

## Waterboro Library trustee meeting

Dec 10, 2015

### Present:

Trustees: Brigit McCallum, Lynn Bilodeau, April Cote, Kellie DeMers, Joseph Demakis and Rosemary Whittaker

Library Director: Ruth Blake

Guest: jack Seery

Absent: trustee Sean Falasca

Submitted by Rosemary Whittaker, Vice President

1. Reviewed Ruth report. The knitting group drew 20 women. The group will meet every other week.
2. Open house will be Saturday Dec. 12 from 9 until 2:00 Brigit will bring cider and go to Hannaford for a gift card. Lynn will contribute something. Popcorn was suggested.
3. The following Saturday they will be making Gingerbread houses. More material is need for that activity.
4. Proposed budget: Discussion on what technology is needed. Kellie will look into the Stephen King foundation that has free iPads. Ruth, Joseph and Kellie will explore grants for tablets. In the future technology needs should be added on to the regular budget. Kellie and Joseph will send the information they gather to Ruth. She will ask for advice if needed and submit to budget.
5. Kellie researched getting a movie license. There is a special price of \$120 for libraries. The question is how interested would families be in using it? After much discussion the decision was to wait on movie licenses.
6. Discussion: Joseph said that the Library can use the TV for slide show which would include event successes, up coming events, new releases. Joseph could get it up and running in the new year. He will looked into seeing if library events could be added to the town hall screen.
7. New releases: what is being purchased? What is our wish list? This could be put in a slide show including New Years resolutions.
8. Lynn thought of putting a column in the Reporter on New Years resolutions and how the Library could help people be successful. Lynn and Ruth will work on that. Lynn thought we should first publish it in the paper then put on Facebook.

The above minutes submitted by trustee Rosemary Whittaker.

What is below is submitted by Friend of the Library Jack Seery:

**LIBRARY TRUSTEES:** At the meeting of December 10<sup>th</sup>, the Trustees developed the following set of needs for a library within a Community Center. The purpose of this

discussion is to be prepared to discuss our needs when a Community Center Building committee is convened.

**Directors office:**

In addition to the usual space for desk, chair etc., there needs to be space to meet with a small group of people (three or four).

**Staff work place:**

The kind of work creates the kind of space. The space will be used to process new books, book repair, handling Interlibrary Loan books (accepting, loaning and returning to the appropriate library). Computer and

**Kitchen:**

There are two separate needs in this regard.

First, the need for a staff break room, a place for staff to take a break and eat lunch or dinner. This requires a partial kitchen: refrigerator, microwave, coffee maker, small sink.

Second, is the desire to be able to serve a meal to the public. This requires a full kitchen. We think the Community Center would need the capacity to do this and it is possible that the library would have events that require it. We are aware of the complications of insurance cost and extensive codes that would have to be met. The larger group needs to explore all ramifications of a full kitchen.

**Collection - Total number of items in the collection for a town of 10,000.**

We need to consult with the Maine Library District consultant (Deb Clark) regarding this issue. What size collection is needed for Adult, Young Adult and Children? Note; stacks and aisles meet disability standards

Periodicals? How extensive? We need further consultation on this.

**Technology:**

Computers:

1. We see the need for both an area in which there would be a bank of computers for patrons as well as individual spaces around the library.
2. Children's room would have its own computers.
3. These computers would be desktop or laptop that can be secured. We don't think of the library providing iPads or other tablets, etc - these are too easily stolen.

Other forms of technology

1. Presentation technology - for power points or equivalent so that speakers could make professional presentations.
2. Sound system - built into the building

We will consult State Library staff re libraries and technology as we move into the future.

### **Children's area**

1. Separate stacks for children's books. Total volume of this to be decided
2. Separate computers
3. Some space for quiet reading and a place to allow overstressed children to be calmed
4. Place for crafts – need room size of renovated downstairs room
5. Large space – story hour Minecraft and similar activities
  - a. How many people; what kind of activities
6. Bathrooms, some for small children and some “family bathroom” with changing tables
7. Storage - what needs to be stored?

### **Young adult area**

High priority. This is a need that is often overlooked

1. Space off the adult area; not off the children's area
2. Need place to talk, chairs and beanbag sitting
3. Its own collection of materials geared to their interests.
4. Coat rack – cubbies or lockers - kids carry back packs, etc.
5. Desk for staff
6. Stacks about 4 foot high

### **Adult Area**

1. Technology needs: computers for research, job search and specialized needs that may be too expensive for individuals. There are business related sites that are very expensive and library could provide that service.
2. Tables for individuals to work at
3. Meeting rooms of various sizes: some for 10-15 for small group meetings. Others for 50 or more for outside presentations **These larger spaces would likely be shared spaces within the wider Community Center.**
4. Restrooms
5. Storage – often neglected
6. Display area: for art or historical displays
7. Periodical space.

It occurs to me that a former trustee who works at Portland library might be helpful. Perhaps a couple of people could bring what we have and discuss these issues further with her. (Sonya Durney)

Meeting ended at 8:30.

Next meeting will be Thursday, Jan. 28, 2016