

APPROVED: 9/18/17 LC Mtg.

Rockport Public Library
PO Box 8, Rockport, ME 04856
207-236-3642 (www.rockport.lib.me.us)
Library Committee Meeting, August 24, 2017 at Town Office/RR
Meeting called to order at 4:03 p.m. by Ann Filley, LC Chair

Present:

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

Library Director: Ben Blackmon

Friends' Liaison: Pat Messler

Select Board Liaison: Tom Gray

Guests: None

Announcements/Introductions: Filley asked for announcements, none.

Consideration of Agenda: Okay as is, but Kumble noted that we never seem to have time for "unfinished" (instead of "old") business and that Select Board and other committee do unfinished business before new business. Some discussion and decision to try that order (unfinished business before new) for September.

Public Comment: None, but discussion, Filley, Kumble (LC) and Blackmon (Lib. Dir.) and Messler (Friends) regarding brief RPL historical highlights (mainly financial) for new LC members and new SBd Liaison. (Kumble is trying to create a 1-page synthesis of RPL financial history, legal rulings, etc., using numerous town/library documents and reports and Cate Monroe's financial history).

Reports:

1) Secretary: Bartlett motion, Haselton second; vote 4-0 to approve July 20, 2017 minutes as amended. (Greenlaw didn't call the July meeting to order, Filley did).

2) Warrant: Because of change in fiscal year and town staff shortages, there was no warrant to sign this month.

3) Treasurer: Updated EOY, 2016-17 report is available; 1st quarter 2017-18 due Oct. 2017. Haselton mentioned that she would be away from Nov. to March or April. Filley will assume the Treas. role during that time.

4) Director: (August LD report attached)

a) Town's financial office is currently understaffed (see above re. warrant).

b) RPL Bridge Group has become so popular, they are meeting weekly.

c) Staff big vacations are finished

d) Stuffed Animal Sleepover coming!

e) RIPL was success

f) Solar Eclipse viewing party

g) The HS Library closes at 3:30. RPL/Camden Libraries and the HS are trying to work out an arrangement where RPL/Camden will staff the HS Library one night a week (total two nights) from 3:30-5:30.

h) VR program at ROH attended by 25 people. More programs are scheduled and staff training goes on as well as work with HS for programming/sharing.

i) Sign is now brightly lit and additional building maintenance continues.

j) Seafaring Series upcoming

k) "Tom & Mac" show (Camden Conference on horizon)

l) Blackmon discussed ongoing research he's doing in re. to potential "Fine Free" policy.

m) Desk Income: \$1022 (online @ \$488)

n) Volunteer hours: 48 @ \$12.50/hr = \$ 594

- 5) **Friends:** Messler presented the Friends' report:
- a) Book Sale over \$16,000 and still going
 - b) Memberships coming in
 - c) Friends Garden is lovely and butterfly friendly
 - d) Seafaring Series: Oct. 12,19, 26, Nov. 2
 - e) Annual mtg. in Oct.
 - f) Still working out kinks in new sorting place
 - g) Gift to library will probably be presented in September

6) **Select Board:** Newly elected Select Board member Tom Gray (filling 2-year term vacancy), new SBd liaison to the LC, told the LC his top priority as the SBd LC liaison is to move the library process forward, supporting the survey to find out why the Nov. vote was what it was and what residents want. Gray was one of 3 of the SBd. 3-2 vote to go forward with the Portland Research group's survey as it was presented/amended at an open SBd/LC mtg.

Gray also discussed the need for town unity/good-will to help move the library process along and currently he's looking at activities that could help foster that unity (such as reinstating the summer Folk Music Festival).

New Business: *Review/Discussion of Portland Research Group Survey and timelines:* Discussion continued from Gray's presentation.

- a) The Survey will go (mid-Sept) to every Rockport household/resident age 18 or older, taxpayer or not, voter or not. Portland Research has methods to prevent "double" voting but at the same time to allow multi household members to do their own survey.
- b) The survey is designed with questions requiring a 1-10 response, "strongly disagree to strongly agree". There will be some space for comments, i.e. "Did you vote? Why did you vote the way you did?"
- c) Not part of the original survey, follow-up 1-10 ranking questions re. RES site or Limerock site were added
- d) There will be multi-media pre-announcement in re. to "It's Coming!;" the survey distribution itself with follow-ups for returning including door-to-door canvass.
- e) Portland Research will present a full evaluation/interpretation of results.

Unfinished Business:

* *Discussion on Annual Appeal letter/responsibilities and review/discussion of LC roles*

Time ran out, but Eliza, Ann, Ben (Cheryl?) will meet regarding creation of letter and data base for mailing. Question: How can/will/should Annual Appeal letter tie into survey vis-a-vis timing, etc? There was also no time to finalize LC Basic Information Packet (see note below)/LC roles.

Adjournment: Kumble motion; Filley second; 4-0 approved. 5:50 p.m.

Respectfully submitted,

Stephanie Kumble, Secretary

Upcoming Meetings, etc:

RPL/Town Offices closed 9/10/17 for Labor Day
Select Board 9/11/17 @ 7 p.m. @ ROH
LC mtg. (tba) @ Town Office
Pre-Survey activities
Survey mailing

Addendums:

- 1) Agenda
- 2) August LD Report
- 3) Blackmon's 3-year record of fines income
- 4) Memo from Ames Curtis, Aug., 2017 re "Ideas for Rockport Library"

note:

Treasurer's Reports and addendum items are filed chronologically by category in back of Sec't written report notebook. Current categories include:

- * Treasurer's reports
- * Library Director reports
- * Newsletters
- * RPL policies
- * Working LC packet materials
- * Materials for ongoing LC projects (ie/Annual Appeal)
- * Misc. clippings re. libraries in general

In addition, there is a separate notebook relating to the ongoing new RPL project (gathered since the Nov. 2017 vote), including SBd agendas, newspaper articles, materials used for/related to the project - i.e. survey and letters to the editor).

Basic LC Information Packet: The following items are included in New Member Packets as well as opening portion of yearly Sect. report notebook. Discussion began, but some items need finalization, hopefully completed at Sept. mtg. (esp, "Working Agreement") and adding an electronic section following Leichthy's suggestion:

- * 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, Animals in Library)
- * 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,