Hello
Director’s Report: Nikki Maounis

Update on Library Services Outreach to youngsters and schools

- Miss Amy provides story hour for youngsters Monday-Friday. A Wednesday story hour is held outdoors. Two school classes attend and families too.
- Miss Amy also presents the Craft Time program online.
- Outreach to schools: Reminded schools that the public library can provide collections of books for special units of study. A special collection of books to help meet the needs of reluctant readers in a second-grade class is one example of how CPL can help.
- Reached out to school librarians to remind them that CPL serves students of the Five-Town area and school children are provided with a free library card. Schools will put this information in their bulletins for parents to read.

Curbside Pick-up service is going strong with 50 e-mail orders daily, plus phone orders. Everyday, 70-75 orders are filled. Other libraries have seen curb-side service demand drop off once the library re-opened, but curbside at CPL continues to be in high demand. Laptop check-out for outdoor use is going well. This has reduced congestion during the early afternoon hours by opening up two library passes for other patrons.

Program Statistics for 2020 is being gathered for the annual report. Three months into 2020, programming went virtual adding 400 programs and 10,000 more people attending. Virtual programming in winter may become the norm in future years.

FY 2021-2022 Draft Budget Assumptions

Nikki shared the assumptions used to guide the development of the draft budget for 2021-2022. She stressed that in order to return to normal hours and programming, fundraising must also return to normal (Harbor Arts in summer and fall, Book Sales, Weddings etc). In addition to donations, CDC safety guidelines will also impact the reopening timeline.

Returning to normal will be a slow process. Normal includes the following: Seven days a week/64 hours a week/ two evenings and Sunday afternoon hours and 10.5 full time equivalent positions. Most likely the library will stay in the same model as it is right now with limited hours, curbside pick-up, outdoor computers through summer and perhaps fall of 2021. Probably May or June 2022 for all normal operations to return. Important that we remain flexible and adjust as things change along the way.

FY 2021-2022 Draft Budget Presented

Income: Nikki commented on noteworthy budget lines.
- Donations did astonishingly well during the months of pandemic. People see what we are doing for the community.
- Development Committee had a very successful Millay Membership increase.
- Campaign for the Future will provide $75,000 income
- Event revenue expected at $8,000, although limited “passing the hat” with virtual programs, mail and email campaign to users of the online programs is planned.
- Harbor Arts planned for Fall 2021.
- Book sales should remain strong.
- Contribution from the Town of Camden will be the same.
- Income from endowment and trust funds are doing well, slow and steady increase.
- Total Projected Income: $985,860

Expenses: Nikki commented on noteworthy budget lines. A few budget lines reduced.
- Building Needs brought down $10,000 due to the Siemens contract with the Town. If the Town approves the proposal (Town Meeting Monday, January 25, 2021), it will cover a number of building
needs. If approved, the Town has agreed to pay 1/2 the costs and it is good to have the Town working with us and taking responsibility for the building.

- Program expense line is reduced because much of the programming will take place virtually or outdoors.
- Payroll/Benefits line is set to provide what is needed as the Library prepares to start moving back to normal, increased staff. This is where we will hold back if donations do not come in strong enough.
- Full audit will be put off for another year, opting for a “review” instead. A full audit is scheduled every three years, many non-profits are choosing to stretch one more year before full audit. This saves money.

Total Projected Expenses: $985,860

Budget Questions from Trustees:
1. Why does the Library pay the Town for mowing when the Town owns the property?
Nikki replied that it has always been this way, and it is not a huge cost. About $6,000 a year to mow the Library’s three acres once a week.
2. Do we have reserve funds?
John Fitzgerald answered that we have about $36,000 in facility and health reserves.
3. What proceeds can we expect from Camden on Canvas in summer 2021?
Colin Page explained that it is hard to forecast. Art sales have been strong, and he feels optimistic the event will do well.
4. Betsy asked, with business donations down, should we tap landscaping companies, real estate agencies, and contractor businesses for donations?
Nikki agreed that this is a good idea and perhaps we can move on this just the same way we did the Millay Society. The Millay appeal for new members was super successful.

Motion:
Susan Fitzgerald made a motion to accept the FY 2021-2022 budget as presented by Nikki. Seconded, and unanimously approved by roll call vote.

Building and Grounds: Dave Jackson and Ken Gross
- Dave Jackson shared that parks are quiet. He expects an early spring. Quite a bit of work normally done in the spring has been already been done. Eighteen weddings are scheduled for the coming summer. A few drop-outs due to out-of-state guests (pandemic concerns).
- Ken Gross shared that heating bills are lower this winter. Nikki’s wall has not leaked, but it has not been stressed by heavy rain on top of several inches of ice. Hard to tell if we are out of the woods (leaks). Predicts that the Siemens proposal will pass and the Library is the first town building scheduled for the Facility Improvement Measure and work. The Siemens contract will include the following:
  - LED lighting
  - 2 propane furnaces
  - 2 propane tanks
  - HVAC control system
  - Electrostatic 02 prime hardware (takes dust and particles out of air)
  - Weather-stripping and Insulation
  - Removal of underground fuel tanks. Discussion ensued about air filtration system.
  - Green roof has been mentioned as a possible part of “round-two” of bond proposals.

New Business
Silvio shared that he and Dennis McGuirk, former Library Trustee, met with Shri Verril of Midcoast Conservancy and Alison McKellar, Selectman, in Harbor Park to discuss concerns about sea level rise and the Library’s seawall. Library seawall may be two years away from being a safety hazard.
In addition, they discussed the ways in which Harbor Park may be impacted if the Montgomery Dam is removed. It appears that dam removal may take “a chunk of lower Harbor Park.” Silvio suggested a
presentation regarding the project be made by the Town at the Library’s February Board of Trustees meeting. Nikki agreed to put this on the February agenda.
Discussion ensued regarding sea level rise, town committees/workgroups, potential for increased heavy rain events etc.
2. Nikki reminded Trustees to sign and return the Conflict of Interest form. Meeting Adjourned: 5:32PM

Respectfully submitted, Marti Wolfe