

**Minutes of the Board of Trustees**  
**D.A. Hurd Library**  
**November 10, 2025**

The meeting commenced at 6:00 p.m. with the following trustees present: Meleta Baker, Eric Smith, Ryan Gosser, Ben Philbrook, Cheryl Hoffman, Emilie Missud, Margaret Allaire, with Nancy Cotty coming a bit later. The library Director, Jennifer Traynor, was in attendance.

The **Secretary's Report** for the October 20, 2025 meeting was approved.

The **Treasurer's Report** was presented and approved with the understanding that the treasurer would provide missing details in 48 hours.

The **Advocacy Committee** reported that they have contacted a number of high school students with the hope that they can continue the photography of library events that Cam did last year. The group has reviewed digital photo frames and sent a few suggestions to the library director, though finding one with a battery to take to the Mill Field is proving elusive. Possible cooperation with Great Works Regional Land Trust for a story walk at one of the North Berwick conservation areas was briefly discussed along with a path from the elementary school to the library, which currently seems less helpful with the older children now schooling elsewhere. Events highlighting the library's 100th anniversary celebration could also continue to develop community ties and good will throughout the town.

**Director's Report** — The board approved hiring Eric Dutch to re-configure the circulation desk area to avoid pinch points during busy moments. The power supply monitoring system needs to be re-configured so that the back up battery doesn't lose power. This will cost about \$4,000. The process for getting a master key and about 20 new sub-keys for the front door has begun. The director is still waiting for an estimate from the electrician for a heat cable and an estimate for pump replacement for heating from Specialty Services.

The board gave the director permission to remove broken chairs.

The board discussed at length how to form a privacy policy that is both practical and fits the standard for public libraries in Maine. After much discussion, it seemed like the best way forward is to allow cards for minors under 9 with the understanding that the parents will have access to the records.

**Old Business** — The board asked our treasurer to locate last year's bonuses as a guideline as we wish to show appreciation to staff.

**New Business** — The board reviewed the first draft of the budget and voted to accept it with edits. The facility contingency fund will be changed to capital improvement fund and lowered to \$5,000, and the repairs and replacement category will be increased by \$3500. The president suggested we add to our monetary policy that anything left over in the capital improvement fund each year be dedicated to the investment savings accounts of the library for future capital needs.

The meeting was adjourned at 7:35.

The next meeting is Monday, December 8, at 6 p.m.