

MINUTES OF THE BOARD OF DIRECTORS

D. A. Hurd Library

January 12, 2026

The meeting commenced at 6:00 p.m. with the following board members present: Ryan Gosser, Tara O'Connor, Lincoln Harrison, Eric Smith, Cheryl Hoffman, Meleta Baker, Amber Fournier and the Library Director, Jennifer Traynor. Members absent were Marcia Miller, Emilie Missud, Margaret Allaire, Ben Philbrook and Nancy Cotty.

The **Secretary's Minutes** were approved.

The **Treasurer's Report** was approved. A motion was made and seconded to keep the nine month CDs that are due on January 31, 2026 at Service Credit Union for another nine months. It passed unanimously.

Advocacy Committee is scheduled to meet on January 26th.

Director's Report – Jen thanked the Board and the public for a good year. The average attendance is 80-100 patrons a day.

Maintenance issues: **(a)** The Fire Inspection passed, but the Board has one concern in that there is only one smoke detector that alerts the Fire Department and that is by the elevator. (It was noticed that the Berwick Fire Department is alerted and not North Berwick.) Linc volunteered to check with Eastern Fire to see about updating the alarms and see if the fire department location can be changed to North Berwick. **(b)** The emergency exit on the main floor in the back of the stacks has three stairs that are not handicap accessible. Linc thought a metal ramp would be useful. Ryan may have metal ramp sections that could be used. **(c)** If we lose power, the elevator cannot be used in an emergency. We should look at getting a small generator. **(d)** We got a quote from Michael D. Johnson & Co. to replace the heat roof cable to prevent ice buildup. This was tabled until spring. **(e)** Still waiting on locksmith/new key procedure. **(f)** Still need to address the issue of the snow, moisture and debris trapped between granite and windowsills outside of Children's Room.

Jen attended the January 12th Maine Library Commission meeting. The Commission decided to postpone any revisions so there will be no changes to the current MRLS agreement at this time. The next meeting is in March.

The Library Director is still working on the Privacy Policy concerning minors.

A staff member will be resigning on January 17th. This staff member will be greatly missed. Jen will be looking for someone to fill this position.

Old Business:

- (a) Nothing has been heard from the Town regarding our budget proposal
- (b) Insurance – tabled until the next renewal
- (c) Board Member Term document – tabled
- (d) Staff appreciation week is April 20th with the actual staff appreciation day being April 21st
- (e) Inventory – tabled until after digital record is corrected
- (f) Records Retention Policy - tabled

New Business:

- (a) Updated Meeting Room Use Policy – The title of this policy is being changed to Community Space Use Policy. Some language was added and some subtracted from the current wording of the policy. The main concern was language stating “A minimum of 1 staff member must be present for Library usage occurring outside of normal operation hours”. It was discussed that a Board Member would also be acceptable to be present for Library usage occurring outside of normal operation hours. Jen will contact our insurance broker for liability purposes. If approved, she will then reword the Policy and send it to the Board for comments.
- (b) Holiday Schedule – When a federally observed holiday falls on a Friday but the actual holiday is on a Saturday, the Library will be closed both days. (This happens twice in 2026 for Juneteenth and Fourth of July.) Also, a motion was made, seconded and voted unanimously to include Patriot’s Day as a scheduled day off since it is recognized by the State of Maine.
- (c) A water filter system is requested to be installed in a public space. The Community Center is in the process of adding one to their building, so if we got one at the same time it would save on freight charges. We could use some of our memorial funds to pay for this bottle station.

The meeting concluded at 7:45 p.m. Our next meeting will be February 9, 2026 at 6:00 p.m.

Respectfully submitted,
Amber Fournier, Secretary