

PARSONS MEMORIAL LIBRARY
MINUTES OF THE MEETING
November 4, 2019

Present: Cherry Chretien, Marti Northover, Tom Stonehouse, Tom Collins, Isabel Turk, Eileen Connolly

Absent: Dominique Zulueta

Meeting started at 7:05

Library Director's report was read and accepted.

- A quote received from Norman Electric was \$445.54. Isabel will check on what, if any, portion will be paid through the Efficiency Maine grant. The board agreed that Jim Allaire will be consulted on this and any future projects.
- Renewal by Anderson quote for windows behind the circulation desk is for glass only and not sills. Isabel will locate quote, and Jim Allaire will be consulted. Eileen will contact Dane Steffins again.
- Board approved inviting Representative Heidi Sampson to the library for a "casual meet and greet".
- Circulation is up, and program offerings have been successful.
- Isabel shared the results of her meeting with the Maine State Library consultant.
- Isabel has booked musicians for the June, July and August concert series.
- Isabel tendered miscellaneous income to Marti.

Secretary's minutes were accepted.

Treasurer's report was reviewed and accepted.

- A firm date for the Endowment Committee meeting is pending.

Correspondence

- There was no correspondence.

Old Business

- Dominique will discuss the paving project with Jim Allaire.
- There was discussion regarding a possible change in days/times of library operation. Isabel expressed the need for consistency. Additionally, she discussed her observation of the low vs. peak times of patron use. The board asked her to email a proposal to board members by the end of the week.
- Ideas regarding the Bicentennial grant opportunity were discussed. Isabel suggested a town yearbook, consisting of photos and interviews with residents. Marti brought up the history of the Shaker community in Alfred. Isabel mentioned that many libraries are hosting speakers. Discussion can resume at the December meeting.
- The library stationery was discussed, as Karen had indicated the supply was low. Isabel believes that there is an adequate supply, and will check on this. Edison Press has the file and can print more as needed.

New Business

-A hiring process for Children's Librarian/Assistant Librarian must begin, as Karen has expressed her intention to retire. Cherry will discuss the particulars with selectmen, and a subcommittee will meet at the library on Wednesday, October 13, at 7pm to establish a process.

-Isabel will review the Children's Librarian/Assistant Librarian job description and email her thoughts to board members.

Meeting adjourned at 8:25pm

Next meeting: December 2, at 7pm in the library

Respectfully submitted,
Eileen Connolly, Secretary