**Fort Fairfield Public Library**

**Trustee Meeting Minutes**

**October 24, 2024**

**Call to Order**

5:35 p.m.

Attendance: Brianne Bubar, Annette Thompson, James Smith

Lynn Cote, Robin Johnson, Barbara Alexander, Elizabeth Reed Brook, Sue Levasseur, Tim Goff, and special guest Christine Grillo from NMCC.

**NEW BUSINESS - Informational Session**

Strategic Plan with Christine Grillo from NMCC

* A copy of Christine’s plan will be shared with the board.
* Mission Statement and Vision Statement are needed.
	+ 5 year vision statement
	+ Mission statement getting it out there and keeping it simple
* Goals and objectives for the next 5 years
	+ Preserving local history
	+ Professional Development
	+ Long term financial stability
	+ Create a Goals checklist to keep on track
* Scheduling evaluation and implementation at strategic times during the year (create a schedule) by looking at the plan.
* Additional idea to promote the library
	+ Library subscription boxes like the surprise boxes that can occasionally be purchased at Neighborhood Books or one line at Loot Crates.
	+ Create a newsletter to be emailed to patrons, board members, and town officials
		- MailerLite - free plan to reach out to patrons with a newsletter
		- Free Canva with 501-c3
			* Look into use for library news letter

Moved - Liz, Seconded - Bri

* Tim Goff - offering PD for the community/business
	+ - Bring in subject specific speakers
			* Large events
			* Support library financially
* Meet later for a workshop to develop out Strategic Plan
	+ We will collaborate a date
		- Possibly a Saturday or supper meeting during the week

**Public Comment**

None

**Report of the Secretary**

Read and approved: Motion to accept: Bri Second: Sue

**Report of Treasurer**

Motion to accept: Annette; Second: Liz

**Report of the Librarians**

* Tim - Roof no one would do the slate room No contractors would take it
	+ Maine Preservation approved asphalt roof
	+ Will maintain historic standing on National Registry
	+ Couple of bids went out
		- AM Construction (Andrew Michaud) won the bid
	+ Wood under slate (full boards) 111 years old and in great shape
	+ Took all of the $20,000 King Grant Town will fund the rest
* Both gardens are completed and put to bed
* AARP Grant - finishing up paperwork
* Barb is leaving after Jan. 1 and will train new hire
	+ Possibility of dividing her position in two (ex. two 12 hour week positions)
	+ Barb currently works 24 hours a week
* Tim - who could we recruit for this position, who do we know who could do it
* Barb to create a list of her responsibilities

**OLD BUSINESS**

* Mary’s money - Liz discussed with her Mary’s son
	+ Have Mary make a list of favorite books
	+ Create a space with these books (possibly at the fireplace)
	+ Replace chairs by fireplace (could be called Mary’s Mantle)
		- James and Annette as subcommittee to purchase chairs
* Sue - suggested replacing the under cabinet refrigerator downstairs
	+ Possibly use Gary’s Appliance
	+ Sue and Lynn suggested using Shaw Money to purchase a new refrigerator/freezer up to $1,000 (used in space behind Shaw Room)
		- Lynn and Sue will look into it.

**NEW BUSINESS cont.**

* Create subcommittee to work on projects
* Discuss investment of CD before it comes in April
	+ Information from Barresi Financial to review
	+ Look into how it will affect 501-C3 and taxes
	+ Tim will also look into it as well
	+ Table until January meeting
* Investors insurance for Library Trustees
	+ Will protect trustees from liabilities for things out of our control
	+ The Hartford
* 1M for $310 per year
* Bri signed the application
	+ -James to sign as well
* Motion to accept: Liz; Seconded: Bri

**For the Good of the Order**

* Board of Directors discussion and finances
	+ Accounts for Memorial Garden
	+ Children’s Garden
		- Bri to see Lynn and compare balances
* Petty cash is good at this time with $200 available.

Motion to Adjourn: Sue; Second: Annette

Adjourn 7:15

Next meeting January 16, 2025