

Minutes of the ALP Library Trustee Meeting, April 9 2024 @ 3:19pm

Attending: Melissa Olson (Director), Brooke Hua (Chair) , Cressica Brazier, Ed Bacon, Jon Bolduc, Elana Kehoe, Susan West (Secretary)

Absent: Tom Stevens, Laura Read, Pete Anderson, Priscilla Fort

The March 19th meeting minutes were unanimously approved.

I. Directors Report:

The Maine State Library requires all branches to do an annual report, which is important for funding on a state and national level. They are due April 1st for the prior year. The annual reports go on the Maine State Library website. Melissa addressed a few items of note on the annual report:

- Data was presented on library patron attendance since 2019—the pandemic clearly affected in-person visits in 2020, but the numbers have risen, starting in 2022.
- Our budget is pretty healthy for our size for materials, and the Friends supplements our budget.
- Our many programs are increasing library attendance.
- After Melissa reworked the meeting room, patron attendance using it has increased noticeably. See the copy of the full annual report on the ALPL website; *the attendance data is appended below in Documents.*

Ed raised the question whether there should be more books in the meeting room. Melissa said that anyone may request more books to be upstairs in the meeting room, and elsewhere, and she can bring more books in. But she said the interlibrary loan means we don't have to have as many physical books here. Her view is that our focus should be on quality not quantity.

Upcoming events:

- Dungeons and Dragons will be held during spring break, to try to bring in more middle school kids. In the past Melissa geared spring break programming for younger children but attendance was low.
- The Poetry program occurs on April 27th. School Faculty on the Board said they would help share this information. Melissa will directly reach out to the English teacher.
- There will be a seed swap on Saturday May 4th—bring in any extra seeds you have and help yourself to seeds that others have brought. Garden tools will be out again for loan.
- Ed suggested a door room to close off the meeting room when there are meetings and events; we agreed that was a good idea; Melissa will look into our options.

II. Continuing Business:

Cressica, from the Energy Committee, again attended to tell us more about her work on energy for the SLI (Sustainable Libraries Initiative) accreditation, and handed out a sheet on the sections in our work for which she can be of assistance. *See this list, below, in the Documents section.* She went over a few sections, and has ideas for what recommended actions we can undertake. She said the full energy audit for the library was not conducted, which requires an independent auditor from Evergreen who tested what was necessary in order to do the work. For our accreditation we must have the energy audit done. Melissa has a separate fund from donations that she can use to cover the energy audit in the event that the energy committee/town does not pay for it.

Ed asked whether we can be denied accreditation if we cannot afford to do the required actions, should the Town refuse to pay for things like heat pumps—Melissa addressed funding sources outside of the Town budget, but said that all necessary work will be fully paid in order to attain our accreditation.

Melissa and Brooke plan to have weekly meetings to keep the accreditation process going well.

Ed asked if when this project is over whether we will get to just talk about the library without specific focused tasks. Melissa said that she's a very project-orientated person and wants to keep working on making the library better. Melissa and Ed will discuss this further.

We had a brief discussion of what we on the board feel like/want—we will come back to this discussion later.

Jon asked how he can work on sections that he's particularly interested in and what the process will be. Melissa will put together a master list of every single item, to make it easier to know who is doing each specific item in each category.

III. Items For the Common Good

Ed: To have a program on our experiences on the eclipse, especially from those who saw totality. Perhaps this can be done at the Historical Society?

Upcoming meetings: Tuesday May 14th, and Tuesday June 11th, each at 3:15pm.

We adjourned at 4:25 p.m.

Susan *AdS*, Secretary

IV. Meeting Documents

A reminder of who leads on the SLI sections:

Section A. -Melissa to lead.

Section B. - Laura to lead. Ed will work on the issue of light pollution.

Section C. - Pete thought Connie Delaney should look at this section.

Section D. - Brooke to lead.

Section E. - Melissa will work on this with the Energy Committee including Toby, Cressida, and Kizzie.

Section F. - Ed will do the water portion.

Section G. - Susan to lead.

Section H. - All to collaborate on this. Ed will lead non-profit portion.

Section I. - No takers.

Section J. - Brooke to lead.

Section K. - Melissa to lead.

Section L. - Brooke and Ed interested, but ultimately this might be better lead by Melissa and Richard.

Section M. - Final Presentation. Ed wanted to know who sees the final presentation and Melissa will get back to us on that.

This is the data sheet Melissa handed out at today's meeting (note that some questioned whether the visitation number for 2019 was accurate),

	2023	2022	2021	2020	2019
Visitation	4104	3844	2191	4000	8550
Circulation	4494	4746	5491	4349	4760
Collections	13,870	12,515	13,489	12,339	17,267
Budget	\$87,615	\$87,615	\$79,950	\$79,250	\$73,221
Programs	112	143	30 (virtual)	21	46
Meeting room	29	2	2	2	2

Cressica's chart of items for which she can provide us with assistance:

Questions & to-do for action items related to energy/consumption

Key: **Not started**, **in progress**, **complete**, **not applicable**, **recommended option**

Notes by Cressica

Section A. Getting Started (5 required from recommended)

A.10: Data Collection (Cressica/others) **submitted in-progress response**

- Complete after collecting data for:
 - D.1: Commuter Travel Miles, Emissions
 - F.1: Conduct a Water Assessment

A.11: Energy Audit (Cressica) **submitted in-progress response**

- Evergreen did building envelope inspection but not an actual energy audit.
- Do you want an actual, independent energy audit?

A.12: Waste Audit (who is doing this?)

Recommended (5 required):

A.16: Programming Policy

A.17: Email Signatures

A.18: Drawdown Ecochallenge - likely too involved

A.19: Sustainability Celebration

A.20: Library Web Site

A.21: Building Ownership Participation

A.22: Determining Your Carbon Footprint - would the board like to do this?

Section B. Outdoor spaces

Section C. Indoor Spaces

C.13: Sustainable Building Rating Systems - likely too involved for now

Section D. Transportation

D.1: Commuter Travel Miles, Emissions & Equivalents (Cressica can assist Melissa)

- Confirm miles with Melissa for footprint calculations
- Compared with typical Maine household (sources TBA)

D.2: Business Travel Miles, Emissions & Equivalents - might not be applicable, but check with Melissa

D.3: Library's Travel Policy (Susan)

D.4: Promote Transportation Programs (Melissa and Susan?) Could we ask how parents & patrons get to the library now, e.g. do they trip-chain or carpool?

D.6: Videoconferencing Solutions (Melissa)

D.7: Fleet Fuel Consumption & Emissions

D.8: Fleet Fuel Emission Equivalents

D.9: Fleet Fuel Reduction Strategy

Recommended (4 required):

D.11: Provide Bike Rack

D.12: Bus Route - school bus

D.13: Commuting Carbon Footprint - "staff challenge to reduce commuting footprint"

D.14: Bike Repair Station (?)

D.15: Host Bike Safety Program - possible, but usually held at school

D.16: Telecommuting

D.17: Carbon Offsets for Air Travel - even if needed, Cressica does not recommend

D.18: Fleet Wrap or Decal

D.19: Electric Vehicle Charging Stations (Cressica) - when to plan installation?

Section E. Energy

E.1: Electricity Consumption & Emissions (Cressica) **submitted in-progress response**

- Completed, but we can update the emissions factors to Maine's grid

E.2: Electricity Emission Equivalents (Cressica) **submitted in-progress response**

- Compared with typical Maine home (sources TBA)
- What other comparisons should we do, to discuss with board?

E.3: Building-Fuel Consumption & Emissions (Cressica) **submitted in-progress response**

- Waiting on 2024 season oil bills for update

E.4: Building-Fuel Emission Equivalents (Cressica) **submitted in-progress response**

- Compared with typical Maine home (sources TBA)
- Waiting on 2024 season oil bills for update

E.5: Appropriate Light Levels (Cressica) - will do soon

E.6: Turn Off Lights (Melissa/Cressica) - discussed at last meeting; will also turn off lights when occupancy sensors installed

E.7: Task Lighting (Melissa)

Submitted by Susan West, Secretary

