
2. The minutes of the November 20, 2025, meeting were amended to add "name" after "Patty Eddy's" in item 2. Motion to approve passed unanimously.
3. Natalie Travia reminded Trustees to complete, sign, and submit Conflict of Interest and Annual Trustee Statements to Kristy Kilfoyle.
4. Kristy Kilfoyle presented the Director's report, adding the following:
 - a. CPL is seeing improvements with deliveries from Ingram. All outstanding book orders have been received and regular orders are being sent in a timely manner.
 - b. Hirschl & Adler has installed the Kroll painting in their gallery in New York City in advance of next week's Winter Show.
 - c. Kristy was invited by the Association for Library Services to Children (a division of the American Library Association) to join the Children's Literature Legacy Award committee.
 - d. Kristy proposed moving CPL's insurance to the Maine Municipal Employees Health Trust to save money, mitigate risk to the Library, and stabilize costs. There are five plans available; CPL will allow employees to choose from among the lowest three plans. Under these three plans, cost to CPL for employee coverage would remain the same. The library will conduct open enrollment prior to the April 1, 2026 start date, with a second open enrollment at the beginning of the next fiscal year (July 1, 2026) to add vision, dental, and family coverage. The current deductible reimbursement would be eliminated. Trustees who meet the qualifications would be able to enroll and be responsible for 100% of the premium. A motion was made to approve the resolution to join the Maine Municipal Employees Health Trust; the motion passed unanimously.
5. Liz Senders reviewed the Treasurer's report, adding the following:

- a. December 2025 was an amazing month for fundraising: CPL received \$77,677, putting us \$90,000 ahead of this time last year.
 - b. Last week, the Finance Committee met with Allen Agency for a semiannual review. CPL's net annual return is averaging 8%, above the 6% target.
 - c. Allen Agency proposed updated allocation targets in the Investment Policy Statement for the CPL Fund. The Finance Committee approved these at last week's meeting. A motion was made to accept the proposed changes to the Investment Policy Statement; the motion passed unanimously.
 - d. Liz mentioned some unexpected expenses, including a new insert for the reading room fireplace, the ongoing leak in the Executive Director's office, a new color copier at the circulation desk, and rising health insurance costs.
 - e. Liz explained that every year CPL conducts a financial review or an audit. A review costs over \$10,000 while an audit is over \$20,000. Therefore, the Finance Committee recommends doing an audit every five years instead of every three.
 - f. Kristy Kilfoyle announced CPL will be hosting the Knox County stop on the statewide tour of Maine Historic Society's rare copy of the Declaration of Independence. The document is one of the 26 remaining Dunlap Broad sides printed on the night of July 4, 1776, to spread the news of independence. It will arrive on August 6, 2026, and will be viewable by the public via timed entry on August 7, 8, and 9. The Tour is sponsored by New Balance and MEMIC, who are providing security and a restricted grant to support related activities during the event, including educational programming and a donor event.
6. Kristy Kilfoyle reported on the Personnel Committee activities, noting
- a. Laurie Bouchard reviewed, corrected some inconsistencies, and made some updates to the Personnel Policy, including:
 - A change to the Maternity/Paternity Leave language in Section F to reflect the new Maine Paid and Family Leave Program. A motion was made to approve the proposed change; the motion passed unanimously.
 - A recommendation to add one paid mental health day per half year. A motion was made to approve the recommendation; the motion passed.
 - Minor grammatical corrections to the Family Leave section and a recommendation that employees take contiguous vacation as possible. A motion was made to approve these changes and the recommendation; the motion passed unanimously.
7. Kristy Kilfoyle reported the Strategic Planning Committee is continuing to meet, with the next meeting planned for February 9 at 3:45pm. Jennifer Gromada and Heather Shanklin will join the SPC.
8. Larry Ward reported on the Book Sale Committee activities.
- a. There will be a book sale held in the shed during Winterfest, on Saturday, January 31, 2025, from 9am – 3pm. Trustees will be asked to volunteer.

- b. Thank you to Will Dailey for building four new bookcases for the book shed. They have all been delivered and installed, providing much needed room for book storage and making the shed more usable.
9. Silvio Calabi reported for the Facilities and Grounds Committee.
- a. On December 17, 2025, the Facilities and Grounds Committee met with Henry Sweets and Kenneth Wright, a retired professional forester, to walk through the Amphitheatre. On January 13, 2025, with input from Ken, Henry submitted to Silvio and Kristy a nine-page action plan outlining next steps for the area.
 - b. The Committee will meet in February to continue working on the plan, which is a multi-year, graduated program encompassing immediate actions through long-term strategic projects.
 - c. Will Dailey noted that the book shed needs to be repainted. Kristy will ask Steve Caron to provide a quote.
 - d. Silvio noted that while the committee was dormant, Kristy and Russell O'Bryan took over most of the day-to-day facilities and grounds-related activities. For now, the committee is focusing on big picture items and allowing Kristy and Russell to continue their day-to-day management.

10. New Business

- a. Kristy Kilfoyle presented and explained the draft budget for fiscal year 2026-27.

11. A motion was made to go into Executive Session at 5:32pm.

12. The Executive Session ended at 5:45pm.

13. The next CPL Board of Trustees meeting is February 19, 2026, at 4:00pm.

14. A motion to adjourn the meeting was made at 5:45pm. The motion passed.

Respectfully submitted,
Jennifer Gromada