

MINUTES OF THE BOARD OF TRUSTEES D.A. HURD LIBRARY SEPTEMBER 8, 2025

The meeting commenced at 6:00 p.m. with the following trustees present: Meleta Baker, Emilie Missud, Lincoln Harrison, Eric Smith, Margaret Allaire, Ryan Gosser, Amber Fournier, Ben Philbrook, Marcia Miller, and Nancy Cotty. The Library Director, Jennifer Traynor, was also in attendance.

The **Secretary's Report** for the July 10, 2025 meeting was approved.

The **Treasurer's Report** was presented, and a discussion ensued regarding interest rates when a CD comes due in January 2026.

There was no **Advocacy Committee** report as there is a meeting scheduled for later in the week.

Maintenance issues discussed were:

Security issues: (1) Changing the lock on the front door – who has keys. It was voted to change the lock. (2) Cameras – it was voted to explore the cost of an external/internal security system – Ryan and Jen will oversee this task.

Since the “wrapping room” is empty right now, Linc has volunteered to repair and repaint that room.

Linc is also getting an estimate regarding the roof ice dam issue – heat tape.

Ryan will ask Dwayne Morin about the removal of the granite rock in the front of the downstairs window sills outside as this is a building issue.

We need to get the Library Director plaque updated to include Jennifer's name.

Director's Report – (1) Thank yous were given for donations to the library, for the Master Gardener Volunteers' work in front of the library, and for the book sale volunteers.

(2) The book sale had at least 79 customers, and at the Mill Field booth 14 new patrons were added. The amount raised from book sale/bake sale was \$1,134.50. The leftover Young Adult books are being offered to the schools and to homeschoolers.

(3) We have an updated version of QuickBooks which our bookkeeper will start using this week.

(4) Our library has been chosen as one of the ten being visited by the Maine State Library on October 14th at 10:00 a.m.

(5) The Maine State Library is reworking the definition of a public library. We will wait to hear what the revised definition will be to see if we qualify.

(6) Professional development opportunities have been decreased. ALA is offering three 90-minute training sessions. Jen has been able to take part in one session so far.

(7) The summer reading program was a big hit with a large attendance.

(8) The Mill Field spot for the library was much better this year than last year.

Old Business –

(1) Insurance update – Jen is looking into policy(ies).

(2) Staff appreciation – still under discussion

New Business –

(1) Circulation Supervisor job description approved. Kim Parker is Circulation Supervisor. She oversees making library decisions when Jen is not in the building.

(2) Begin budget planning – draft due 12/25

(3) Records Retention Policy – tabled

(4) Inventory – tabled

Our next meeting will be on Monday, October 20, 2025 at 6:00 p.m.