

Washburn Memorial Library Board March 2, 2023 at 5:00pm Via ZOOM

Agenda

- Call to Order
- Approval of Minutes of February 2, 2023 meeting
- Library Director's Report & Statistical Report - Cara
- Children's Librarian's Report - Courtney
- Financial Report
- Updates on Grant Opportunities
- Updates on communication of available services to our communities - Facebook, Website, Mailings, BPL Library Card
- Consideration of meeting minute dissemination
- Consideration of officers for 2023-2024 *waiting on Donna, possibly use a NPLS student.*
- Board continuing education - Maine Library Trustee Handbook
- Latest reads to share?
- Date of the next meeting - April 6, 2023 - Zoom or in-person?
- Adjournment

Current Board Members:

Appointed Annually:

Perham
Wade

Bev Turner - townclerk@washburnmaine.org
Heidi Silver - heididsilver@gmail.com

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2022

Sue Brown - suebrown11@gmail.com

Londa Brown - libbrown625@gmail.com

Expiring 2023

Laurie Blackstone - blackstonehome@hotmail.com

Christina Maynard - lvtoread514@gmail.com

Expiring 2024

Sarah Sincs - ssincs@msad45.nct

Rita Kingsbury - rtkngsbry@gmail.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.mc.1290@gmail.com

WASHBURN MEMORIAL LIBRARY

FEBRUARY 2, 2023 MEETING NOTES

Wicks
Should be
WIX

Present were: Sue Brown, Beverly Turner, Courtney Howe—Children's Librarian, Christina Maynard, Londa Brown, Cara Miller—Library Director, Sarah Sines, Laurie Blackstone and Donna Turner—Town Manager. The meeting was attended through ZOOM.

Chairperson, Sue Brown, called the meeting to order at 5:00 p.m.

Secretary's Report: Bev made a motion to accept the secretary's report. Londa seconded the motion, so voted.

Financial Report: Expense Summary Report – Salary/Benefits – Donna added 5 sick days and 2 flex hours per week for both Cara and Courtney. The flex hours may be banked and used when needed. The biggest increase was due holiday pay and a 5% increase in salary which was retroactive as of February 1, 2023.

--Donna is not sure about how much of an increase there will be in both the electricity and heat. Postage will also be going up again.

--Londa mentioned she would like to see funds added for one of the girls attend the ME Library Conference.

--Donna mentioned the Wicks Website subscription is due, this is good for two years.

--A furnace service plan has been purchased.

--There were loses reported for both the Thompson and Randall funds. This last quarter showed that they both picked up a little.

--Donna will also take care of the 501©(3) next week.

Library Director's Report: Cara had emailed her January Stats and Memorials/Donations reports to the board members prior to the meeting. There was an increase in circulation compared to last year's numbers. Cara also included information about Bendable Maine.

--Cara reported there were 20 Chocolate Tasting kits sold and also 15 Snowman Craft kits sold.

--The Winter Reading Program had 20 kids who participated.

--The Blind Date with a Book will continue through February or until sold out. There are 15 left, and they are \$10.00 apiece.

--Bendable – Cara did a webinar on it last summer and found it to be overwhelming at the time. We will continue with our local rep. Sue asked if there were things on there that we could use to spread information about the program. Possibly samples of brochures, bookmarks, etc. Cara has only found the FAQ's so far. Londa asked if it can be posted as a link. Courtney had posted a short video link for it.

--There has been a request from Carolyn Bailey about leaving money to the library (in her will) to purchase a glass, temperature/humidity-controlled case for "precious, high value books".

Children's Librarian Report: Courtney reported that all 20 kits for the Winter Reading program were taken. There have even been new kids from surrounding towns who participated.

--Toddler Time has been switched to Wednesdays. The attendance grew from 5 to 14 kids attending. Courtney will do a Valentine's party and the kids will exchange Valentine cards.

--There will be another donation from the family who recently lost their baby. They are going to donate a shelf. They said they will also donate books on a yearly basis, "In Memory" of their baby. Courtney and Cara will open the library up to the family, at their convenience, so they may decide how they would like things set up.

--Both Courtney and Cara mentioned that there has been no interest in the Fantasy Book Club that Sarah Crosby was trying to get started. Londa asked if an email could be sent to the two high school English teachers. It was also mentioned that Sarah herself need to be putting some effort into this.

Old Business: Chair Lift – There is a grant out there through ARPA for this accessibility. It would be designed specifically for our facility.

New Business: Discussed how to get the word out more about the Library. The digital sign will continue to be used. It was mentioned to possibly to a mass mailing for the towns of Washburn, Perham, and Wade. The Rotary will be making welcome baskets for new families who move to town. We thought about possibly including a newsletter about the Library and all we offer.

--The next meeting will be held on Thursday, March 2, 2022, at 5:00PM, via ZOOM.

--Bev made a motion to adjourn the meeting. Londa seconded the motion, so voted. The meeting was adjourned at 5:53 PM.

Circulation Statistics By Item Report Class : 02/01/2023 to 02/28/2023

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	0	0	0	0
100 - 199	1	1	0	0	0
200 - 299	1	1	0	0	0
300 - 399	3	0	1	0	0
400 - 499	0	0	0	0	0
500 - 599	2	5	0	0	0
600 - 699	5	9	0	0	0
700 - 799	1	0	0	0	0
800 - 899	0	0	0	0	0
900 - 999	10	4	1	0	0
Adult Large Print	7	5	1	0	0
Audio Book	0	0	0	0	0
Biography	1	2	0	0	0
Collective Biography	0	0	0	0	0
Computers	0	0	0	0	0
DVD	1	1	0	0	0
Easy Book	52	47	4	1	0
eBook	0	0	0	0	0
Fiction	94	102	15	4	0
ILL Items	1	1	0	0	0
Interlibrary Loan	0	2	0	0	0
J Audio Books	0	0	0	0	0
J Biography	1	2	0	0	0
J Collective Biography	0	0	0	0	0
J Fiction	135	140	4	3	0
J Non-Fiction	8	15	1	0	0
Kit	0	1	0	0	0
Magazine	6	6	1	0	0
Puzzles	19	22	0	0	0
Reference	0	0	0	0	0
Undefined	3	3	0	0	0
YA Fiction	2	2	0	1	0
Total	353	371	28	9	0

Circulation Statistics By Patron Report Class : 02/01/2023 to 02/28/2023

Patron Report Class	Checked In	Checked Out	Renewed	Booked
ILL Library	0	8	0	0
Non-Resident Adult	43	41	3	0
Non-Resident Juvenile	39	28	0	0
Resident Adult	219	247	25	0
Resident Juvenile	49	42	0	0
Staff	3	5	0	0
Teacher	0	0	0	0
Total	353	371	28	0

Library Director's Report & Zoom Invite

1 message

Washburn Memorial Library <washburnmainelibrary@gmail.com>

Thu, Mar 2, 2023 at 10:17 AM

To: "Washburn Memorial Library (Cara)" <washburnmainelibrary@gmail.com>

Bcc: luvtoread514@gmail.com

Good morning,

Please see the Zoom invite and notes below as well as the attached documents pertaining to tonight's Library Board meeting.

• **Zoom Invite for Library Board Meeting**

Time: Mar 2, 2023 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/2954495007?pwd=dm9odlJleDZvZjR2S0tsbzA2bVRrZz09>

Meeting ID: 295 449 5007

Passcode: 980428



• **February Stats (attached)**

= 353 Checked In / 371 Checked Out / 28 Renewed



• **Maine Library of Trustees Handbook**

Please see the Table of Contents attached.

• **Memorials & Donations**

A donation was given by Rita Kingsbury of a one-year subscription to:

- *The Love of Quilting Magazine*

A memorial donation was given by Rita Kingsbury in loving memory of Jessie & Jeremy Fox:

- The Little Book of Backyard Birdsongs, by Andrea Pinnington
- How to Feed Backyard Birds, by Chris Earley
- Rooty the Rutabaga, by Steven Megson
- Mingo the Flamingo, by Pete Oswald

- A Backyard Birding Adventure: What's in Your Yard? by Kermit Cummings
- Little Book of Woodland Bird Songs, by Caz Buckingham
- Everywhere with You, by Carlie Sorosiak
- Dalmatian in a Digger, by Rebecca Elliot

A memorial donation was given by Gene & Londa Brown in loving memory of Kay Brown:

- The Guest Book, by Sarah Blake
- Killers of a Certain Age, by Deanna Raybourn
- Encore in Death, by J.D. Robb
- Abandoned in Death, by J.D. Robb
- Secrets in Death, by J.D. Robb
- Echos in Death, by J.D. Robb
- Apprentice in Death, by J.D. Robb
- Golden in Death, by J.D. Robb

• **Library Director's Report Summary**

- * Sold out *Chocolate Tasting Kits* *Pass. for larger party lot. We'd only qualify for smaller one*
Cara - watched some of the webinar.
- * *ARPA Grant* is focuses on funding for assisting those who are Remote Workers. There is a small grant: \$5,000 - \$25,000 and a large grant: \$25,000 to \$50,00 (which I do not think we qualify for due to our library size). This is a government provided grant and you need to set up an account to be approved and obtain an ID # for the grant application.
- * *Toddler Time* #'s have doubled in participation
- * *Children's Valentine's Party* was a hit!
- * *Coming in March: Teatime Book Club* (reading *Wildwood Whispers*, by Willa Reece), *Essential Oil 101 Kits*, *Dr. Seuss Kits*, *Celebrating National Coloring Therapy Month* (digital color sheets printed out for kids & adults) & *Crayon Kits*, and *Aroostook Council for Healthy Families* is going to be with us for *Toddler Time*.

Please email me if you have any questions.

See you all this evening,

Cara

—
 Cara Miller
 Library Director
 Washburn Memorial Library

 **Feb. Stats 2023.pdf**
504K

 **Maine Library Trustee Handbook.TOC.2.pdf**
341K

 **Maine Library Trustee Handbook.TOC.1.pdf**
412K