

WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

APRIL 14, 2020, WORKSHOP NOTES

Present were: Rita Kingsbury, Londa Brown, Christina Maynard, Laurie Blackstone, Charlotte Griffin, Beverly Turner, Donna Turner--Town Manager, and Lois Walton--Librarian. This workshop/brainstorming session was conducted via Zoom due to the Coronavirus.

**Chairperson, Rita Kingsbury, asked for names of individuals who might be interested in being a Board Member to replace Gary Cole. The names mentioned were Sue Brown, Sarah Diette, and Sarah Sines. Rita will call these people in the order listed to see if anyone would be interested.

**The main reason for meeting today is to work on the King grant which is due in June. Londa explained what she has done:

--Has gotten updated information on the towns

--Will ask Gene Brown to get free and reduced lunch numbers from the school

--Has asked Don Hanson to work on quotes for building tables and other things for the new children's section

--Has talked to Laurie Molton about getting students to do some artwork

--Working on books for Pre-K to Grade 3 for the children's section

The following ideas were suggested for items that we could use to set up the children's section: Coat and boot racks; decorations and artwork; area rug; adult rocking chair or bench; storage and shelving for crafts; chalk wall; puppets with theater or stage; and dress-up things like costumes, hats, shoes, jewelry, etc.

Londa has also talked to Laura Hunter, the principal at the elementary school. *She would like to have participation from the school on this project since there is no librarian.* Laura will share this with the Pre-K to Grade 3 teachers and would be happy to participate in any way.

****We have 9 people signed up for the ladies' craft class at this point. The video will be left up from week to week.**

****There will be another story time this week. Nothing came back on the last activity sheets. Maybe it was not explained well enough in the video of how to do this—scroll down, etc.**

****There is a recipe swap on Facebook.**

****Rita mentioned that the obituary for Janet Peary's mother, Ruth Duncan, requested that donations be made to the Washburn Memorial Library Children's Section.**

The workshop ended at 2:00 p.m.

To: Board Members of Washburn Memorial Library, Donna Turner, and Lois Walton

With your cooperation we will conduct a WML board meeting on April 2 at 5:30 using ZOOM. If you have not had occasion to use this piece of software, you can download it free at ZOOM.us. I am thinking that many of you have some experience because churches are currently using this program to share their services. If you have it and know how to use it, please drop me an email to let me know.

You will have the agenda and a copy of the minutes of our last meeting before Thursday.

Using ZOOM we will be able to see each other and discuss the items on our agenda and make any decisions that need to be made. I will moderate the meeting, asking all of you to turn off your microphones by clicking on "mute" at the bottom left of your screen at the beginning. When I recognize you it will be your responsibility to turn your microphone (mute) back on. We all need to click "chat" as well at the bottom of the screen to turn on the chat room to the right of our pictures where we can type questions and comments as we go along.

<https://thecounty.me/2020/03/22/living/libraries-use-technology-to-connect-with-community-during-shutdown/> Check out this web site to get a flavor for what other libraries in our area are currently offering.

<https://www.maine cf.org/apply-for-a-grant/> Check out this site to consider what Maine Community Foundation is offering for grants.

WASHBURN MEMORIAL LIBRARY

BOARD OF TRUSTEES

APRIL 2, 2020, MEETING NOTES

Present were: Rita Kingsbury, Londa Brown, Christina Maynard, Laurie Blackstone, Beverly Turner, Donna Turner--Town Manager, and Lois Walton--Librarian. This meeting was conducted via Zoom due to the Coronavirus.

Chairperson, Rita Kingsbury, called the meeting to order at 5:43 p.m.

Secretary's Report: Bev read the minutes from the March 5, 2020, meeting. Laurie made a motion to accept the minutes as presented, with the addition of the words "Paint and Sip" in the paragraph regarding Mena Irving's painting class. Londa seconded the motion; so voted.

Financial Report: There was no financial report since we just had the Budget Committee Meeting and we have not yet had town meeting.

Librarian's Report: The librarian's report regarding patrons, circulation, and computer usage was reviewed.

Rita then mentioned that Gary Cole has resigned from the Board. We need to be thinking of someone from Washburn who might replace him.

Old Business:

- A. The By-Laws indicated that election of officers is to be held at the April meeting.
 - Chairperson: Londa made a motion to nominate Rita for this position; Christina seconded the motion. Bev made a motion that nominations cease. A vote was taken and Rita was elected as Chairperson.
 - Vice-Chairperson: Bev made a motion to nominate Londa for this position; Christina seconded the motion. Laurie made a motion that nominations cease. A vote was taken and Londa was elected as Vice-Chairperson.

--Secretary: Christina made a motion to nominate Bev for this position; Londa seconded the motion. Laurie made a motion that nominations cease. A vote was taken and Bev was elected as Secretary.

- B. Londa has met and talked with Erica McCrum who is the local contact for the Maine Community Foundation grants. She says that it is very important for us to write a letter and send it to her explaining what we would like to do once we come up with an idea and describe how we can involve others from the community in the project. Londa went through the grants on the website, and there doesn't appear to be anything there that we are after. We would like to be able to find funding to pay for a person to work with children.
- C. The Stephen King grant application is due in June. Londa has been working on this, but she does not know what to do with this, as realistically they will not do anything with employees, salaries, etc. We may not even be open by June. Londa will send us what she has so far and we will try to add our ideas on how to expand on this.
- D. In looking at the By-Laws Rita noticed a couple of things that might need to be changed. The word "fines" has already been deleted. One section indicates that library hours will be posted on the sign and at the town office. We probably should add the website and Facebook. Also, another section states that Board meetings will be on Wednesdays. That should probably be taken out and just put in that we will meet once a month except in July and August.
- E. The website looks great. We could not think of any information that is not already on there or that Londa is not already working on.
- F. Rita sent Janet Peary a letter about the Honorary Trustee award. We will do the presentation once things open back up again.
- G. What can we be doing digitally to keep in touch with patrons during the Coronavirus crisis? Courtney Howe is trying to figure out what is available that she could do online with kids. She will have a story time on Wednesday, April 8, at 10:00 a.m. This will be pre-recorded and there will be an activity to go along with the story. Anyone who participates in the activity and submits it will be entered for a drawing. The winner will be sent a small prize of some sort. If there is enough interest Courtney may try to do a children's craft at certain times if she

is able to get supplies. The school has offered to deliver supplies with lunches if we need them to. Courtney is also trying to think of something to do for the ladies, as some of those who had come to her art classes were interested in doing something. It was mentioned that if Courtney is going to keep doing this, then maybe she should get some sort of a stipend. We at least need to cover her costs for supplies and some of the time involved. Donna will work on this.

- H. Another idea of something for patrons to do would be a chart/bingo sort of thing. You put in different things for people to do to keep in touch with others. We could send this to patrons by email. Lois has typed up a list of emails that she has for patrons which is about 10 pages long.
- I. There is a Maine Public Library grant application due on April 13. This is a \$5,000.00 grant, and it comes from the same place where we got the Lego grant. Someone will check into this further.

New Business:

There were no additional items of business.

The next meeting will be held on Thursday, May 7, 2020, at 1:00 p.m. via Zoom.

At 6:40 p.m. Bev made a motion to adjourn the meeting. Londa seconded the motion; so voted.

Respectfully submitted,

Beverly Turner, Secretary

**Washburn Memorial Library
Board Agenda
April 2, 2020 at 5:30 via ZOOM**

Secretary's Report
Treasurer's Report
Librarian's Report

Old Business:

- How should we deal with the April election of officers?
- Maine Community Foundation grants information. Check out this article:
- How we are positioned for a June application to Steven King Foundation
- Report on changes to our bylaws
- Where we are with award for Janet Peary
- Ideas for how we can digitally be in touch with our patrons during this coronavirus crisis. What can we offer digitally that could help those who are home bound.

New Business

- Additional items of business?
- Date of the next meeting – May 7?

Current Board Members

Appointed Annually:

Perham Bev Turner
Wade Heidi Silver

Appointed for 3-yr terms by Washburn Town Council:

Expiring 2021	Rita Kingsbury Charlotte Griffin
Expiring 2022	Gary Cole Londa Brown
Expiring 2023	Laurie Blackstone Christina Maynard