

Minutes of the Board of Trustees
D.A. Hurd Library
October 20, 2025

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

Guests from the Master Gardener group attended the first portion of the meeting: Joan Shaw, Nancy Dennett, Heidi Walker and Sue Caler. These gardeners gave us an update of the gardening renovations they have accomplished at the front of our building. There are 24 different species present in the three new, enlarged gardens, all native to the area. Many are host plants for moths and butterflies. Over 100 plants were transplanted over the course of the summer. The group will come about once a week during the growing season to check on the plants and keep them healthy. They are also researching signs for each species to add an educational component to the pollinator gardens.

After this update, the gardeners departed.

The **Secretary's Report** for the September 8, 2025 meeting was approved.

The **Treasurer's Report** was presented and approved.

The **Advocacy Committee** is meeting next week. Amber Fournier is the new head of the committee.

Maintenance issues will begin to be incorporated into the Director's report, with more board attention focused on future needs, planning and budgeting.

Director's Report - Donations for the annual holiday raffle are now being accepted. The director needs more volunteers for the sensory garden next year, as well as a leader commitment from a Master Gardener in order to become a Master Gardener Volunteers (MGV) approved project. Meleta suggested putting an ad in the Cooperative Extension newsletter to get gardening volunteers for next season. With no lead Master Gardener currently available, the garden may not be an approved MGV garden next season since the deadline to apply is mid-November.

Annual renewals are occurring. The Charitable Organization license issued by the State expires the end of November. Once the taxes are completed around November 1st, this renewal can be completed.

Lincoln got a quote for the gutter installation on the back side of the building. Once our electrician can provide an estimate, probably sometime in the next week, to bring power to the heat tape, this maintenance issue can be fully resolved.

Old Business —

Insurance: The library director updated our insurance, including updating the information regarding staff salaries, sub-contractors, and workers' compensation. The new information raised the premium \$675 for the year. Even with this increase, we are still under budget for the year in this category. Kennebunk Savings Bank would like to bid for insurance on two policies coming up for renewal in the fall: the directors and officers insurance and employee practices liability insurance. The contents of the building insurance should be reviewed next year.

Staff appreciation — We are still waiting to hear from our bookkeeper whether we can provide gift cards to employees as a not for profit organization.

New Business —

MSL Listening Tour — The state is changing the requirements to be called a public library. We need to create a privacy and confidentiality policy in order to comply. This will need to be completed by January, 2026.

Budget planning — Nancy Cotty will work with Ryan and Jen to come up with well documented justifications for any changes the library wishes to make in each budget line. One item to add could be a reserve fund for long term capital needs.

Inventory — the library needs to correct many digital records to match what is actually in the building before a full inventory can occur.

Library Board terms — Currently board members serve an indefinite term, with the ability to resign at any time. The question of creating term limits was discussed at length. A two or three year term could help encourage new board members, since the commitment seems less onerous. It could help current board members feel less burdened, knowing their term has an ending. More rotation in office could also help the board become more representative of the town's population. However, since the board is volunteer, and volunteers can be difficult to find, current board members wondered if rotating board membership would actually happen.

How to renew a term was also discussed at length, since the board is all volunteer and board members wanted everyone to feel their contributions are valued, not judged. So how any term renewal is completed is key.

If the board chooses to create terms, initial terms would be rolling so that not everyone's term would end the same year.

Other new business was tabled and the meeting ended at 7:40 p.m.

Next meeting is Monday, November 10, at 6:00 p.m.

After the meeting was adjourned, some people looked briefly at the blueprints brought up showing the 2012 building addition proposals. Ben wondered if they could be digitized before they were thrown out.