

**SHAW PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MINUTES**

November 12, 2025

Members present: Kathy Bishop (chair); John Contreni (secretary); Esther Ireland; Deb McAfee;  
Linda Wohlforth (vice chair);

Ex-officio:

Guests: Mike Roy

Meeting called to order: 4:02 p.m.

**1. Conflict of Interest with any agenda item by Board members?**

- a. None reported

**2. Approval of minutes**

- a. October 8, 2025. Kathy moved and Linda seconded that the minutes be approved as distributed. Motion carried, 5-0.

**3. Additions or deletions to the agenda?**

- a. Esther requested that two items be added to the agenda: 1) staff recognition; 2) budget concerns. The Trustees agreed to add the two items by consensus. See below, items 7a-b.

<b>Reports</b>
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**4. Report from the director.**

- a. Kathy briefed the Trustees on a meeting that she had with the staff. Highlights included:
  - i. PJ Tinto will be doing the Kids Craft Days.
  - ii. Connectstream will not be used for staff communication.
  - iii. The new time clock is working well for staff.
  - iv. Kathy reported on discussions with Beth Young about leasing a new copier for the SPL.
  - v. The question of costs per copy arose. Should we increase the cost for color copies? Deb will investigate what Staples charges. SPL currently charges \$.25 for b/w copy and \$.50 for color.
  - vi. Nancy Mandell (Austin, TX) donated \$8,000 to the SPL for new computers. They have been ordered.

<b>Old Business</b>
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**5. Approval of SPL Procedural Manual**

- a. Kathy moved and Esther seconded that we approve the revised SPL Procedural Manual. Motion passed 5-0.

**6. Updates**

- a. John noted that after extensive queries and investigations, the origin of the two red maple trees in front of the Library remains a mystery. Linda noted that Charlie

Aucoin had once before trimmed them. Kathy will call Charlie and seek his advice.

- b. Deb reported that she met with Town Manager Mike Roy about the possibility of installing a heated ramp on the south side of the main building. She has not heard back from concrete contractors about pricing. John Cobb suggested that it would cost about \$2000 to hook up the electricity to warm the concrete. At this point, Mike joined the meeting and contributed to the discussion. The discussion broadened to include the handicap entrance to the Annex. The following points were made:
  - i. There are no funds in the Town budget this year for new ramps.
  - ii. Esther suggested that the Annex ramp might be enclosed by a temporary partition. The group thought this was an idea worth pursuing. A partition would shield the handicap ramp from ice and snow. A light-weight enclosure might be held together with nuts and bolts to facilitate installation and removal.
  - iii. Mike expressed hesitancy about heating concrete in our climate and noted that someone would still need to remove snow from the ramps.
  - iv. John thought the wooden decking of both ramps could be replaced by non-skid composite material.
  - v. Mike encouraged the Trustees to come up with a “Plan” that would form the basis for a Town-issued request for proposals.
  
- c. Coworking space sign. John brought up at the last meeting the possibility of adding an outdoor sign indicating the availability of coworking space in the SPL. He shared an image of such a sign at the Monson Town Hall. After discussion, it was thought that a similar sign might be added to the sign at the corner of Lily Bay and Pleasant. TBD

<b>New Business</b>
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- 7. SPL 100<sup>th</sup> Anniversary Celebration. Kathy shared her discussion with Luke Muzzy of the Moosehead Historical Society and Museums concerning plans for celebrating the centennial of the Library’s founding. The celebration will take place on December 16 at 1:00 p.m. and will feature several speakers who will discuss the history of the SPL.
- 7a. Esther noted that this would be an ideal time to recognize the important contributions the staff make to the Library. We should do something in connection with the centennial to recognize their importance. Linda suggested that we might include the Library’s volunteers at the same time.
- 7b. Esther shared with the Trustees questions she had received regarding the Library’s budget and the future of the Book Club. Kathy provided background to the issue. She will follow up.

<b>Items For next Meeting: December 10, 2025</b>
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- 8. Plan for ramps and enclosure.
- 9. Plans for SPL Centennial Celebration.

**Adjournment at:** 5:47 p.m. Motion by Esther, second by Deb. Passed 5-0