

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
January 17, 2023
Director's Office
6:30 PM
MINUTES**

1. Meeting called to order at 6:25 PM

Peg Higgins, Ward 1
Samantha Gee, Ward 2
Candy Bailey, Ward 3
Kathy Noble, Ward 4
Pam Hubbard, Ward 5
Bruce Jolin, Ward 6
Marie LeJeune, Library Director
Katherine Parker-Wright, Patron's Services Supervisor

Not present:

Nat Goodspeed, City Manager's Designee

2. Acceptance of the Minutes of the November 15, 2023 Regular Meeting
CB1, PamH2
3. Treasurer's Report
The Library continues to spend money. There have been no transfers as of yet, but most likely there will need to be transfers into Staff Development. There are conferences coming up in the spring.
4. Friends of the Library Report
The Friends did well on the raffle basket at the Festival of Trees. They brought in about \$1,000.
They did fund Portland Museum of Art passes that are now available.
5. Communications from the Library Director
 - a. Staff Training Recap: Marie shared a video about Koha and how it worked which was the highlight of the training.
 - b. Inventory Project: There has never been an organized inventory done of the library. The process has started to begin this project.
 - c. Bathroom upgrade: The upgrade will begin with the wall tile, wall paint and flooring having been chosen. All of the bathrooms will be upgraded.
6. Old Business
 - a. There is a 2% budget cap, if anything goes above that a request for issues and options needs to be placed.
 - b. Switching to Koha will be about \$18,000. This cost would be for the first year only. Subsequently the cost will be \$5,000-\$6,000 as opposed to the

\$33,000 cost now. Marie is hoping that with these savings the library can be fine free, increase digital access, and obtaining equipment for further outreach programs.

- c. Marie is going to put in a request for a full-time Library Assistant which would be a new position. This position will focus on Marketing and Publicity.

7. New Business

Trust Funds: Marie received an email from a Trustee of one of the Trust Funds regarding the McDuffee Trust and another regarding the Edgerley Trust. Marie met with Rob Pallas regarding one of the funds which required an alcove with a plaque. It was suggested that Terrence O'Rourke, City Attorney, go to court to have the alcove portion removed. A discussion ensued regarding placing stickers and/or embossing items purchased from the Sarah L. Varney Trust and McDuffee Trust.

8. Other:

- a. A client came in and tried to engage in a religious conversation regarding his views with one of the workers. It was also noted that he approached an teenaged boy. Marie will be reaching out to RPD regarding this.

9. Adjourn

A motion was made by Pam H to adjourn the meeting and SG seconded. Meeting was adjourned at 7:32.

Next meeting will be held February 21, 2023 at 6:30 PM