

Fort Kent Public Library
Board of Trustee Meeting
September 24, 2024

Attendance: Jake Theriault (Chairperson), Rory Collings (Vice Chairperson), Irene Murphy (Secretary), Ann Belanger, Norma Landry, Beurmond Banville, Mackenzie Hafford,

Absent: Karen Ouellette, Liz Guy

Other: Andrew Birden (Library Director)

- I. Call to Order: 5:30 pm by Jake Theriault
- I. Welcome: Jake welcomed our newest board member, Mackenzie Hafford
- II. Approve minutes:
Discussion: Some members could not open the link provided for the “minutes folder”. Norma moved and Ann seconded that we approve the minutes of the August meeting.
PASSED.
- III. Financial Report: Norma moved and Rory seconded that we approve the financial report as presented. **PASSED.**
- IV. Additional Agenda Item: Thank yous
- V. Business
 - A. Director’s Report: Discussion - It was decided that it is time to contact Roxy’s Renovations for Phase 2 of our downstairs project. Andrew is the point person on this project.
Memorial Brochures Discussion - All board members appreciated the memorial brochures and are anxious to see what they produce in terms of donations. There was also discussion regarding establishment of an “In Memoriam” system that could include a notebook of best sellers that patrons could select from as well as copies of books for the same purpose. It was also suggested that these materials be a part of the used book sales. Our newsletter as well as our annual report could also contain information regarding the “In Memoriam” donations.
 - B. Report on Les Amis: Irene reported that the Art Auction has a new date - January 24th. There were more suggestions of potential local artists who could be contacted.
 - C. Policies Discussion: Jake reported on the availability of our policies on our library website as well as the need to move forward with our policy reviews. To that end, the following subcommittees were formed:
Employee Handbook - Norma, Karen, Ann, Irene
Grounds and Maintenance - Beurmond and Karen
Volunteers - Mackenzie, Rory, and Irene
Library Policies -
Jake indicated that each subcommittee will report out on progress at each meeting.
 - D. Thank you to Beurmond for the painting of the sign. Mackenzie volunteered to bring this project to completion. The possibility of adding a solar light to the sign was also discussed.
 - E. Next meeting date: **Tuesday, October 29th at 5:30p**

F. VII. Adjournment: Norma moved and Mackenzie seconded that the meeting be adjourned. **PASSED.**