Maine Library Commission (MLC) Minutes
In-person meeting held at the Maine State Library (MSL)
June 15, 2026

Welcome, Call to Order
Meeting called to order by Bryce Cundick at 1:00 p.m.

Bryce noted that Andrew Wallace resigned from the MLC and thanked him for serving on the Commission.

Members in Attendance
Bryce Cundick, Andrea DeBiase, Wynter Giddings, Heidi Grimm, Joe Houston, Ben Treat, Heather Perkinson

Members Absent
Sarah Moore, Judi Moreno, Jane Ouderkirk, Kristie Wilfong

MSL Staff in Attendance
Lori Stockman, Kimberly Clark, James Jackson Sanborn, Marijke Visser, Elaine Bissonnette (minutes)

Special Guest
Sarah Forster, State of Maine Assistant Attorney General

Public Attendance: 20 people (5 in-person, 15 via Zoom)

Public Comment

1. Andrea Stark (Director, Monroe Community Library) thanked the MLC for the opportunity to speak and provided background on the Monroe Community Library. She noted that the town of Monroe has approximately 1,000 residents and the library, located in Waldo County, is a small, rural, volunteer-led institution established in the 1960s. The library is in the Town Hall, a former high school building, and occupies approximately 600 square feet. The collection was digitized in 2012 following a recommendation from Valerie Osborne (former MSL Consultant). A grant from the King Foundation funded the library's first computer and a subscription to LibraryWorld. Stark joined the library board in 2019, and the library became a member of Balsam in 2020. She emphasized the library's reliance on MSL services and encouraged the MLC to consider the needs of small rural libraries as the rulemaking process moves forward. Andrea agreed to send a written copy of her comments to Lori Stockman, Maine State Librarian.

Review/Approval of Revised MSL Patron Behavior Policy

- The policy went through extensive review and revisions in the following areas:
    - Circulation of leaflets and petitions
    - Unattended children
    - Motion made by Wynter to accept the revised MSL Patron Behavior Policy and seconded by Andi. Passed with unanimous consent

Review/Approval of MLC Remote Meeting Policy

- MSL recently learned that legislation enacted in 2021 requires all State of Maine Boards and Commissions to adopt a remote meeting policy. Because the MLC did not establish such a policy at that time, it is no longer permitted to conduct meetings remotely until a policy is formally adopted. Lori reported that she worked with Sarah Forster to draft a remote meeting policy for the Commission's consideration and vote at today's meeting.
    - Motion to approve the new Remote Meeting Policy made by Wynter and seconded by Heidi. Passed with unanimous consent

Review/Approval of MLC Rulemaking Petition

- Sarah Forster reported that, under guidance from the Maine Department of the Secretary of State regarding the rulemaking process, the MLC must establish a petition process to allow members of the public to submit proposed rules for the Commission's consideration. A draft petition provided by the Secretary of State's Office was reviewed. In consultation with Sarah Forster, Bryce, and Heidi, MSL elected to retain the draft without modification and requested that the MLC adopt the petition process for the duration of the current rulemaking effort.
    - Sarah clarified that there are two types of Petitions for rulemaking:
        - **Petitions with fewer than 150 signatures:** A petition may be submitted requesting consideration of a proposed rule. The MLC may choose to initiate a rulemaking proceeding, decline to do so, or defer consideration to a later date.
        - **Petitions with 150 or more signatures:** State law requires the agency to begin a rulemaking proceeding on the petition within 60 days of its submission.
    - Heidi made a motion to accept the petition as written, and it was seconded by Joe. Passed with unanimous consent

Consensus Based Rulemaking

- Sarah Forster, who did briefly explain consensus-based rulemaking at the January 2026 MLC meeting, further explained that this is one option available to an entity with rulemaking authority, such as the MLC. This would allow the MLC to identify and appoint a group of stakeholders, excluding MLC members, to participate in a public advisory process. The group would meet publicly, with agendas prepared and meeting notes recorded. Its purpose would be to work toward developing a proposed rule for consideration by the MLC. Upon receiving the recommendation, the MLC could choose to adopt the proposed rule in its entirety, adopt selected portions, or modify it by adding its own content. The proposed rule would then move forward through the formal rulemaking process established under the Administrative Procedure Act (APA).
    - Bryce and Heidi noted that establishing such a group would be redundant.
    - Motion made by Wynter to not accept Consensus Based Rulemaking and seconded by Andi. Passed with unanimous consent.

Overview of Current Rulemaking Process

- Sarah Forster explained that the current work is considered **Stage 1**, the pre-proposal phase of rulemaking. During this internal review stage, a draft proposed rule is developed before formal

notice is provided to the public. Once the proposed rule is ready, it is made available for public review and comment, allowing interested parties an opportunity to analyze and provide feedback before the rule is finalized and filed with the Secretary of State.

- Bryce proposed holding an all-day MLC work session in July or August to expedite the rulemaking process and develop a draft rule for consideration at the September MLC meeting. This session will not be open to the public.
- Heidi, Joe, and Wynter expressed support for holding an all-day work session to complete work on the rulemaking process, allowing the MLC time to begin focusing on other important issues.
- Lori will send a Doodle poll to MLC members to identify a date in July or August for the proposed work session. She will also send a SurveyMonkey questionnaire to collect comments and feedback on various sections of the current draft rule in advance of the meeting. Using the survey responses, Bryce and Heidi will develop an agenda designed to facilitate a focused work session. The goal is to make substantial progress on the draft and prepare a proposed rule for consideration at the September MLC meeting.

Continued Discussion of MRLS Current Draft Rule

Section 5D (2)

- (a) The library director engages in at least **8** hours of professional development annually
- (b) The MLC agreed to change the wording to:
    - All members of the **governing board of trustees or directors, where such a body exists,** attend at least one professional development opportunity annually.
    - The definition of a governing board will be added to the list of definitions in Section 2, p. 1

  Comments

    - If this passes, Ben stated that he intends to consult with his board to confirm what professional development (PD) they have taken part in and will recommend PD opportunities if none have been completed.
    - Andi suggested that trustees could meet one hour prior to a board meeting and view a professional development (PD) webinar to fulfill the requirement.
    - Lori recommended referring trustees to the monthly National CE Calendar compiled by MSL staff, which includes a list of free events and webinars they can attend.
    - Marijke noted that Professional Development for directors and trustees would be certified in the annual report and audited through periodic visits from the MSL Library Development staff.
- (c) remove **CIPA** from the list
- (d) Change wording to:
    - **The library reviews and maintains policies regularly**

Section 5D (5)

- (a) Change wording to:
    - It has a **fixed** location
- (d) Change wording to:
    - It has at least one dedicated public **Internet** access computer and printer

- (e) Change wording to:
    - It has a dedicated **email address and specific phone number to the library**

Section 6

- (a) It complies with Maine's confidentiality of Library records Law, 27 M.R.S. §121.
    - Joe questioned whether this needs to be included in the rule
    - Marijke feels it's helpful for the library to be able to reference the law
    - Bryce suggested leaving it

Other Business

- Bryce reported that MSL met with MSLN and Network Maine in June to clarify that a library will lose its internet connection if it fails to remain in compliance with the criteria for membership in MRLS.
- Joe expressed concern about the amount of downtime with Sierra, noting that it has been unavailable approximately 2–3 days per month over the past several months. James Jackson Sanborn responded that the outages are due to a number of distributed denial-of-service attacks, which cause traffic to go from normal levels to an unusually high volume. He noted that Clarivate hosting is working to implement Cloudflare solutions across the system to help prevent these disruptions. Maine InfoNet indicated interest in being the first to implement Cloudflare.

Adjourn

Motion to adjourn made by Heidi and seconded by Joe. Meeting Adjourned at 2:50 p.m.

Upcoming Meetings

- August 19, 9 a.m. – 4:00 p.m. (in-person work session at MSL)
- September 14, 1-3 p.m.
- November 9, 1-3 p.m.