

Camden Public Library Board of Trustees Minutes of the Meeting of January 21, 2021 via Zoom In Attendance:

Penny Abbott, Silvio Calabi, John Fitzgerald, Susan Fitzgerald, Ken Gardiner, Ken Gross, Dave Jackson, Pat Jones,, Elinor Klivans, Nikki Maounis, Colin Page, Betsy Perry, Jeremy Pratt, Sarah Serafini, Kristen Smith, Susan Todd, Marti Wolfe

Absent: Jenna Lookner

Welcome: Silvio Calabi

Silvio welcomed new members: Colin Page, Jeremy Pratt, and Sarah Serafini.

Minutes of the November 19, 2020 Library Board of Trustees:

Minutes of the November 19, 2020 meeting were reviewed. One typo: Section 3 change bu to by. "After much proactive work by Nikki." Penny made a motion accept the minutes as amended, it was seconded and unanimously approved by roll call vote.

Nominating Committee-Election of Officers: Silvio Calabi

Silvio presented the slate of officers for the coming year: Pat Jones, President; Betsy Perry, Vice President; Marti Wolfe, Secretary; John Fitzgerald, Treasurer. Nikki used a polling ballot to gather votes via Zoom. Officers unanimously approved.

Finance Committee: John Fitzgerald

- Allen Agency Financial Group attended the January Finance Committee meeting to report on investments. The fund performed well with a return of 12 1/2% vs. 6% to 7%. The 2021 outlook is good for long term yields. Economic rebound is expected in second half of the year.
- December financials look great. Donations strong. CPL Fund is strong.
- Nikki presented the FY 2021-2022 draft budget to the Finance Committee. The committee voted to approve the draft for consideration by the Board of Trustees.
- Penny commended Susan Fitzgerald for the strong book sales, and Nikki echoed the same.

Development Committee: Marti Wolfe

- Reviewed the original plan for Camden on Canvas, the art fundraiser postponed from summer 2020 due to Covid-19. Event is now scheduled for summer 2021 with proceeds to benefit the Library in general vs. targeted specifically for the Campaign for the Future.
- Colin Page has made this event possible and will be contacting artists for summer 2021.
- Dates: Friday, July 30; Saturday, July 31; Sunday August 1, 2021 • Plein-air artists will paint all around Camden anytime until noon Sunday, Aug.1st.
- Fresh paint pieces from Plein-air artists will be displayed on Sunday afternoon in the Amphitheater.
- Finished, framed pieces donated by other artists will also be on display and available for sale (BIN).
- Presale Art Viewing: A viewing of the art in the Amphitheater, with Buy It Now prices, could be scheduled in two shifts on Sunday afternoon. The first an EXCLUSIVE showing and the second for the general public.
- Art Sale: The format of the sale will depend on the guidelines and restrictions in place due to the pandemic. Plan A: A LIVE auction in the Amphitheater for fresh paint pieces. The finished pieces will be sold in a silent auction online. Plan B: In the event that a live auction is not possible, we will sell ALL art in an online silent auction. Proceeds will be shared: Artist 50% Library 50%.

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 O2 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