

Camden Public Library Board of Trustees

Minutes of October 17, 2024, meeting conducted in person and via Zoom.

Attendance

A quorum was in attendance.

Present in person: Marisa Baskin, Erin Donovan, Patty Eddy, Ken Gardiner, Jennifer Gromada, Betsy Perry, Jeremy Pratt, Elizabeth Senders, Heather Shanklin, Kristen Smith, Natalie Travia, Larry Ward, Kendra Watkins, Christina Young

Absent: John Fitzgerald, Jake Gerritsen

Non-Board Members Present: Dave Jackson, Kristy Kilfoyle, Matt LaJoie, Russell O'Bryan

Non-Board Members Present on Zoom: Alison McKellar

Public Present: Jean Brewer

1. The meeting was called to order at 4:00pm EST by Kristen Smith.
2. Kristin Smith introduced Christina Young, the newest member of the Board of Trustees.
3. During the public comment period, Jean Brewer expressed her interest in potential changes under consideration for Harbor Park and distributed a handout about the Montgomery Dam.
4. The minutes of the September 19, 2024, meeting were approved.
5. Kristen Smith introduced Matt LaJoie, who joined CPL in May 2023. Prior to this, Matt had 12 years of experience working in academic libraries, focused on ILL. At CPL, Matt's primary responsibilities are cataloguing and circulation. At the circulation desk, he assists users with various needs, fulfills ILL requests and processes ILL returns and deliveries. Matt manages magazine subscriptions, orders DVDs, produces the monthly DVD newsletter, and processes overdue notices. Matt performs website maintenance and handles the Trustee virtual document repository; he helps with event and programs with setup and technology; he sometimes facilitates events. In addition, Matt assists with monthly book displays, proctors student exams, makes bank deposits, and picks up the NYT each morning.
6. Kristy Kilfoyle presented the Director's report, highlighting two items:
 - a. The Personnel Committee has completed an update to the Personnel Policy. The most significant changes were taking out the gossip policy and changing the dress code. Another, more significant change will be required when the Maine Family Leave rules are implemented. A motion to accept the updated Personnel Policy was made and approved.
 - b. Kristy reviewed the approach she plans to use to update CPL's Strategic Plan, modeled after the process used by the Salt Lake City Public Library. It involved staff, Trustees, community leaders, and stakeholders. All Trustees are invited to join the Strategic Plan Committee.
7. Liz Senders reported that September financials were not yet available for review.
8. Russell O'Bryan reviewed the Facilities report, highlighting the following items:

- a. Remote Workers grant projects: work on the 3rd floor bathroom installation is functional but additional work is required before completion at the end of the month. The Reading Room chair cushions were received and partially installed.
 - b. Preventative work on the Gazebo's foundation will take place in November.
 - c. CPL has received an estimate from G&E Engineering for roof repairs to the slate and flashing. The work will take about a week to complete. Prior to this, mortar repairs are required; Knowles Industries has performed an inspection and is preparing a proposal that is anticipated this week. CPL has reached out to Barba & Wheelock, an architectural consultant in Portland with historical preservation experience, to oversee both projects. We expect some reimbursement from FEMA for the slate and flashing as well as for mortar. Russell and Kristy met with Maine Historic Preservation to get their input.
 - d. CPL has received two bids for carpet replacement. Due to the expense, this project would probably be done in phases. More information on Milliken's environmental impact can be found [here](#), and on Milliken's floor covering acoustics [here](#).
 - e. The old Boynton Mackay clock has been sent out to be refurbished.
9. Dave Jackson reviewed the Parks report, adding the following information:
- a. Anne Halle, a science teacher at Camden Rockport High School, who is bringing a group of 91 students to Harbor Park for hands on work in the intertidal zone.
 - b. CPL has found a local high school student to replace Patrick - who has retired – in setting up and taking down chairs for weddings.
10. Marisa Baskin reported on the Harbor Park Special Committee activities. CPL's response statement to the MRCAC scenarios was submitted. Marissa and Kristy/Jennifer will attend MRCAC's information sessions on October 22 and 30, where CPL will have a table. Marissa and Kristy attended the recent Camden Harbor Resilience Planning; a series of public meetings/workshops is planned for the fall and winter. Marissa attended the High Water Level Mark meeting with Rockland.
11. Larry Ward reported on the Book Sale Committee activities. Larry thanked all the volunteers that helped with the Fall Harbor Arts and Books book sale. The event required 280 hours of volunteer time. The 4-day sale grossed \$6,991.
12. The proposed Video Cameras policy and Opt-out form were discussed. A motion was made to remove the cameras and implement a policy of no cameras in the library. The motion passed. A policy to address the use of video recording and photography at Library events will be created.
13. Kristen Smith reminded all the committee chairs to write charters for their committees.
14. In new business, Dave Jackson noted that the Select Board is pursuing implementation of a seasonal parking plan. Alison McKellar added that the only action taken has been ordering meters and there is still a lot of input to be gathered. Kristy Kilfoyle added that after speaking with Audra Caler, Russell O'Bryan will represent CPL in developing the plan.
15. A motion to adjourn the meeting was made at 5:39pm EST. The motion was approved.
16. The next Camden Public Library Board meeting is November 21, 2024, at 4:00pm.

Respectfully submitted,
Jennifer Gromada