

**Board of Trustees Meeting  
Converse Free Library  
Monday, January 7, 2019  
Approved Meeting Minutes**

Present: Audrey Brown, Dan O'Hara, Judy Russell, Deborah Robinson, Pete Swart, Marybeth Durkin, Georgina Voegele, Cindy Valence, Jeff Valence (Lyme School), Mark Bolinger (Lyme Energy committee)

Meeting called to order at 7:09 p.m.

**Opening**

- Books trustees are reading or have recently read: *Barren Lands* (nonfiction; about diamond exploration in Canada); *Pachinko* (novel about multigenerational Korean family living in Japan); *Reader, Come Home* (nonfiction book by a neuro linguist about the impact of technology on our ability to read and process information).

**Review and approval of December meeting minutes**

- Motion to approve minutes as amended (several date references needed to be changed from *October* to *November*). Dan made a motion to approve December minutes as submitted; Deb seconded. Minutes were unanimously approved.

**School Update—Jeff**

- Description of school budget status; Budget committee is asking for cutbacks that amount to about \$180,000, which might require some programmatic cuts.
- Judy updated board on provision of library services at the school by library aide Chloe Valence. Starting this month, for instruction of grades 3-5, library services will operate on a three-week cycle: week 1, library-based instruction (led by Chloe); week 2, school-based instruction (led by Chloe), and week 3, library skills lessons (led by Judy with Chloe assisting).

**Treasurer's Report – Pete**

- Update on checking account funds for December: \$2,124.60 for books; \$1,784 to Tim Olsen for purchase and installation of new air conditioners and dehumidifier.
- Town budget: We don't have a final budget report for the year yet, but it looks like the library will be returning some money to the town.
- Judy reported a discrepancy in the actual hourly rate increase for library staff between the 3% increase allocated by Library's proposed budget and the amount that was paid by the payroll office (reflective of a 2.7% increase). Pete and/or Judy will talk to Dina this week.
- Discussion of budget process and how and when to best provide Budget Committee with whatever information might be useful to them about the value of the budgeted monies that will cover the cost of the proposed third staff member. Judy and/or Pete will consult with Judy Brotman and/or Dina to determine this.

**Library Director's Report –Judy**

- Judy has finished spending the grant money allocated to the upgrading of the junior nonfiction collection. The new books—all high-interest or curriculum-related subjects—are still being processed but when they are ready and new shelving is delivered and in place, the library will host an open-house event to introduce the community (and the Lyme Foundation) to the new collection. The weeded collection is already getting increased attention by students and young library patrons, as the shelves have more space and books are more visible and appealing.
- New library card project is still in process. Once it's complete, all patrons will have wallet and keyring cards that can be used for checking out books from the Converse Free Library and from the library's collections that are housed at the school and at the Lyme Center Academy Building

(Wellness Collection) and for possible access to online content and services (including two proposed new services: Kanopy, which offers independent films and children's content, and Mango language learning).

- Upcoming (and ongoing) programs:
  - Artists' Reception. Wednesday, January 9, 5:30 to 7 p.m.: Students of Aline Ordman (works are on display January 2 to March 30).
  - Family Library Time, Thursdays from 10:30 a.m. to noon.
  - Hamiltunes Upper Valley singalong at the Norwich Congregational Church. Collaborative effort of the Lyme, Norwich, Lebanon, and West Lebanon libraries, Friday, January 11, 7 p.m.
  - Search and Rescue Adventures, and How to Stay Safe in the Backcountry, with James Mason, Tuesday, January 22, 7 p.m.
  - The State of the US Economy with Emily Blanchard. Beta test of part of a series of four programs that provides community information and resources on economic issues. Tuesday, February 12.
- Year-end statistics: electronic circulation numbers are up; physical circulation is down a little. The library had record attendance and use. Strong program attendance; circulation equates to 16 books per capita annually and does not take the widely-used courtesy collection into account. Museum passes continue to be well-used: VINS, MFA, Squam Lake Science Center get the most use. DVD circulation is still high; about 400 DVDs go out each month.
- The issue of nonresident fees (or lack of) came up at the budget committee meeting. The library gets a lot of use from Thetford/East Thetford patrons. The board agreed that Judy should write a friendly letter to nonresident patrons thanking them for their patronage and suggesting they might make a tax-deductible donation to the library.

#### **Buildings and Grounds—Dan**

- Photovoltaic System Swan Grant application has been drafted and Mark Bolinger (of Lyme Energy Committee) attended the meeting to discuss the application. Funds would pay for purchase and installation of solar panels on the library. It is anticipated that the energy generated could cover as much as 80 to 90 percent of the library's electric bill, and because the cost of power storage batteries is coming down, battery installation (not part of the grant but something that could be purchased later) would mean the library would have a reserve of power that could benefit the community (e.g., wifi access) in the event of widespread power outages. Installation of solar panels is contingent upon the library receiving funding for a new roof, whether through a Swan Grant or alternative funding.
- Some general discussion of the library's Swan Grant application, which is for funding of a number of capital projects that have been in discussion: window well exit from the lower level, repair of the two doors at the rear of the building, along with the new roof.
- We have estimates from Tim Olsen Construction for the various pending projects. Those estimates were used to determine amount requested in the Swan Grant application for capital expenses.
- Snow and ice in parking lot has been problematic this winter, and one or two patrons have slipped. Judy is talking to Dina to see if town maintenance of the lot can be improved. A suggestion was made that Judy contact someone on the Lyme Safety Committee.
- New emergency fire panel needs to be added to infrastructure cost (Judy is waiting on an estimate). The existing panel is outdated and there are no longer parts available for repairs.

#### **Friends update**

- Friends meet next on Monday, January 14, at 10:30 a.m. Audrey will try to go.

**Upcoming Events—Trustees encouraged to attend**

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**Fundraising Committee Report—Judy and Georgina**

- Judy will be pulling together materials for the library's capital expenditures grant proposal.
- The Fundraising Committee has drafted a letter of support for the Lyme Energy Committee Photovoltaic System application. Judy will circulate the letter to the board and Georgina will sign on behalf of the board.

**Technology Report—Judy**

- The library's internet connection has been glitchy; WiValley is coming to reconfigure some of the hardware. This is a second attempt to improve the connection, but at no cost to the library as WiValley is providing the new hardware.
- Judy purchased a new, larger monitor for her desk.

**Old and New Business**

- Dan, Marybeth and Pete will all re-up for the board positions. Judy will publicly note in her usual town communications that there are three seats up for reelection and that we have three incumbents on the ballot.

**Next Trustee meeting**

- Next scheduled meeting is Monday, February 4, at 7 p.m.

Deb made a motion to adjourn the meeting, Georgina seconded it. The meeting adjourned at 9:00 p.m.

Respectfully submitted,  
Audrey Brown

The mission of the Converse Free Library is to foster a love of reading in the Lyme community.  
In a welcoming environment, the library provides services and resources that encourage learning, stimulate curiosity, and invite the sharing of ideas.