

Approved 7/20/17

Rockport Public Library
PO Box 8, Rockport, ME 04856
207-236-3642 (www.rockport.lib.me.us)
Library Committee Meeting, June 30, 2017 at Town Office/RR
Meeting called to order at 10:05 a.m. by Linda Greenlaw, Town Clerk*

(* note: This was the LC org. mtg. post Election/Town Mtg., called to order by Town Clerk as specified in town charter)

Present:

Library Committee: Ann Filley (2016-19) Chair; Stephanie Kumble (2013-16/2016-19) Sect; Eliza Haselton (2015-18) Treas.; Heaven Bartlett, (2017-2020); Cheryl Liechty (2017-18/filling vacancy for completion of 3-year 2015-18 term from Lash 2016 resignation.

Library Director: Ben Blackmon

Friends' Liaison: Pat Messler

Select Board Liaison: Ken McKinley (Representing SBd as new SBd Chair - reg. SBd rep TBD)

Guests: None

Procedure: Town Clerk Linda Greenlaw called the mtg. to order and asked for nominations for chair: Kumble nominated Filley, Bartlett, second, Filley elected 4-0, Filley abstaining. Greenlaw turned mtg. over to newly reelected chair Filley.

Filley called for nominations for Sect: Filley nominated Kumble, Haselton second, Kumble elected 4-0, Kumble abstain.

Filley called for nominations for Treasurer: Filley nominated Haselton, Kumble second, elected 4-0, Haselton abstain.

Announcements/Introductions: Filley asked for announcements, none. Filley asked that each LC member, Lib. Dir., SBd Rep, and Friends' Rep. introduce themeless and give brief background/interest in libraries in gen'l and RPL specifically. Diverse backgrounds, but unanimously passionate about support/involvement for/in RPL.

Consideration of Agenda: Kumble requested that the LC go on record in recognizing Bill Chapman, previous SBd rep to LC, and that he be gratefully acknowledged and thanked for his dedicated service to both the LC and RPL. His dedication was particularly evident during the past 7+ tumultuous years trying to solve the RPL problem. He diligently served on numerous building committees, the Steering Committee and the AdHoc Committee, attending regular mtgs. as well as attending many more special, extra mtgs./study groups/workshops during the lengthy, ongoing, contentious library process. Kumble motion above, Haselton second, unanimous, 5-0.

Filley explained that because of time constraints, etc. the agenda would not necessarily follow the order as presented, but content would be same. (note: minutes appear as agenda order not in order of presented)

Public Comment: none

Reports:

1) Secretary: Filley motion, Haselton, second; vote 3-0 approve May 30, 2017 minutes. (note: only Filley, Haselton, Kumble could vote since other 2 LC members, Bartlett, Liechty, were just elected, hadn't attended the mtg.).

2) Warrant: May, 2017 warrant: \$3,383.47. Kumble moved to approve signing warrant, Bartlett, second; unanimous, 5-0.

Request from Lib. Dir. Blackmon to approve \$500 to send librarian Keith Drago to special RIPL (Research Institute for Public Libraries) regional conference. Bartlett motion, Liechty second, unanimous, 5-0.

3) Treasurer: Next report will be (if needed), an amended/updated EOY, 2016-17 report; 1st quarter 2017-18 due Oct. 2017.

4) Director: (June LD report attached)

a) Blackmon reported on “flood” status (closed for 5 business days). Lots of questions remain in re. to “responsibility” because of rental bldg. Also, question was asked re. town security policy - doesn’t it include heat/flood incidents?

b) Virtual Reality program on track

c) stats a bit off - 5-day flood closure

5) Friends: Book sale on track, but hectic. Still looking for HS students to help move books @ \$10/hour.

a) Book Sale will be held July 13-16

b) Following this sale, the new location (Vision Bldg/Greg Haining) for sorting will be used. Books will also be stored on site.

c) The Friends will hold a “Thank You Volunteers” reception at the Rockport Boat Club on Sunday, July 23 from 3 to 5 p.m.

6) Select Board:

a) Ken McKinley attended this mtg. as newly elected Select Board Chair. He confirmed his commitment to RPL, esp. the new library process. McKinley stated the importance of a library to a community saying that “A town without a library is just a destination, not a community.”

b) McKinley also reminded LC members they should set up a town email address with Stacey Parra to comply with open access regulations. He also reminded folks that LC business matters/discussions cannot be held online (more than two people is a mtg. breaking public notification/access rules), but scheduling, etc. matters may be done by group via email.

c) There will be a Select Board/LC workshop, Monday, June 24 at 6 p.m. @ the ROH to discuss the survey and what is wanted from the survey - location? size? cost? funding? no library or library?. The research group selected builds demographics into the survey.

d) Newly elected Select Board member Tom Gray (filling 2-year term vacancy), will be the SBd liaison to the LC.

New Business: LC Process

a) Filley reminded LC members that monthly mtgs. are held, open to the public, notice of mtgs. published by town. Day of week/times were discussed keeping in mind new composition of LC with working schedules etc. Dates/time were tentatively set for July-Dec. for fourth Thursday at 4 (except July @ 10 a.m. and Aug. 24, Sept. 28 @ 4 p.m.

b) Basic LC Information Packet: The following items were discussed, some still need revision and will be available at next LC mtg. In regard to “Working Agreement,” Liechty suggested adding an electronic section.

* Roster

* Yearly Calendar/Deadlines/Schedule

* 2017-18 Working Agreement

* RPL Mission Statement

* LC Charge

* By-Laws

* LC History & Financial Procedures (Cate Monroe, November, 2014)

* Special RPL Policies (Collection Development, Computer Use

* 2016-17 RPL usage statistics

* 2016-17 Fiscal Year Treas. Report* Detailed copy of final 2017-18 RPL budget as approved by SB/Bud. Comm/voters

* Town of Rockport Budget gen'l info with demographic info

* F.L. Putnam Portfolio Appraisal

* Annual Fund raising materials,

* items relating to library from current Annual Town Report (Lib. Dir. report, treas. report LC report),
c) Liechty brought up the topic of transparency/access to information regarding both RPL in general, the ongoing library process as well as information (esp. historical), about the town/all the town/library mtgs, etc. The difficulty in navigating the town website as well as the "holes" in the website makes it almost impossible to keep up with info. McKinley acknowledged the difficulties/ongoing work with the town website. Kumble pointed out that the library website has a good "map" with archived items/documentations. No motions/votes but consensus, something to be addressed with appropriate officials.

Old Business:

a) Annual Appeal was briefly discussed. Concern was expressed about letter composition and defining process/timeline for September kick-off, but creation of data base was deemed a higher priority because of time needed to meld a variety of lists, etc. Allowing time for personalizing the mailing was stressed as extremely important.

Adjournment: Kumble motion; Filley second; 5-0 approved. Adjourned at 12:15 p.m.

Respectfully submitted,

Stephanie Kumble, Secretary

Upcoming Meetings:

FRPL Bk Sale 7/13-16

Select Board 7/20 @ 7 p.m. @ ROH

LC 7/20 @ 10 a.m.@ TO

Select Board/LC 7/24/17 @ 6 p.m. @ ROH

Addendums:

1) 6/30/17 Agenda

other addendums appear in specific sections:

2) Lib. Dir June report (found in Lib. Dir Rep. section of Sect. notebook).

3) RPL Funding Request re. Drago conference attendance (found in Misc. Lib. Info section of Sect. notebook).

4) Ann Filley 6/19/17 letter to SBd/Town Manager re. LC/Town Officials collaboration during ongoing new library process (found in "Library Research/Survey section of Sect. notebook).

5) Pen Bay Pilot 6/27/17 article re. SBd mtg. selecting Portland firm for Library Survey. (note: The live streamed SBd. mtg. accepting the Portland firm is archived on the town's website. The RFQ from the Portland Research Group is also available on the town's website (found in Library Research/Survey section of Sect. notebook).

6) Basic LC Information packet components: LC member list, calendar/deadlines, RPL mission statement, working agreement, LC charge, LC by-laws, brief historical/financial history (found in Basic Information section of Sect. notebook).