

**Board of Trustees Meeting  
Converse Free Library  
Monday, June 3, 2019  
Approved Meeting Minutes**

**Present:** Judy Russell, Deb Robinson, Dan O’Hara, Pete Swart, Audrey Brown, Nancy Grandine (calling in), Beth Taylor, Georgina Voegele

The meeting was called to order at 7:05 p.m.

**Trustees 101**—we will resume this at a later date.

**Secretary’s Report—Audrey**

- Minutes from the May meeting were approved as submitted (Pete/Dan)

**Treasurer’s Report—Pete**

- Donations to the Library in May: \$45,000 Swan Grant; \$500 Lyme Early Education Foundation (designated for learning kits); \$1,000 from Peter Gamble (to be spent at the library’s discretion); \$96 from Lyme children’s lemonade stand and yard sale.
- Money debited from checking account was spent on new library shelving project and books.
- We are on track with town budget.
- Volunteer expenses—\$5 gift certificates for Lyme Farm Fresh Farmstand; \$120 on lunch (catered by the Coop) for annual volunteer gathering/meeting.

**Library Directors’ Report—Judy**

- The ALA is asking librarians to be in touch with the census offices around the country to support a complete and accurate count for the 2020 Census. Libraries are ideally positioned to share information about the importance of an accurate Census count and to help ensure that everyone is counted, as this Census will be mostly done online, even though many U.S. households lack Internet access.
- Legislative happenings relating to library funding: Federal IMLS (Institute of Museum and Library Services) funding went through and was increased by \$11 million in the 2020 federal budget. This funding is distributed to states to support library services throughout the state. A board objective is to more closely follow the portions of the legislative agenda that relate to libraries.
- Relating to state library communication, two recently hired New Hampshire state library staff members have restarted the writing and circulation of a state library newsletter, which will be a good source of statewide library news and updates.

- At today's volunteer meeting, Judy informed the volunteers of changes coming with the hiring of the new library assistant. These changes, with volunteers doing circulation desk work only at limited times during the week, puts the library more in line with best practices and state policies relating to library volunteer corps. The circulation desk will be staffed with experienced volunteers on Wednesday evenings and Saturday mornings and other short intervals when there will be just one librarian on duty. Potential new volunteer roles: programming or advocacy; public relations—photographer at events; technology coach (making use of online library services such as Ancestry database). About five current volunteers have decided not to continue as a result of the new changes. The library has a total of 38 volunteers; 17 of whom were circulation desk volunteers.
- Preparation for the Summer Reading Program (A Universe of Stories) is in full swing. Next week, students will sign up. This year features a photo booth and some new incentives. The Stuffy Sleepover will happen again this summer. The Summer Reading Program will conclude with a celebration at the library, to be held just before the back-to-school ice cream social.

#### **Friends of Lyme Library—Beth**

- The Friends recently held their annual meeting, which Beth attended. There is now a PayPal donation button on the library website for ease of making donations to the Friends. Total funds raised by the Friends last year was \$14,501.
- The Friends are taking on the task of cleaning and refurbishing the library book bags and will fund some new books for the bags. Other pending purchases courtesy of the Friends include a new display case and improvements slated for the the junior section as the old shelving is replaced.
- Art shows: Liliana Paradiso continues until the end of June; July-September will be Carl Mehrbach (reception is July 10).
- Sue Ryan, who volunteers to repair damaged books for the library, made a point to thank Judy for sending her to a book repair workshop at Dartmouth College. She reported that she learned a lot.
- For future book sale donations, the Friends will be adopting the same donation policy that the library has.

#### **Policy Committee—Beth**

- Trustees reviewed the updated Personnel Policy. Pete made a motion to approve the personnel policy; Deb seconded the motion. In discussion, Nancy expressed interest in seeing the marked up copy prior to casting her vote. The committee is happy to circulate that version of the policy. There is a possibility that the policy will require some updating as a result of an upcoming town vote on the town personnel policy (portions of which appear

in the library policy) at their next meeting. The Trustees voted to approve the revised policy with one abstention (Nancy).

#### **Buildings and Grounds Committee—Dan**

- Previously repair to the curbs in the parking area did not hold, but the area is now shored up (with thanks for the help from Beth's husband Russell). Brief discussion of investing in rubber curb stops.
- Roofing estimates are in process. Trustees agree with Judy's plan is to hire Tim Olsen to do the roof; Fire panel replacement, Lobby door and sidelight replacements, and other pending projects are in process and will continue throughout the summer.

#### **Fundraising Committee—Beth and Judy**

Planning letters to nonresidents and keep in touch letters to potential donors. With volunteer fundraiser Kay Ramsden, Judy would love to see the board plan an event and run with some of the plans that have been talked about.

#### **Technology Committee—Judy**

- No updates this month.

#### **Other Business**

- Judy will not continue on the Community Care of Lyme board due to limitations on her time.
- Other than committees, trustees will not meet over the summer.
- Judy will be on vacation from July 27 to August 18.
- Next board meeting September 9, at 7:00 p.m.

The meeting was adjourned at 8:37 p.m.

The next Trustee meeting is Monday, September 9, at 7 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.