

Converse Free Library Board of Trustees Meeting
Monday, October 7, 2019 7:00 pm
Meeting Minutes

Meeting called to order at 7:06 pm

Present: Audrey Brown, Marybeth Durkin, Nancy Grandine, Dan O'Hara, Deb Robinson, Judy Russell, Pete Swart, Beth Taylor, Cindy Valence

Opening/Trustee 101: Nancy

1. Nancy presented a review of the Trustee Bylaws and the Conflict of Interest Policy. Bylaws are rules by which the Trustees operate and have been taken from the New Hampshire Revised Statutes Annotated (RSA).
2. Bylaws were last voted on February 2009. The executive committee will consider whether bylaws should be reviewed and updated on a more regular basis.
3. Audrey has researched and confirmed that official committee meeting minutes should be recorded and posted in accordance with the NH Right to Know laws in the same way that the minutes of the full board meeting are. Our goal is transparency.

Secretary's Report: Audrey

1. September minutes were reviewed. Nancy made a motion to approve as submitted, Beth seconded, and all members were in favor.
2. Minutes from a short meeting in June that approved the hiring of Brian Passeri were reviewed. Pete made a motion to approve as submitted, Beth seconded, and all members were in favor.

Treasurer's Report: Pete

1. Pete reviewed the Lyme Town Library Financial Report, updated through September.
2. September's activity revealed a balanced budget and our spending continues to be on track.
3. The largest September income source, the Birthday Book Club, supported the purchase of books, videos, and audios, the largest expenditure of the month.
4. The sources of petty cash, which have yielded \$251.29 this fiscal year, are obtained from printed copies, philanthropic input, and anonymous donations to the library pig (bank).
5. The Town of Lyme Budget Report is not yet available

2020 Library Budget: Judy

1. The library proposed budget for 2020 was reviewed. A 0.8% increase from 2019 has been proposed.
2. The proposed budget reflects a 1.5% increase in staff salaries and wages which represents the August CPI for New England. Some other changes include a 5% increase in book purchases but a decrease in heating expenses given the anticipated drop in fuel (oil, propane) costs and a decrease in magazine subscriptions given less expensive online options. The Friends are covering the cost of Kanopy, a video streaming service.
3. Approval of the proposed budget was tabled pending a meeting of the Personal Committee on October 15 to discuss staff salaries and wages. The outcome of this meeting will be incorporated into the 2020 budget and the Board will meet on October 19 at 9am to vote on the proposed budget for 2020.
4. Additional dates of importance to the Library budget process are: October 23 when the proposed budget is due to The Town of Lyme, November 6 when the town budget is discussed and opened to warrant articles, and November 13 for continued discussion if necessary.

Library Director's Report: Judy

1. Circulation statistics for September 2019 are very similar to September 2018.
2. Adult and children's programs have been well received with modest attendance at the some of the adult events. The meeting room continues to be used by the community at large for non-library events, eBook lending remains about the same, and audio book use continues to grow.
3. The new addition to the circulation desk is anticipated soon.
4. The Library participated in the Health and Wellness event sponsored by Community Care of Lyme and 50 people stopped by the library table for information and guidance. An identifiable library banner for future events to help guide potential patrons would be good to have.
5. Blisters for Books, a decades long, primary fund raiser for the library, will take place October 8. Trustees were encouraged to attend as a show of support and to help supervise the runners.
6. Two dates have been established to facilitate the new library card system which will enhance access to multiple library venues. November 6 from 6 pm-8 pm and November 9 from 10 am-12 noon. Instructional stations that patrons move through will be set up in the library where they can learn about the new system - including how to sign into their accounts and use self-checkout, accessing the library web site, and learning about Kanopy, Libby, and the Genealogy sites.

Technology Committee Updates: Judy

1. No updates at this time.

Buildings and Grounds Committee: Dan

1. The Fire and Alarm panel was installed by TASCO. The fire and security portion were completed but the “no heat” alarm, which will summon the furnace company, and the AED alarm, which will summon the Fast Squad, will be installed at a later date. October 25 is a possible installation date. No increase in installation cost is anticipated.
2. The anticipated window well egress via the storage room had been “enthusiastically” approved by Mike Hinsley.
3. Henderson’s has removed the large ash tree, the box elders, and other larger shrubs at the southwest corner of the library so that the foundation work can proceed.
4. Shelving obtained from the former Dartmouth Bookstore has remained in storage for longer than anticipated. Dan Dyke offered to store it for 6 months without charge. The library is not ready to put the shelving in place so Dan will be contacted to request additional storage time.
5. Pending items: window well egress, new preschool area and ramp doors, and lobby lighting installations, foundation work(drainage repair, reinforcing and sealing foundation), and shelving installation.

Policy Committee: Beth

1. The Internet Access and Computer Use Policy was reviewed. Pete made a motion that updates to the policy be approved, Beth seconded, and all members were in favor.

Friends of Lyme Library

1. No report. The next meeting is October 21. Beth will attend and Judy will be away.

New Business: All

1. The Executive Committee at their next meeting will discuss having board members sign the Conflict of Interest Policy. Including it as an appendix to the Bylaws will also be considered.
2. Macmillan eBook embargo advocacy. Beginning November 1, Macmillan Publishers will allow libraries to purchase only one copy of each new eBook title for the first 8 weeks after a book’s release effectively limiting access to new titles for libraries and readers. The trustees were encouraged to visit the ALA web site (<http://www.ala.org/advocacy/ebooksforall-petition>) and sign the petition if they agreed.

Upcoming Library Events

1. October 10, 7 pm: "What I Did on My Summer Vacation: A Journey through Canada's Atlantic Provinces," Judy Russell, Library Director Extraordinaire.
2. October 19, 9 am: Fall work day for trustees. Inside and outside work anticipated.
3. October 29, 7 pm: Lyme author David Van Wie, Storied Waters. David will donate 50% of his book sales to the library at this event. (David has previously donated to the library this way and Judy purchased fly fishing books for kids!)
4. November 4, 7 pm: next Library Trustee meeting, Converse Free Library.

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.