

South Berwick Public Library Advisory Board Meeting  
May 18, 2021 7PM via Zoom

Attendees: Karen Eger, David Gagnon, Hilda Howell, Chris (Mike) Siebach, Katherine Gilchrist. Mark Dutka not able to attend.  
Minutes from the April meeting were approved and attested.

Old Business: Handicap ramp update:

Karen reported that the ceiling will be closed tomorrow, lighting is fixed. She will keep lights under the canopy on. Security camera video goes to the police station and even if someone is not watching, it can be reviewed as needed. Panic Buttons were tested by Karen and she knows how to reset them.

HVAC system update: Johnson Control to look and give an estimate (\$25,000), to replace system hardwired and monitored from any phone or computer. HVAC not functional without the software. Johnson Control can do all controls of whole building. David suggested to call whoever recommended Johnson Control and ask if other companies are available. Karen will check with Perry. Karen said she now reports to Jennifer Janelle, the Finance Director who will assist the Town Manager Perry. Katherine said the Board can advocate for Karen if needed as the library needs heat in the winter and AC in the summer.

New Maine State Library Trustees Handbooks: At the library for Board members.

New Business: Latest Maine Covid 19 executive orders and how it affects the library. Karen started replacing some Covid signs then everything changed.

May 24th people will still wear masks in the library (because of children) but no occupancy limits, distance or space requirements.

Sign: If you don't feel well, don't come in.

Staff: Three fully vaccinated, one in process.

Volunteers: Karen has not invited them back yet.

Box of masks and hand sanitizer will stay in the lobby.

Staff meeting will be on 5/29 to address a unified approach.

Reason to reduce hours has been eliminated. Look at opening for old hours, with closing to be 7PM and add one hour to Saturday. Late closing if programs warrant.

Three year plan survey: Discussion about type of survey and focus of survey. Services, accessibility, future needs/wants, check answer boxes, short and sweet, generic.

Katherine-sections of plan are for staff and board to decide, community input for other areas of plan. Looked at several survey samples. Discussed programs to offer.

Rollout of survey for June 8th voting day, can be paper and URL. Mike to check Question Pro. Survey Monkey is limited to 100 participants. Mike and Karen will work on survey and send to the board to check. Limit to a couple pages.

Meeting adjourned at 8PM Next meeting June 15th at 7PM in person.

Submitted by Hilda Howell

*attested by  
Hilda Howell 6/15/2021*