

Rockport Public Library
One Limerock Street, PO Box 8, Rockport, ME 04856
207-236-3642 (www.rockport.lib.me.us)

Minutes of Library Committee Meeting
September 22,2014 at 5:00 p.m. at Rockport Town Office, Richardson Room
The meeting was called to order at 5:10 p.m. by Kathleen Meil, Chairperson.

*** Present:**

Lib. Comm. Members: Michelle Gabrielsen, Stephanie Kumble, Stephanie Lash, Kathleen Meil, Cate Monroe
Library Director: (Ann ill, unable to attend)
Friends of Library Liaison: Pat Messler
Select Board Liaisons: Charlton Ames, (Bill Chapman ill unable to attend)
Guests: Richard Anderson, Dave Barry, Margaret Charlton, Ames Curtis, Judy Lindahl and one other-name?

*** Announcements/Introductions:** None

*** Consideration of Agenda:** Okay

*** Working Agreements/Expectations:** See New Business

*** Reports:**

Secretary:

(1) Because of quorum requirements (of LC members at respective mtg. the following minutes were officially approved one-by-one as previously amended, by quorum of LC members attending specific mtgs.:

regular LC mtgs.---5/19/14; 6/23/14; 7/28/14

special joint mtg. between LC/ Steering Comm---6/16/14

special LC mtg.---6/18/14

(2) In addition, the 8/18/14 minutes were approved.

(3) It was also discovered that because a vote (involving funds), was taken, minutes need to be prepared for the 8/25/14 special LC mtg. (Sect. was absent due to illness, but others took notes). Approval of those minutes will be voted on at 10/20/14 reg. LC mtg.

Treasurer:

(1) The September warrant is \$7,719.84. A large part of this warrant is the annual fuel oil payment and also a long-term investment in nw library cards.

(2) The 2014-15 1st quarter treasurer report will be provided at the 10/20/14 mLC mtg.

(3) Wendy Bush, Putnam Investment firm rep. will also present an overview of the portfolio at that mtg.

Director: (from Ann's Aug. 2014 Report)

(1) 8/18 was first day of new website

(2) Ben Odgren was hired as new Youth Services Librarian, he'll start 8/25 (spent last 6 years at Island Institute working on educ.. programs

(3) Kim has vacation week

(4) Ann will be on jury duty in Portland next week

(5) Marine Room has been rearranged to accommodate more people

(6) Exterior bldg. work needed documented

(7) Rockport Mechanical has come up with 3-year revamp furnace plan

(8) MLA State Conf. in Oct., also NELA

Lib. Dir. Aug. 2014 Report: Highlights/Statistics

* Summer Rdg.. Program highly successful, fully attended; great program by Maine artist Robert Shetterly; Friends of Library Book sale terrific - over 25,000 books!; requests for group mtgs. for literacy coaching and foster parent support group; thanks to Rick Bates for the fiber optics initiative.

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* Slight decreases in circulation, computer usage, reference ?; slight increases in attendance, e-book usage; 36 programs with 633 attendance; 4 community outreach programs by Kim; Desk Income, Gifts, Grants or Donations @ \$1,562; Volunteer contributions (not counting Book Sale), 71 hours = \$763 value (@ \$12.50/hour)..

NOTE: THERE WILL BE A SPECIAL LIBRARY OPEN HOUSE ON WEDNESDAY, OCTOBER 22 FROM 5 UNTIL 9 p.m. CLOSING. Information materials about the upcoming vote on the two library referendums will be available.

Friends:

- (1) Friends' Annual Mtg. will be held at the library on Fri. 10/24/14 at 8 a.m. Officers will be elected.
- (2) Bk, Sale is at new home provided by Rockport Steel - some improvements still need to be worked out.
- (3) In response to previous question, storage unit costs are approx. \$700/year.
- (4) Newsletter will be out in early Oct.
- (5) Plans for a wonderful diverse six-week "Seafaring Series, 2014" are complete. The programs will be held on Thursdays at 7 p.m. from Oct. 9 through Nov. 13.
- (6) A check for \$15,000 was presented to the library from the Friends!

Select Board: Charlton reported that the referendum public hearing went smoothly. Because there were some procedural hiccoughs with other referendum items, two were dropped, resulting in a renumbering of the referendums, including the two library ones from 10 and 11 to ----- . All ballots are at printers according to statute and absentee ballots will be available on Fri. 10/3/14.

Public comment: Richard Anderson questioned if the status-role/source of funding for the consultant/mkting materials were to be addressed as part of "items under discussion on the agenda. Although both items will be addressed as part of agenda, Kathleen reported that although an exploratory mtg. was held with Steve Podgajny, nothing formal has been established and Steve's role would be to simply develop a case study for what a Rockport Library needs to be, not where. Also a vote had been taken at the 8/25 special LC mtg. to expend up to \$1200 from library funds.

New Business:

(1) WORKING AGREEMENTs

Library Committee Working Agreements FY 2012-13

1. Meetings do not last longer than 90 minutes (scheduled for 90 minutes).
2. Create a set of goals at a special meeting as close as possible to the start of a new fiscal year/election of new LC members
3. Start and end on time.
4. Prioritize agenda items.
5. All opinions will be treated with respect.

* This document can be added to or deleted as the group deems necessary.

on/finalized at 10/20/14 regular LC mtg.) ***(possible-to be worked***

Library Committee Working Agreements FY 2014-15

1. Create a set of goals at a special meeting as close as possible to the start of a new fiscal year/election of new LC members
2. 2014-15 regular LC meetings will be held the third Monday of the month at 5 p.m. at the Town Office unless holidays/conflicts preclude that schedule. Additional meetings may be called as deemed necessary.
3. In addition to regularly scheduled monthly meetings, special meetings/workshops may be called as determined by LC members.
4. Meetings will begin/end on time, lasting no more than 120 minutes.
5. Agendas from the Chair shall be posted via town email by the Wednesday prior to the Monday meeting. (four to five days prior to other meetings).
6. If an LC member is unable to attend any meeting, the Chair should be notified as soon as possible to help determine if the group will have a quorum. **(p.2)**
7. Minutes from the meeting shall be posted by the Secretary via town email within one week following the meeting,
8. LC business can't always be completed in a two-hour monthly meeting. LC members should be willing to assume other responsibilities/do other LC work as they are able.
9. All opinions will be treated with respect with members demonstrating respect by listening to understand and reaching for consensus.
10. LC members will honor the process of Library Committee work by attendance at meetings and by attention during/participation in meetings/other events as deemed necessary.

amend:

This document can be added to or deleted as the group deems necessary.

to:

This document should be reviewed as close to each new FY/Election of LC members and amended as deemed necessary. Items can still be added to/deleted as the group deems necessary.

(2) REVIEW OF BY-LAWS/OFFICER DUTIES: Last updated in 2001. This discussion/process was postponed until 10/20/14 mtg. with Cate going through by-laws/officer duties, highlighting perceived necessary changes/deletions/additions.

(3) LC SELECTION OF OFFICERS: Treas: Cate was nominated by Kathleen, second by Michelle, unanimously selected
Chair: Kathleen was nominated by Stevie, seconded by Cate, unanimously selected
Sect: Stevie was nominated by Kathleen, seconded by Michelle, unanimously selected

Ongoing Business:

(1) Outline of predicted next steps if one or both questions pass:

#10 "Do you agree that the town of Rockport should develop a plan for a new library, taking into account community input on design and budget?"

#11 "Do you agree that the town of Rockport should primarily consider the RES (note - this is now spelled out as Rockport Elementary School) site as a location for a new library, provided the current ballfields are preserved?"

Pre-Election strategy was briefly discussed with the comments that it is essential to focus on the two-distinctly separate questions with clear-cut, concise, succinct reasons WHY yes for new library, the major question. The second question must be viewed as very separate (including philosophy). Election is coming quickly (Tuesday, 11/4/14 with absentee ballots available Friday, 10/03/14. Next step process discussion postponed until after Election.

(2) Informational efforts around Referendum Questions:

PROCESS:

- (1) Door-knocking (voter reg. lists to be divided up?)
- (2) info sessions---4 locations, 4 different day, 4 different times of day; (dates, etc. to be determined)
- (3) Letter-to editor writing
- (4) Yard signs.

Not discussed were two previously presented ideas: (a) newspaper 1/2 to full page ad with list of names supporting referendums (each listed separately). Donation for cost ad already offered. And, (b) the blitz use of social media

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MATERIALS:

- (1) mass mailing of issue postcards (approx., 1500)
- (2) double sided poster/hand-out succinctly detailing WHY YES for each question
- (3) FAQ for info tables as well as door-to-door handouts, with succinct bullet items for "WHY." (including info in re. to activity level of RPL vis-a-vis other town populations, square footage, etc. questions that might be asked - i.e. cost, etc.)
- (4) lawn signs

These materials will be developed and ready to hand out to volunteers at a special LC mtg. (with lots of other folks invited), on Thursday, Oct. 2 at 5 p.m.

Upcoming meetings:

- * Special LC mtg Thursday 10/02/14 at 5 p.m. for Referendum Strategy/Materials distribution
- Absentee Ballots available Friday 10/03/14 at Town Office
- Town Office/Library closed Monday 10/13/14, Columbus Day
- Select Board Mtg. Tuesday, 10/14 at 7 p.m. at ROH; televised Ch. 22
- LC Mtg. Monday 10/20/14 at 5 p.m. at TO (Putnam presentation)
- Friends annual Mtg. Friday 10/24/14 at library
- Friends "Seafaring Series 2014," Thursdays at 7 p.m. (10/09, 16, 23, 30 and 11/06, 13)

Adjournment: The meeting was adjourned at 6:35 p.m.

Respectfully submitted

Stephanie Kumble, Secretary