

Vassalboro Public Library Board Meeting Minutes

March 19, 2025

Attendees: Brian Stanley, Liz McMahon, Sue Taylor, Vickie Limberger, Therese Young, Denise Behr, Sylvia Michaud, Sarah Phillips, Art Kingdon, Valerie Sugden

The board moved, seconded and approved February's minutes.

Librarian's report:

1. The board discussed honoring Tim Giroux with a plaque near the window seat (he built the seat and covered the cushions). Donations have been \$995 donated so far. The board decided to have a small plaque with that option for placement.
2. Thank you cards were signed to go to Lucille Nordstradt Murphy, and Steven Assante, for donations to the library.
3. Hometown Heat pumps were decided to be the vendor for heat pumps. They are waiting on final approval from Efficiency Maine before scheduling for an install date. Brian gave them all the information they needed for this, so he is just waiting on that final approval from EM. The quote includes air purifying attachments that will greatly help improve air quality in the library.
4. Brian reported that the new cleaner Kim Picard is doing well. She is taking time each week to deep clean the library for us as well as cleaning children's toys, washing the window screens and windows, and started wiping down the top of the book cases. Dusting the library alone will be done in steps. The day after she comes in you can definitely feel the difference in the library.
5. The board discussed the MANP board basics that the board members read. Members reported that this board has changed a great deal in the past 20 years. Liz reported that in the past the board was more informal and run by a few people in the board. Susan stated that our volunteers have decreased, but our director has greatly increased the activities. Now the board is more formal and has a team mindset, and has been nudged along to expand by our director. Vickie mentioned that there are now more committees, and community service. Art reported that years ago there were just books, and now there are so many more options and activities. Liz stated now she feels it is more accepting. Sarah also said she felt very welcomed and loved having the librarian knowing what she liked to read.

Brian wants to focus on the building at this time: heat pumps, insulation, and carpets. He also said that he wants to grow a stronger Association. The board discussed ways to communicate the purpose of the Association, but decided the planning committee would get together to discuss this.

6. Brian also plans to attend the MLA conference on May 19-20.
7. The board decided the Annual Association meeting will be on May 21, at 5:30 for the Annual Association meeting, with the board meeting afterwards. At the April meeting the details will be finalized. Brian will promote this meeting.
8. The insurance company that Sylvia had contacted about directors insurance never responded after the initial contact. Art volunteered to research this.

Financial report was reviewed by Art, who reported that the stock market has been volatile but overall not a dire situation. He may reconvene a group from the board to discuss the mutual funds.

Right now, Liz does the deposits and pay the bills, and Art does the Quick books. The board also discussed paying a stipend to someone to do this job. Non-public inquiries have been made but no one was interested.

1. The net assets, liabilities and equities were \$

The statement of activity was reviewed.

2. The total revenue was \$

3. The total expenditures were \$

3. The net operating revenue was \$- due to the town check coming in on the last day of February.

There were no questions on the financial report.

The next meeting will be April 16, 2025 at 4:00 by zoom or in person.

Respectfully submitted

Valerie P. Sugden

Vassalboro Public Library Board Meeting Minutes

April 16, 2025

Attendees: Liz McMahon, Sue Taylor, Vickie Limberger, Therese Young, Denise Behr, Paula Dube, Sylvia Michaud, Sarah Phillips, Art Kingdon, Valerie Sugden

The board moved, seconded and approved the March minutes.

Librarian's report:

1. The library is still waiting for the clearance from Efficiency Maine to set up an install date for the heat pumps. The process for a commercial space for Efficiency Maine is time consuming. Brian will update the board of trustees once a date is confirmed because the library will need to be closed during the installation.

2. Erskine Cares Day is May 22 at 8:30am. Paula, Vickie, Therese and Val can help; Sue T will bring her trailer for brush. They will clear up all dead leaves, thin out perennials, weed in front of the library and reapply mulch,

3. A university student will be volunteering at the library over the summer. Bryan Casey attends the University of Rhode Island and will help with multiple projects from May 12-August 31, for up to 8 hours a week.

4. The Kennebec Land Trust asked the library to participate in a program at the Davidson Nature Preserve on 8-2-25. They asked for a librarian to be present to read "Blueberries for Sal." The program will also teach about the Kennebec Land Trust and then pick wild blueberries. The board brought up that these fields are full of poison ivy and ticks; Denise will contact the KLT about this.

5. Brian is working on an alewife field trip with the school. It will either be May 27 or May 30. Several volunteers have stepped forward from Maine Rivers, and DMR. Brian will need trustees to help by reading "Swimming Home" by Susan Hand Shetterly to the students. After the school kids Brian would like to offer a homeschool program.

6. There will be several action-packed programs for children this summer. This will include a Reading Raffle again for children and adults, sponsored by the PTO and Masonic lodge.

We will have the Coastal Maine Botanical Gardens pass again and perhaps a pass to the Railway Village in Boothbay.

There are more programs developing:

Chewonki, Bug mobile, June 17,

Conjuring Carroll, 1) Child Magic & 2) Adult Therapy, June 24

Mad Science, Ramp it up, July 14

Northern Stars, July 31 at Oak Grove Chapel,

Davidson Nature Preserve, wild blueberries, August 2

Tickles the Clown, August 8

Chewonki, Vernal Pools, August 18

7. Brian applied for Stephen and Tabitha King Grant for solar panels for the library. He can explain more if the library gets the grant, but it will require a modest investment from the library to receive the 30% tax credit from the IRS. Brian sent the grant proposal to the building committee to discuss if the grant is received.

8. Brian posted a sign for the association meeting on the door and social media.

Old Business

1. The board decided the Annual Association meeting will be on May 21, at 5:30 for the Annual Association meeting, with the board meeting afterwards. The board members will bring refreshments. We will elect officers and trustees after the Annual meeting.

2. The IMLS (Institute for Museum and Library system) was cut by the Feds, who funded the State library, who then had to cut staff. This paid for inter-library loan, connectivity, e-books, cloud library, support for online data, books for visually impaired. This will affect our funding. There are no exact budgetary figures for the local libraries yet.

Treasurers report

The Financial report was reviewed by Art, who reported that the stock market has been volatile and there has been about a \$30,000 loss during that time. The finance committee met last week and they discussed this situation and may consider selling or do some "loss harvesting", but as we are a non-profit, this does not apply to us. Right now we are invested in large, well managed funds. However the small cap funds may need to be sold so as to re-invest into more well performing stocks. For now, the committee recommends to wait out the market.

The statement of activity for March was reviewed.

1. The net assets were \$

2. The total revenue was \$

3. The total expenditures were \$

4. The net operating revenue was \$

There were no questions on the financial report.

The board moved, seconded and approved the financial report.

The next meeting will be May 21, 2025 at 5:30 for the Annual Association meeting and the May board meeting.

Respectfully submitted
Valerie P. Sugden

**Vassalboro Public Library Board Meeting Minutes
May 21, 2025**

Attendees: Brian Stanley, Liz McMahon, Therese Young, Vickie Limberger, Dean Limberger, Denise Behr, Sylvia Michaud, Sarah Phillips, Art Kingdon, Valerie Sugden

The board moved, seconded and approved the April minutes.

The board moved, seconded and approved the executive board as

Librarian's report:

Library Report

1. Jan Clowes, President of the Historical Society, was present to discuss the Harness Shop/ what we call the Annex. The Historical society wants to use part of the back room for another exit because they plan to upgrade the entire building and have historical tours. They would promote these tours throughout the year and the annex would be used as a historical display. The library can use the upstairs attic for storage or sell some items to consolidate. The library is invited to create a library display in the backroom and use it for book storage. We have discussed this question in the February 2024 meeting when the board decided to keep the Annex for needed storage. **See the last will and testament of Margaret Annette Lampson Davis of - 4.10.2006**

The board decided to allow the Historical society to use this area for their historical presentations.

2) Brian reported that the heat pumps are installed and that they have noticed a big difference in temperature consistency and air quality. Efficiency Maine requirements should be discussed: the library should stop the propane use in order to follow the guidelines. Brian will contact the propane company to discontinue the contract. The wood stove will be used as well for below zero weather.

3) Liz and Brian wrote an article for the Town line and will also submit for consideration into the Kennebec Journal. Brian sent it as an attachment.

4) The Alewife field trip for the VCS and homeschool group is next week, Tuesday the 27. Brian has reached out to the PTO for donations and will reach out to Masonic Lodge again for bikes.

5) The book sale will be on Friday, June 6, Saturday June 7 and Monday June 9. Set up is on Thursday June 4 at 10 am.

Treasurers Report

The statement of activity for April was reviewed

1. The total revenue was \$
2. The total expenditures were \$
3. The net operating revenue was \$

The board moved, seconded and approved the financial report.

The next meeting will be June 18, 2025 at 5:30

Respectfully submitted

Valerie P. Sugden

Vassalboro Public Library Board Meeting Minutes

June 18, 2025

Attendees: Liz McMahon, Therese Young, Vickie Limberger, Dean Limberger, Denise Behr, Sylvia Michaud, Sarah Phillips, Paula Dube, Art Kingdon, Valerie Sugden

By zoom: Brian Stanley

The board moved, seconded and approved the May minutes

Librarian's Report

- 1) Summer reading has begun, with it ending August 23 and the VCS PTO and Masonic Lodge will be sponsoring again. There was a full house for Chewonki and 10 kids for the summer story hour. Board members are encouraged to sign up to help.
- 2) The Booksale went well. Brian will need more help moving books to the mill to get rid of them. He also needs help to further consolidate miscellaneous stuff in the book-shed and small remote room.
- 3) Cam, Preston, Conor, and Brian used clear caulk along the outside of the building where the brick meets the soffit to prevent mice entering the building. They will keep the traps upstairs and see how it goes when fall arrives. So far ants have not been a major problem this year, but Brian has put 20 traps throughout the library.
- 4) Another theater production/ fundraiser for the Fall? Convene fundraising committee.
- 5) Hands on Tech Clinic, a Grange sponsored program is June 20th and 24th from 5:30-7pm.

Old Business

1. Booksale proceeds: \$1039.00

2. Select board meeting: The board discussed having a presence. Liz went to the town meeting, where a person wanted to reduce the library and rec budget by \$35,000.00. Liz

explained why it was important to the town. Fortunately, the vote didn't include those cuts. That shows that it is important to have a library representative there. The select board meets twice a month from December to April. Brian states that he will ask the town manager about the dates of the meetings.

3. Treasurer position update: Sylvia reported that she and Liz started to train Vicki and Dean on deposits. Dean signed up with Quickbooks.

4. The propane tanks will no longer be used and have been removed. Liz is waiting for the refunds to finish paying the propane accounts.

Treasurers Report

The statement of activity for May was reviewed by Art.

1. The statement of activity was affected by the purchase and install of the heat pumps.

2. This made the net operating revenue \$

3. The total assets were \$

4. Vickie has been checking the envelope for deposits. Dean will be starting to enter the data into Quickbooks in the future.

The board moved, seconded and approved the financial report.

The board voted to skip the July meeting, and meet August 20, 2025 at 4:00.

Respectfully submitted

Valerie P. Sugden