

Washburn Memorial Library Board
March 14, 2024 at 4:30pm

*Frozen River
The Women
Kristen Hannah*

Agenda

- Call to Order
- Secretary's Report - Sarah
- Financial Report - Donna *Budget next Tues.*
- Library Director's Report & Statistical Report – Cara
- Children's Librarian's Report – Courtney

Old Business

- Rotary Fundraiser for August Fest – Dessert Auction Reminder *3-23*

New Business

- Board continuing education – Maine Library Trustee Handbook – Chapters 15-17 *Tiffany Wheeler will be new board member*
- Other New Business *April Elections*
- Latest reads to share
- Date of the next meeting – April 11, 2024 at ~~4:30~~ *5:00* pm
- Adjournment

Current Board Members:

Appointed Annually:

Perham
Wade

Bev Turner – townclerk@washburnmaine.org
Heidi Silver – heidisilver@gmail.com

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2024
Expiring 2025
Expiring 2026

Sarah Sines – ssines@msad45.net
Sue Brown – suebrown11@gmail.com
Londa Brown – libbrown625@hotmail.com
Laurie Blackstone – blackstonehome@hotmail.com
Christina Maynard – lvtoread514@gmail.com
Ed Jarrell – edjarrell@hotmail.com

Town Manager – Donna Turner – townmanager@washburnmaine.org
WML Library Director – Cara Miller – washburnmainelibrary@gmail.com
WML Children's Librarian – Courtney Howe – courtneyjeanhowe@gmail.com
WML Email – wml.me.1290@gmail.com

Washburn Memorial Library

February 8, 2024

Present: Londa Brown, Donna Turner, Cara Miller, Christina Maynard, Bev Turner, Sarah Sines, Sue Brown, Ed Jarrell, Courtney Howe

Chairperson Christina Maynard called the meeting to order at 4:30 PM.

Heidi Silver plans to resign from the library board. A possible replacement could be Wade resident Tiffany Wheeler, a frequent library patron.

Courtney will check with her to see if she might be interested.

Secretary's Report: Bev Turner moved to accept the secretary's report, seconded by Sue Brown. The secretary's report was accepted unanimously.

Financial Report: A budget committee meeting will be held Monday, February 12th at 6:00 PM at the Civic Center. A full budget meeting will be held Tuesday, March 19th.

Donna presented the proposed 2024 budget to the board. The fiscal year runs from February 1 until January 31.

One area to note is a decrease in allocated funds for heat since the 2023 budget ended the year with a surplus in this account.

Currently the library's hot water is not reaching an adequate temperature. A technician will need to be contacted to diagnose the issue.

Courtney got the go-ahead to sign up for Microsoft 360, with funds from the Dues/Subscriptions line. It will cost approximately \$100 to install the program on 5 computers.

Library Director's Report: Library Director Cara Miller reported on January's circulation numbers: 329 items checked in, 359 items checked out and 18 items were renewed.

January ended with a large number of books donated to the library. The McKenna family donated a large selection of books for "Reading with Rosalvo," in memory of their son. Stickers, provided by the McKenna family, were placed inside the books marking them as in memory of Rosalvo.

Technology updates: The new HP laptop has arrived. Ed's services may be needed in order to set it up.

Originally the plan was to download the Wyze security camera app to the library's iPads, however when Ed attempted to do this it became apparent the iPads were unable to serve this function. An Android tablet has been ordered that will be dedicated to the Wyze security system. The cost was \$60.

Adam Doody secured the book locker near the library's back door. A location for the lockbox will need to be determined. Donna will speak with Adam about this.

The Teatime Book Club is reading *The Frozen River*, by Ariel Lawhon.

The Books & Brews Social Hour continues with approximately 7 participants.

There are 5 Chocolate Tasting Kits still available at \$5 a piece. The Gnomes in a Jar kits are sold out. A few Date with a Book kits are still available at \$10 each.

March is National Color Therapy Month. The library will offer coloring sheets for adults and kids to pick up and enjoy.

The Spring Yoga Series will begin March 19th. Chair Yoga will meet on Tuesdays at 9 AM, with Power Yoga meeting on Thursdays at 9 AM. The number of participants will determine whether this event will be held at the library or at the Civic Center. The preference is to continue to hold the event at the library in order to encourage library visits and usage. Perhaps a cap is needed on the number of participants? Cara will continue to update the board as the event gets under way.

Dr. Seuss's birthday will be celebrated in March.

Ideas were discussed about how to allocate funds from a \$500 donation made by the Umphrey family. Space is limited. Another shelf may be needed, however space for the shelf is limited. Perhaps the audio books and/or DVD's could be removed and replaced with the large-print books. The audio books and DVDs are not borrowed frequently by patrons. Perhaps these audio books and DVDs could be offered to Boomer Tilley, a patron known for borrowing from this collection. Any leftover items could possibly be donated to Leisure Garden.

Londa discussed the importance of setting up a process to weed books from the collection. An inventory of the library's books should be conducted yearly. Londa worked for a 3-year period to weed over 6000 books from the library's shelves.

Discussion continued about criteria to consider when weeding out books. Things to consider include the age of the book as well as the value of the book to the local community and culture.

Donna questioned what should happen to the books that are removed from the library's collection. It was suggested that these books should be boxed and saved to be sold during the library's open hours over the weekend of August Festival.

Discussion rolled back around to the \$500 donation from the Umphrey family. Space is limited to add a new shelf. A library ladder could be considered but there was concern that patrons may not like the idea of climbing to get a book from the shelf. One possible solution could be to only have library staff climb the ladder to retrieve books for patrons. The decision was made to talk about the \$500 donation at a future meeting.

Children's Librarian Report: The gnome kits were popular and sold out quickly. The winter reading program will continue through February. Eighteen to twenty kids have brought back their reading logs to earn charms.

Courtney conducted her latest story time outside in the fresh snow. She read to the kids and displayed pictures of animal tracks for discussion.

A local homeschooling group recently visited the library to learn about the library. Courtney taught the students about library skills, with a scavenger hunt activity for the kids to complete.

The toddler time group celebrated Valentine's Day with a party, with 20 young ones and 3 babies in attendance. Toddler time will take a 1-week break.

National Bird Feeding Month is celebrated in February. Courtney is considering making kits, possibly including binoculars, to celebrate. She is also making kits to celebrate Dr. Seuss's birthday.

The library is looking into ordering glasses, labeled with Washburn Memorial Library, to sell for the upcoming solar eclipse.

Old Business: The Rotary is hosting a fundraiser to support the August Festival. A supper, dessert auction and theatrical performance will be held on March 23 at the Washburn District High School. The supper will begin at 5:00. The Rotary is looking for donations of dessert items. Several board members offered to make dessert donations.

New Business: A brief discussion was held on chapters 13 and 14 from the Maine Trustee Handbook.

Londa commented on the email Christina forwarded to board members from the Maine State Library. The email outlined information about the Public Library Annual Report. This report can be a valuable tool in helping libraries plan for the future.

Local artist Lavina Corey would like to offer an afternoon painting class for 8-10 participants. She would charge \$5 for the class. Courtney suggested hosting a tea party for the rec ladies' group. If there's enough interest perhaps a second class could be offered to the public.

Reads to Share: Board members shared information about books they have recently read.

The next board meeting will be held March 14, 2024, at 4:30 PM.

Bev made a motion to adjourn the meeting. Sue seconded the motion, so voted. The meeting was adjourned at 5:24 PM.

WASHBURN MEMORIAL LIBRARY

2023

In Just One Year Washburn Memorial Library

- Welcomed over **3,500** people.
- Offered access to over **13,000** materials.
- Loaned **4,975** items.
- Provided technology support with **1** public computer and **3** Chromebooks, as well as **24/7** wireless access.
- Printing, copying, faxing, and scanning services were used **185** times.
- Helped **38** children with reading retention by offering a Summer and Winter Reading Programs.
- Created over **200** take and make kits.
- Offer dozens of community programs and events: Toddler Time, Teatime Book Club, Paint & Sip, Yoga Class, Books & Brews Social Hour, Youth Gardening, Ladies Tea Party & Crafts, August Fest, and more!

The Washburn Memorial Library

- Is staffed by **2** dedicated and trained staff, providing over **1,400** hours of service to the public.
- The Barbara Porter Room offers a dedicated, quiet, space for remote workers, students, meetings, & community groups.
- Supports our aging population by offering wellness support through age-friendly yoga classes and social support through book clubs.
- Strengthens food security and promotes self-reliance by providing free vegetable, flower, and herb seeds through our Seed Library.

By investing in your public library, residents saved **\$97,000!**



Library Director's Notes: February 2024

Join Zoom Meeting - Library Board Meeting:

Time: Mar 14, 2024 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us06web.zoom.us/j/2954495007?pwd=dm9odlJIeDZvZjR2S0tsbzA2bVRrZz09&omn=81813495352>

Meeting ID: 295 449 5007

Passcode: 980428

February Items Circulation Stats:

336 Checked In / 347 Checked Out / 41 Renewed

February Memorials & Donations:

- Various donations from Audiobooks and DVD sales.
- Pat & Allen Laferriere donated the following books in memory of Christie Cochran:

The Day the Crayons Came Home, by Drew Daywalt

The Day the Crayons Quit, by Drew Daywalt

Updates:

- **Audiobooks & DVDS** have now been removed from our collection and all the Large Print is now in that location. It has freed up a decent amount of shelf space for us.
- **HP laptop** is set up, thanks to Ed!
- **Microsoft 365** subscription purchased.
- **Wyze security app** + interior cameras are now set up. Adam will set up the exterior ones at some point.

Library Director's Notes: February 2024

- **Book locker** is now ready for use.
- **Book Clubs-** Reading this month for Teatime Book Club (virtual): *The Secret Life of Sunflowers*, by Marta Molnar.
- **Books & Brews Social Hour** - Monthly gathering to chat about what we're reading. Average attendance is 6 - 8 people.
- **National Color Therapy Month-** We are offering coloring sheets for kids & adults.
- **Spring Yoga Series-** Begins March 19th (first day of spring)! Chair Yoga on Tuesdays @ 9am and Power Yoga on Thursdays @ 9am.

New items arrivals in our collection that you may be interested in:

- *Girl Braiding Her Hair (Light & Life Series)*, by Marta Molnar <https://www.amazon.com/gp/product/1940627656/>
- *Mother-Daughter Murder Night*, by Niina Simon <https://www.amazon.com/gp/product/0063315041>
- *How to Stop Time*, by Matt Haig <https://www.amazon.com/gp/product/0525522891>
- *The Woman at the Front*, by Lecia Cornwall <https://www.amazon.com/Woman-at-Front-Lecia-Cornwall/dp/0593197925/>
- *At the Coffee Shop of Curiosities*, by Heather Webber <https://www.amazon.com/At-Coffee-Shop-Curiosities-Novel/dp/1250867274>
- We are finishing and filling in the gaps of many series at our library (focusing on ones that are newer and/or popular), such as C.J. Box's *Joe Pickett Series* and Robert Galbraith's (JK Rowling) *Cormoran Strike Series*.

Any questions, please reach out to me.

Best,
Cara