

Converse Free Library Board of Trustees Meeting
Monday, November 4, 2019 7:00 pm
Approved Meeting Minutes

Meeting called to order at 7:05 pm

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

Secretary's Report - Marybeth

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

Treasurer's Report - Pete

1. Pete reviewed the Lyme Town Library Financial Report, updated through October. The budget remains balanced. The largest sources of income were Blisters for Books which took in \$3,332 and the Birthday Book Club which took in \$195. (Judy indicated that there were 78 children signed up for the club which is about average.)
2. The family of Elizabeth Kilmarx donated \$1000 in her memory. There were no restrictions attached to the donation and Judy would like to use these funds in memory of Elizabeth to purchase children books. The Trustees signed a note of thanks for Judy to send.
3. The Town of Lyme Budget Report is not yet available.
4. Audrey and Judy attended the Town of Lyme Budget meeting. The library budget was received with few questions from the committee. Since the meeting, changes to insurance plans have resulted in lower costs, and the Select Board has decided to implement merit raises from 1.5 to 5% across the board. The town budget will be discussed on November 6 (open to warrant articles) and on November 13 for continued discussion if necessary.
5. The Library Budget Committee meeting was held October 19 at 9:15am and a draft budget was approved. Judy will review the budget in light of the anticipated reduced insurance costs. Nancy moved to authorize Judy to recalculate the numbers on the budget and allocate any saving from the change in insurance costs to staffing or other library needs as long as it does not increase the overall budget beyond 2%. Pete seconded the motion and all were in favor.
6. Pete indicated he will be away during the trustee meeting in December.

Library Director's Report - Judy

1. Library circulation statistics are on track and have exceeded last year's numbers. Program attendance has modestly decreased.
2. On November 7 the library will close at 2 pm after story time so that the staff can engage in staff training in preparation for the new library card launch.
3. Two dates have been established to facilitate the new library card system. Wednesday evening, November 13, 6 - 8pm, and Saturday, November 16 from 10 am – noon. Patrons will be able to obtain a paper card with a bar code – the “golden ticket” to all the library services. Instructional stations will be set up where patrons can learn how to sign into their accounts and about the Kanopy, Libby, EBSCO, and the Genealogy programs.
4. Halloween was a blast! The library handed out goody bags assembled by Judy's daughter Emma who put together 250 bags that were quickly distributed.
5. The ILL system, off line from the state library for more than 2 years, went live with a new system. There were 3 training webinars that were required before a password to access the system could be obtained. The library inadvertently missed the webinars but will have a future opportunity to complete this very soon.

Personnel Committee Update - Audrey

1. The library's annual review was completed in October. The committee, together with Judy, prioritized a set of long term goals.
 - Judy will delegate as many tasks as possible to the library staff so that she can focus on her administrative duties.
 - This past year was acknowledged as being especially busy for Judy with the addition of some unanticipated and major responsibilities. Going forward, providing Judy with the time to engage in long term planning was identified as a priority.
 - Judy indicated that she would like to reevaluate the services that the library offers so as to avoid overlap or redundancy with those offered by the town.

Technology Committee Updates - Judy

1. No updates

Buildings and Grounds Committee – Dan

1. Ongoing projects update
 - There is no established date for completion of the foundation work. The excavation has been delayed due to a worker injury. It is unclear at this time if the work can be accomplished before the cold weather sets in.
 - The TASCOS panel installations are all completed.
 - Henderson's Tree Service invoice has been received and will be paid.
 - The shelving obtained from the Dartmouth Book Store can remain in storage at this time.
2. The water is again malodorous and the appropriate specialist will be contacted by Judy to evaluate.

Friends of Lyme Library - Beth

1. Report on the October 21 meeting.
 - Art shows have been planned for the coming year.
 - Children Book Bag refurbishment – 200 new books anticipated (10 books per bag).
 - Book sale will be Saturday, Dec 14, 9 - 12 noon. The trustees can help with clean up.
 - Mass market paperbacks not sold at the book sale will be donated to the Little Free Library.
 - The Friends indicated that Blisters for Books might benefit from more robust marketing.
 - They requested information on the Macmillan E-book embargo.
 - Monday, December 9, is the next Friends meeting.

New Business - Audrey

1. Conflict of Interest Policy.
 - Audrey, with input from Nancy, has worked on updating the policy. After reviewing the updates, a few minor changes were made and the policy will be reviewed again at the December meeting.

Upcoming Library Events

1. Wednesday, November 13, 6 - 8 pm and Saturday, November 16, 10 am - noon.
Library Open House: New Cards and Services Rollout.
2. Tuesday, November 19, 1:45 - 3 pm, Lyme School Cafeteria. Hampstead Stage presents Oliver Twist.
3. Tuesday, December 3, 6:30 - 9 pm. "You are the Help until Help Arrives."
4. Saturday, December 14, 9 am - noon. Friends of Lyme Library Holiday Book Sale.

Meeting adjourned 8:30pm.

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.