

**Converse Free Library Board of Trustees Meeting**  
**Monday, December 2, 2019 7:00pm**  
**Meeting Minutes**

Meeting called to order at 7:10 pm

**Present:** Audrey Brown, Marybeth Durkin, Nancy Grandine (call in), Dan O'Hara, Deb Robinson, Judy Russell, Beth Taylor, Cindy Valence.

**Secretary's Report- Marybeth**

1. November regular meeting minutes were reviewed. Corrections discussed and minutes corrected. Nancy made a motion to approve as amended, Beth seconded, and all members were in favor.

**Treasurer's Report – Judy**

1. Judy reviewed the Lyme Town Library Financial Report, updated through November. The two largest sources of income this fiscal year are Blisters for Books which took in \$4373 and the Birthday Book club which took in \$1215. 103 students to date have submitted their pledges from Blisters for Books.
2. The Town of Lyme Budget Report should be available soon.

**2020 Library Budget – Judy**

1. No updates at this time.

**Library Director's Report – Judy**

1. The updated Select Board and School Memorandum of Understanding was reviewed and signed by all trustees present. The MOU sets forth an agreement between the select Board of Lyme and the Trustees of the Library on the division of responsibilities and authority for the library building, personnel administration, and financial administration.
2. Judy thanked the trustees for attending the Library Open House which was undertaken to provide information to the community on the new library card system and other library services. More than 100 people were estimated to attend on Saturday, November 16. Judy reported that patrons are using the new services.
3. Ideas for year-end volunteer gifts were discussed. Judy will work with Pete on obtaining gift cards.
4. Circulation numbers, year to date, were reviewed. We are on target to pass last year's numbers. Kanopy and NYT on line uses have increased, due in part to the information obtained during the Library Open House. Physical audio and video numbers are dropping off but predictably shifting to digital content.
5. Judy acknowledged the very generous and ongoing fiscal support from the Friends. Judy plans to ask the Friends if some of the money appropriated for printed books could be allocated to Ebooks.
6. The library has limited access to the ILL system (which was off line for more than 2 years but recently went live with a new system) but anticipates future robust access.

### **Technology Committee Updates – Judy**

1. No updates at this time. Judy has many ideas and continues to engage in planning.

### **Buildings and Grounds Committee – Dan**

1. Work has started on several of the projects that are being funded by the Swan grants.
2. The door and frame in the children's corner has been replaced.
3. The emergency exit window has been installed with some final finishing touches anticipated. Mike Hinsley and Mike Mundy stopped by and have approved of it as an appropriate emergency exit from the basement. The trustees looked at the nearly completed project and expressed appreciation.
4. We are still hoping to get the foyer window and foundation work done this fall but the cold weather may postpone this until the spring.
5. We missed getting the elevator inspection done on the month required by the state. The arrangement with Garaventa needs to be updated to avoid a recurrence. The elevator was inspected in February of 2019, so it is current but the state has indicated that the library elevator should be annually inspected each October.
6. Monthly flushes are recommended given that the library's overall water use is low to help address the malodorous water issue.
7. The shelving obtained from the Dartmouth Bookstore remains in storage and placement plans are pending.

### **Policy Committee – Audrey**

1. Meeting Room policy – review tabled until next meeting.

### **Friends of Lyme Library – Audrey**

1. The book sale is Saturday, December 14, 9am – 12 noon. Trustees are encouraged to help. Cindy is committed to clean up.
2. Audrey will attend the next Friends meeting on December 9 and will provide updated information on how the trustees can help with the book sale.

### **Other Business - Audrey**

1. The Conflict of Interest policy was circulated and signed by the trustees present. Remaining signatures from those not present will be obtained.
2. Right to Know Laws. Audrey has reviewed the laws. There must be prior notice of any public or non-public meeting that contains the time, date, and place of the proposed meeting, and it must be posted in two appropriate public places at least 24 hours before the proposed meeting, unless there is an emergency. There is no requirement that an agenda be posted. Going forward, the trustee meetings will be posted in advance at the library and on the library web site. The minutes are available to the public and are posted in both draft and final format in a binder in the library and in final format on the library web site.
3. Future planning: Trustee terms wrapping up in 2020 for Nancy, Audrey, and Georgina. Consecutive term limits will be reviewed.
4. Staff vacation time across the holiday. The library will close at 1pm on Christmas Eve, closed Christmas day and the day after, and reopen on Friday, 12/27.

### **Upcoming Library Events**

1. Saturday, December 14, 9 a.m. to noon. Friends of Lyme Library Holiday Book Sale.
2. Tuesday, December 17, holiday event - details TBD

Meeting adjourned at 8:05 pm

Respectfully submitted,  
Marybeth Durkin

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.