

PARSONS MEMORIAL LIBRARY  
MINUTES OF THE MEETING  
April 1, 2019

Present: Dominique Zulueta, Cathy Conley, Cherry Chretien, Tom Stonehouse, Gus Hedden, Eileen Connolly

Absent: Marti Northover

Meeting started at 7:00

**Library Director's report was read and accepted.**

- Still no quote from Portland Glass. Gus will contact again this week.
- The grant application for yoga classes has been submitted. The board agreed to fund the activity if necessary.
- No progress has been made on home delivery; it is still in the planning stages.
- The concert series must be planned. There will be 4 concerts, hopefully including new local musicians. Some budget committee members are musicians, and Gus will make this contact as well as with a Legion source. It was felt an outdoor concert, weather permitting, would attract more people. Publicity for the concerts and book series should happen right away, as well as posting new books for the April book club. Gus will look into calendar software.

**Secretary's minutes were reviewed and accepted.** It was noted that the poster for home delivery has not been created because the service has not yet been developed.

**Treasurer's report**

- There was no report this month.

**Correspondence**

- There was no correspondence.

**Old Business**

- The elevator quote has been signed by selectmen. The repair is not scheduled yet, but will take place when the library is closed. The quote will be submitted for the King grant application. Cathy provided pictures of the staircases to include with the application.
- Dominique spoke to our region's consultant from the Maine State Library. They discussed a class offered through the Maine State Library called

*Trustee Boot Camp.* Registration is currently closed, but it will be offered again next year. There was interest from board members.

-A potential patron survey and/or focus group activity was discussed as a way to determine satisfaction as well as perceived needs and wants. Gus will check library software as a possible way to contact patrons. Post cards can also be sent. *Alfred, the Happening* was identified as a possible way to reach community members.

-Board members were given a job description draft to review. Comments can be emailed to Dominique. Gus, Eileen and Dominique will meet for review on Wednesday, April 3, at 4:30.

-Concern about circulation numbers was discussed again. Lego club is starting up after school vacation. Gus will explore other interests with participants. More is needed for ages 7,8,9. The board supports the purchase of kits for activities such as robotics or crafts.

### **New Business**

-Dominique updated the board on the 2018-19 budget.

-The PML logo will be discussed next month.

-Time off request and approval policy was clarified. Policy on lending limit for new patrons was discussed. It was decided that all library policies should be in one PDF and put on line.

-Cathy brought up a patron who is interested in taking her seat on the board. It was suggested he make contact with Dominique.

-A suggestion box for patron input was supported by the board.

-Printing business cards as well as PML stationery was suggested and approved.

Meeting adjourned at 8:20pm

Next meeting: May 6, at 7pm

Respectfully submitted,  
Eileen Connolly, Secretary

Gus	Contact Portland Glass	Plan concert series	Plan home delivery
	Publicity for events	Check library software for patron email contact	Check calendar software
Gus, Eileen and Dominique	Meet on job descriptions		
Gus and Eileen	Finalize and submit King grant application		
Dominique	Suggestion box		