

Alice L. Pendleton Library  
Trustees Meeting Agenda  
Sept. 9, 2020 9am

Meeting Opened, Attendance taken: Melissa Olson, Isabelle Jackson, Colleen Dove, Jon Kerr, Lauren Bruce, Tricia Ladd, Laura Read, Carrie Thomas

Via Zoom: Sarah Randlett, Catherine Demchur-Merry

Minutes from the June 10, 2020 meeting: approved with no corrections

**Friends of ALP report:**

Tricia reported that the next Friends meeting will be on Friday. Donations are continuing at a good level, barely down from last year, in spite of not holding the Bake Sale. There will be a Fall Fundraising campaign coming up. The question is how to best use Friends funds in the future. They will continue to support technology and furnishings. Richard Coombs has written up a technology plan/wish list which will be considered.

The winter programs have not been planned yet. They will probably have to be zoom programs. Tricia will continue to augment the library website with links to online resources and asked for input on new links.

Lauren suggested we could look at what other small libraries are doing and mentioned some programming to accumulate and organize artifacts (posters, stories, music) from this COVID year. The Islesboro Historical Society is working on keeping artifacts also.

Tricia reported that according to the analytics, website traffic is doing well. She also has 700 people on an email update list. There is no Facebook page yet – perhaps that is something Richard can work on.

**Librarian's Report:**

Melissa will be moving her office upstairs to the circulation area. The new library hours are now in effect: Tuesday-Saturday 10:30-4:30.

She talked about the need for a strategic plan. She has some guidelines and a sample plan from the Maine State Library and ALA that she will forward to the board. She wanted to know if board members wanted to participate and in what fashion?

Discussion ensued, focus groups were mentioned – to include other people such as representatives from the school, ICC, Health Center as well as young people, and families. Melissa would like to have a plan in place by the end of the year.

Tricia mentioned that strategic plans need to show how to alleviate problems, not just a plan for the future. Asking open ended questions in a meeting is a better way to elicit responses than a survey.

We can reconvene in a couple of weeks via email or zoom after people see the forwarded information to decide on the schedule going forward.

Melissa has gotten further information about online access to the library catalog. We are currently running an old version of the software on an old server that the library owns with outdated security. We can ask Follett to host the catalog on their own machines and save in the cloud. We will need to upgrade from version 11 to version 18 of the software plus pay a fee to migrate our data which will come to about \$1300. Then our ongoing costs will be \$150 more per year to have them continue to host the data for us. The board seemed to agree that this would be a good plan. Once that is done, we can put a link on the website for public access.

The Book sale was a success this year. We hosted it for two weekends and the week in between and made \$2200. Asking for donations made it easier than manning a cash box and we had a decent amount of traffic the whole week. Many thanks to the Friends for purchasing the tent, it

was invaluable for this project and worked well. It was fairly easy to take down and is stowed away in two storage bags for next year.

Melissa also reported on the summer programs. The Zoom story hours were not well attended – just one or two children each week. Colleen suggested that we perhaps hold them outside in the garden space next summer. The Story Walks were fairly popular although the laminated book pages needed more support.

The summer long “Imagine your story” book program only had three children participate this year. The adult summer book discussion program series was well attended although there were some Zoom glitches, especially with showing film clips. The fall adult book discussions will start on October 21 at 3:30-4:30.

The brick walkway out front needs to be re-laid. It accumulates dirt and water in several places and will be an icy hazard in the winter. Melissa will ask the town to take care of this.

There was a discussion on the need for increased publicity. Melissa will see about doing an interview for the next issue of the II News and Lauren will help work on large banners that can be put up around town.

### **Chair’s Report:**

Carrie welcomed Laura Read to her first in person meeting.

Do we want to meet monthly for the rest of the year in conjunction with the group that will be working on the strategic plan? The response was Yes.

Melissa will begin to set up the strategic plan subcommittee and focus groups – please let her know if you are interested.

**Committee Reports:** None

**Unfinished Business:** Trustee handbook revisions – tabled. The trustees will start working on this soon. Carrie will forward out some information to the group.

**New Business:**

Meeting adjourned at 10:10am

**Next Meeting:** October 14, 2020 9am