

MINUTES OF THE BOARD OF DIRECTORS
D. A. HURD LIBRARY – MAY 11, 2026

The meeting commenced at 6:05 pm with the following Board Members present: Ben Philbrook, Meleta Baker, Marcia Miller, Cheryl Hoffman, Emilie Missud, Lincoln Harrison, Nancy Cotty, Amber Fournier, Ryan Gosser, Eric Smith and the Library Director, Jennifer Traynor. Absent were Tara O'Connor and Margaret Allaire.

The Secretary's April Minutes were approved.

We received a written request from The Yarn Divas for the purchase of new furniture in the front room. Ryan will meet with this group on Wednesday to discuss.

The Treasurer's Minutes for March were approved. Discussion ensued regarding the McCorrison Fund. A motion was made to withdraw all interest accrued over the $39,000 and to restart a CD for 12 months at 4% at Lighthouse Credit Union with the accrual to be deposited at LCU for the purchase of new furniture and to pay for the water bottle filling station. The motion passed unanimously.

Advocacy Committee met on May 4, 2026. The two main topics were the Welcome Packet to be presented to new patrons and the library's 100th year anniversary. Jennifer suggested a committee be formed to include members of the community for this celebration.

Director's Report: (a) April Statistics were outstanding. (b) There is new staff reorganization including a new library assistant. Her training will begin on May 18th. (c) The library provided material for the MSAD60 kindergarten registration bags. (d) There are many upcoming programs, one of which is a presentation by the North Berwick Historical Society. (e) The plant sale will be held on May 30th. We need volunteers to set up tents on Friday the 29th and to breakdown on the 30th after 12:00 pm. (f) The dehumidifier was installed in the elevator pit. A spot check for moisture levels in the pit indicate it is working well to prevent the standing water from recurring. Monthly visual checks will be done. (g) The locksmith will be coming on Thursday, May 14th. The cost for this service is $1,118.50. (h) The water filling station will be installed in about two weeks.

Maintenance issue: Two copper grounding rods need to be covered up as a liability matter. Linc will pound them into the ground.

Old Business: (a) The budget was approved. Ryan met with Dwayne after the town meeting to discuss the growth of the library. (b) The Executive Director annual review went well with the review committee stating Jennifer is doing an amazing job. A motion was made to extend the Library Director's contract for another year with the salary increase included in the budget. The motion was seconded and voted unanimously.

New Business: (a) Paid Time Off – the current policy states employees can accumulate 144 hours. Jennifer has over 144 hours, and a motion was made to pay Jennifer Traynor for the time over 144 hours in the last paycheck of the fiscal year to bring her leave down to 144 hours. The motion passed. Going forward, it was suggested that the policy has a line added to define loss of hours above 144. Ryan will check with our attorney to make sure we are not violating any wage laws.

We will need to find more Board members as Margaret Allaire and Lincoln Harrison have submitted their resignations. Ben Philbrook will also be resigning once we find a replacement Treasurer. We are sorry to see these members go and much appreciate the time they served on this committee.

There was a discussion on the library's growth.

Our next meeting will be June 8, 2026 at 6:00 pm. There won't be any meetings in July and August.

The meeting was adjourned at 7:25 pm.

Respectfully submitted,
Amber Fournier, Secretary