



**Norridgewock Board of Library Trustees
Meeting Minutes
November 16, 2023
3:30 PM
Norridgewock Public Library – Mercer Rd.**

Present: Becky Ketchum, Jean Lancaster, Gloria Nicholson, and Librarian Kelli Dorais

Meeting opened at 3:30 PM.

Minutes of Last Meeting: Reviewed and approved with one change: second bullet/after school should read: Jean and Sharon assisted Kelli at the event.

News/Feedback:

- Former trustee/friend of the library MaryAnn Anderson, an employee of Johnny's, arranged the donation of 400 + daffodil bulbs, including three different varieties. She packaged the bulbs in bags of 5. The bulbs are free to anyone who visits the library. This is the second year in a row that bulbs have been used as an incentive to draw people to the library. Last year, hundreds of tulip bulbs were donated.
- Nina Pleasant notified us that she can no longer oversee the artist meet and greet programs. This popular program, which Nina launched several years ago, is a great way to showcase local artists and draw people into the library. Discussion on managing the program going forward ensued. Gloria will talk to Iver Lofving (participating artist and friend of the library) for ideas on program management going forward.
- Kelli reported that the new interior signage is being printed and will be ready to install soon. She also gave a report on library traffic in October. Visits continued to be strong, with around 200 again and 125 turning out for the Chewonki Owls program.

Ongoing Business:

- Story Time: Gloria proposed getting another table and some stacking chairs to make it easier to work with the children for the crafts portion of the program. In discussion, it was decided that a folding round table and stacking chairs would be best. Need to look at and price some ideas for inclusion in the 2024 budget.
- After School Kids: The December 12 session will make ornaments for the tree. Sharon and Kelli will run the program; need one more assistant (Becky agreed to come if needed and with some pre-training on the craft). The next after-school program will be in February. Tentatively agreed to make sock puppets. Gloria will share a video link to this craft at the January meeting.
- Wreaths: December 2 at the Grange Hall. Becky will do a flyer, Jean will distribute it, and get it on Facebook. Becky will buy more rings and wire. Sallie will teach and Gloria, Jean, and Becky will be on hand. Will check Marnie's availability to work the desk, in which case Kelli will also participate. Among wreaths to be made: one for Mercer Road and one for Sophie May Library.
- Holiday Stroll: The library will close at 12:30 on December 9. Gloria will donate hot chocolate mix and candy canes for bags; Kelli will get scented markers for the stroll and the library tree. Kelli will

lead the ornament-making and bag stamping (Becky has the stamps). Kelli, Gloria, and Jean will help support the event; Becky will help with setup and clean-up.

- Tamra Wight wildlife program discussed. Agreed to schedule for May 4. Cost: \$300. Will promote it as an “elementary school age” event. Plan on library venue, if a lot of interest, will move to the grange. Jean will contact Tamra.
- Online newspaper has not generated any interest. Appears people will not come into the library to read it, and a password for at-home readership is not feasible. Discontinue when the trial period is up and consider a trial hardcopy delivery.

Other:

- Book Return Box. Kelli reported that further investigation of costs came in even higher than the original investigation. Will look into the possibility of having someone locally, who works with metal, make a box. (Note: post-meeting, a local metalworking artist suggested that the librarian contact Brown’s Welding & Steel. They are local and have a website).
- The issue of being able to lock the entrance to the library from the inside was discussed. A simple bolt lock may be the solution; no need for a keyed system, which would be more costly and involved to install. Maybe Public Works can help us out.
- Library parking discussed. Becky suggested reaching out to the Rec Department for better cooperation.

New Business:

- Book Sale: agreed to have a book sale March 4-5 in the Mill Stream Elementary gym during town/presidential primary elections.
- Going into budget planning season, Becky proposed re-instituting the treasurer’s position. Jean Lancaster was nominated and accepted the position. Jean and Becky will meet with Pete Lyman on November 27 at 3 PM (town office) for tutorial/clarity on some categories. Full board will meet to review the budget on November 30 at 3 PM (library). Kelli would like to expand the budget for book purchases and cleaning services (extend cleaning to 2x month during winter months—floor care). Between now and November 30, we should get some costs for story time round table and stacking chairs, as well as a book return box. Need help from Richard on estimates for potential ramp replacement Main Library and Sophie May porch work and cost implications: expanding cleaning service.

The meeting adjourned at 5:40 PM.

Next Meeting: November 30. At that time, the Board will also finalize plans for the holiday stroll.

Submitted by Becky Ketchum 11/22/23