

PARSONS MEMORIAL LIBRARY
MINUTES OF THE MEETING
January 14, 2019

Present: Dominique Zulueta, Gus Hedden, Tom Stonehouse, Marti Northover,
Cherry Chretien,, Eileen Connolly
Absent: Cathy Conley
Meeting started at 7:00

Library Director's report was read and accepted.

-2 quotes for the elevator have been obtained from Pine State. 1. To refurbish, \$5000 (no guarantee that this would solve the problem)

2. Complete modernization, \$44,000 Inspector Sawyer speaks well of Pine State.

The Otis quote for modernization is \$68,000.

Cherry asked if Pine State refurbishment did not solve the problem, could the \$5,000 be applied toward the cost of modernization. Gus will check on this.

The King Foundation grant application could be focused on the elevator problem.

Application date is April 15. The board will regroup on the elevator issue.

-The Giving Tree enabled the purchase of 31 new titles. The library will repeat this next year.

-Gus has applied for a grant from the Maine Humanities Council in conjunction with the Waterboro library. If approved, it will enable a May/June book discussion series (5 books, 5 meetings) Defining Wilderness.

Secretary's minutes were read and accepted.

Treasurer's report was read and accepted.

-There was discussion concerning small donations, conscience jar, copier monies etc. that Gus has been sending intermittently to Fred. Gus will send all to Marty first so that she can maintain an accurate record.

There was no correspondence.

Old Business

-Eileen is willing to work on a King Foundation grant. Considering library needs and the grant's stated priorities, the group supported a focus on the elevator repair.

-The Holiday Open House had some logistical problems. Gus will get feedback from the Friends. All supported continuing next year. Dominique suggested a call to musicians on Facebook and developing a spreadsheet of musicians in advance of the concert series.

New Business

- Dominique, Cherry, and Marti will meet at Marti's house at 11am on Friday, 1/18/19 to work on the budget. All are welcome. Input can be emailed to Dominique.
- Interlibrary loan procedure was clarified by Gus. He feels that it works well and patrons are getting what they request quickly. Gus answered questions on MaineCat and Minerva. Member libraries of consortiums pay a fee and are required to change library procedures. Gus sees no need to join a consortium.
- Review and possible revision of the Mission statement was considered. Mission statements from other libraries will be reviewed. A vision and goals will follow. This will be on the February agenda.
- Job descriptions were discussed. Existing job descriptions are lengthy and may not be descriptive of the jobs that Gus and Karen are performing. The board has asked Gus and Karen to write up what they currently do in their positions in addition to what would be needed to enhance their work.
- Programs and publicity were discussed. A goal of at least one program a month was set. Timely and expanded publicity is needed for all library activities. Photos and info on newly purchased titles will be posted to Facebook and library website each month, along with book group and story hour info. Flyers will be posted to bulletin board. February information will be posted by January 28th.
- 2019 holiday schedule was developed.

Meeting adjourned at 8:10pm

Next meeting, February 4, 2019 at 7pm

Respectfully submitted,
Eileen Connolly, Secretary