

# SHAW PUBLIC LIBRARY

## BOARD OF TRUSTEES

### MINUTES

March 18, 2026

[Note: The Trustees met on the third Wednesday of the month since the SPL was closed on March 11 because of inclement weather.]

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

Ex-officio: Rachel Daigle, SPL Director

Guest: Brent Ireland

Meeting called to order: 3:30 p.m.

- 1. Conflict of Interest with any agenda item by Board members?**
  - a. None reported
- 2. Approval of minutes**
  - a. February 11, 2026. Esther moved and Deb seconded that the minutes be approved as distributed. Motion carried, 4-0-1.
- 3. Additions or deletions to the agenda?**
  - a. None

<b>Reports</b>
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- 4. Report from the director**
  - a.** Rachel previously distributed a report for February 2026, which is on file. Highlights include: The new computer system continues to be glitchy; the young kids room was moved to what formerly was the young adult room; parents are encouraged to stay with their children when they bring them to the Library and not to leave them unattended; SPL will be adjusting its hours to accommodate patrons who cannot make it to the Library between 10:00 a.m. and 5:00 p.m.; Mary Stefanik plans to retire in 30-60 days. “Mary is a huge asset”.
  - b.** Statistics for February
    - Patron visits: 433 (No stats taken in the Annex, all were tallied up front. We started having people man the back station regularly, again, just this month, so we are taking annex stats again in March.
    - Book club with David – eight attendees
    - Children’s programs – story time (six attendees), AMC (12 attendees), Dark Skies (18 attendees).
    - Alzheimer's discussion – six people attended and asked for this discussion to be extended so we added two more classes. Very positive response.
    - Copies Printed: 200
    - Interlibrary Loan: Our Requests: 14; Received: 50; Sent for other libraries: 44

- New Acquisitions: Books: 79; DVDs: 124; Periodicals: 9; Deleted: 815 (deletions are high as we work our way through the last stage of inventory in the children and juvenile sections. We unfortunately have many missing titles in these sections. This was not unexpected).
- c. John asked about the status of the Library Funding Request form. Rachel said that it was just about there.
- d. She also noted that she will be conducting interviews for P.J. Tinto's replacement.
- e. She has also posted a job listing for Mary's position.
- f. Kids' books are now being placed in bins, rather than on shelves and that has proved to be a hit with young patrons.
- g. The new door was installed. It needs a part, which should arrive soon. It is a fire door and will only open from the inside.
- h. SPL is starting a seed library and is looking to revive the community garden.
- i. Mary plans to retire at the end of March.
- j. Deb moved and Esther seconded that we accept the Director's report. Motion passed 5-0.

<b>Old Business</b>
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**5. Budget Recap**

- a. The proposed 2026-2027 budget is flat. Kathy and Rachel will present the proposed budget to the Select Board and the Budget Committee next week. Esther suggested that in the future we need to think about moving to a full-time librarian. The current monthly budget is on track. John noted that budget entries need to be checked and verified since there have been some coding issues.

**6. Main Ramp**

- a. Brent Ireland shared his sketches of the proposed deck on the south side of the main building. He graciously volunteered his time, tools, and workshop to the project. The Trustees reviewed the sketch with Brent. The deck will be eight feet wide by 28 feet long, approximately the length of the building. The deck will be built with pressure treated lumber and floored with Trex select decking. Heavy duty lattice around the deck skirt will allow air circulation under the deck. After discussion, John moved and Deb seconded that the Trustees accept Brent's proposal with gratitude and that he proceed to purchase the materials now with Trustee funds to beat price increases with the expectation that the Town will reimburse the Trustees up to \$5,000 for materials. Motion passed 5-0. Deb asked Kathy to meet with Mike Roy to discuss.

**7. Garden Plans**

- a. Rachel has not had a chance to speak with Mildred Stirling Kennedy about revitalizing Etta's Garden or about the suggestion to install a moon garden. Kathy will ask Mike Roy to have the Town's public works department remove the rotting railroad ties from the garden.

<b>New Business</b>
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**8. Terms of Trustees (currently all end on 2027)**

- a. The Trustees agreed that their terms should be staggered to bring the Board into conformity with other Town boards such as the Select Board and the Planning

Board and to ensure continuity of membership. Esther moved and Kathy seconded that Kathy bring the matter before the Select Board. Motion passed 5-0. The tentative plan is to end the terms of two non-officers in 2027 (Esther and Deb), of two officers (Linda and John) in 2028, and of the chair (Kathy) in 2029. Of course, current Trustees are eligible to apply with the Select Board for reappointment when their terms end.

**9. Maine State Library Report**

- a. The report was submitted on March 4, 2026. Rachel thanked Kathy for her help in preparing it.

<b>Items For next Meeting: April 8, 2026</b>
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**10. Strategic Plan**

- a. Kathy reported that our 2022-2025 strategic plan needs to be revised. She distributed our current plan and a copy of the Curtis Memorial Library (Brunswick) plan and asked Trustees to study both and be ready to update our plan at the next meeting.

**11. Report on Trustees terms of service**

**12. Update on the 2026-2027 budget**

**13. Update on the deck**

**Adjournment at:** 4:35 p.m. Motion by Esther, second by John. Passed 5-0.