

**Board of Trustees Meeting
Converse Free Library
Monday, September 9, 2019
Approved Meeting Minutes**

Meeting called to order at 7:05

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

Trustees 101—Nancy will do presentation on bylaws at the October meeting.

Secretary’s Report – Audrey

- Minutes from June meeting approved as submitted (Nancy made motion / Deb seconded)

New Officers

- Beth is retiring as Trustee Chair. Audrey has agreed to take over the Chair position and Marybeth will take on Secretary role. Changes were approved by the Trustees (Deb/Dan).

Treasurer’s Report – Pete

1. Lyme Town Library Financial Report

- Half of the Swan Grant funds have been spent for roof replacement and 50% deposit to Tasco, for new security panel.
- 2018-19 Birthday Book Club and 2018 Blisters money has been spent.

2. Town of Lyme Budget Report

- Just over 60% of the budget has been spent at 66% through the year, so spending is on track. Brief discussion of a few budget line items.

Library Director’s Report – Judy

- Brian Pessari is taking online MLIS (master of library and information science) coursework via San Jose State University’s program. He is doing this at his own expense.
- Through the New Hampshire Library Association, he is doing some Paralibrarian coursework: Cataloging & Classification (one-day short course in Peterborough) and Local History for Paralibrarians (one-day course in Portsmouth).
- Planned Conference Attendance for Judy: “Literacy in the Library,” READS Fall Conference on Oct. 18; “Challenging Expectations Together,” NELA Annual Conference in Mystic, Conn., Oct. 20-22; conference banquet to be hosted by the Connecticut Story Hour Drag Queens, <https://www.dragqueenstoryhour.org/>.

- A variety of possible programming ideas emerged from Judy’s attendance at spring conferences: a “library of things” (lending of specialized items, e.g., artwork, cake pans, snowshoes); librarians’ trivia night—teams compete with library staff and volunteers; succulent gardening classes; curation of a digital collection of local photos.
 - NH State Interlibrary Loan system is just weeks away from being updated. Lyme’s collection is now available via a Z39.50 server, a standard protocol for accessing information from a database via the Internet, which is maintained by the Library of Congress..
 - A variety of technology updates are pending with new state ILL system and new library cards, which will be available in coming months: Lyme patrons will have access to self-checkout; will have access to an online catalog that is more user-friendly and informative, with New Hampshire Downloadable Books Consortium’s electronic materials integrated into the catalog. The Friends are providing Lyme patrons with the Advantage Plus access, which should mean less wait time for audio and eBooks. Access to the video streaming service Kanopy is in the works. Most of the library’s online resources will be accessible from outside of the library via each patron’s unique, 14-digit barcode, meaning many library resources (EBSCO family of databases, Heritage Quest Pro) will be available 24/7.
 - Friends are funding some furniture that will enable reconfiguring of the circulation desk, keeping library work space and book check-in/check-out space distinct.
 - Summer Reading Program was successful, with 110 sign-ups. Rather than standalone well-attended events, students showed up in smaller numbers more frequently. Raffle system seemed to help students keep better track of their reading.
- Judy raised the possibility of using library funds to pay an occasional substitute library worker. A motion was made (Deb; seconded by Beth) to give Judy the authority to compensate, via contract, trained library volunteers (who have completed the required background check) for substitute hours using library funds. The motion passed after a brief discussion clarifying that this would be done on an independent contracting basis.

Buildings and Grounds Committee – Dan

- Roofing is done and looks great.
- Rethinking of window well exit—likely will be better placed in the storage room rather than the gallery. Still pending some fire safety approvals and revised quotes from LaValley and Henderson’s, but advantages are that there is an existing window well already in place (it will need some modification) and egress is on the driveway side of the building so it will be easy to keep exit clear of snow and would provide better access to basement by fire or rescue crews in case of an emergency. Also has the advantage that no wall space is lost in the gallery room.
- Foundation waterproofing is still pending but will happen at the same time as the window-well installation.
- Back exit door repairs in the children’s area are still pending.
- Lobby door and window repairs will be happening this fall. Resealing of window sidelights; replacement of the door to the steps; repair of door to the ramp.

- Emergency panel replacement has been rescheduled to September 24. New panic button will be installed. Low temperature alarm will notify heating oil provider. AED door alarm will notify FAST squad.
- Judy will email the Swan Grants committee to update them on the progress of projects that are being covered by grant money.

Policy Committee - Beth

- Nancy moved that the trustees adopt revised **Library Membership and Borrowing Privileges** and **Collection Development** policies; Beth seconded. Discussion clarified that the Library Membership and Borrowing Privileges policy needs to specify that the “bill” mentioned is for the replacement cost of a missing book but is not a “fine” or “fee”; also need to remove stray date noting a previous policy revision. Collection Development Policy needs removal of the word “promoted” where it is not needed. Revised policies were accepted.
- Pete moved we approve the amended **Personnel Policy**; Beth seconded. Discussion noted that in order to be accurate and for library policy to match the town policy, we need to delete mentions of “probationary” employment and references to “regular gross wages”; neither reference is relevant to the library any longer. Revisions were approved.
- Meeting Room policy needs to be updated to reflect some changes to use (Lyme Room is also being used for meetings), revised and clarified rules (no use of gallery as a meeting room because it conflicts with patron viewing of art show), and disclaimers (complete privacy is not guaranteed in meeting spaces). Judy will also update the meeting room request form.

Friends of Lyme Library – Beth

- Beth will attend the Friend’s October 21 meeting. We will need a trustee volunteer for the December 9 meeting.
- Karl Mehrbach’s art show has been well-received but reception had light attendance. Reminder that art receptions are a nice thing for trustees to attend. Artwork on display October through December is photography of Jim Lustenader. <https://www.jimlustenader.com>. Liliana Paradiso will donate a percentage of her art show sales to the Friends.
- Annual book sale will be Saturday, December 14, with sale open to teachers on Friday afternoon.
- The Friends received \$300 donations in memory of Larry McCarthy, who was one of the founders of the Friends in the early 1980s.

Technology Committee – Judy

- We can anticipate some increased technology needs this year due to aging computer and AV equipment. A five-year plan is underway with Steve Campbell.
- Library’s fax machine gets a lot of use and will need replacing soon.

Upcoming Library Events

- Thursday, Sept 19, 7 p.m.—Dave Mather will read from his latest book, *The Biloxi Connection*
- Wednesday, October 2, 5-7 p.m.—art reception for Jim Lustenader.

Other Business

- Judy recognized Beth’s dedication and attention to detail as Chair of the Trustees and thanked her for her time spent serving so effectively in that role.

Meeting adjourned at 9:05 pm.

The next Trustee meeting is Monday, October 7, 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.