**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