

Converse Free Library Board of Trustees Approved Meeting Minutes

Monday, October 5, 2020

Meeting called to order at 7:04 pm and conducted via Zoom.

Present - Audrey Brown, Marybeth Durkin, Dan O'Hara, Kaye Ramsden, Deb Robinson, Judy Russell, Pete Swart, and Beth Taylor.

September meeting minutes - Audrey

1. September regular meeting minutes were reviewed. Pete made a motion to approve, Dan seconded, and all members were in favor.

Treasurer - Pete

1. The Lyme Town Library Financial Report was reviewed. There were significant expenses associated with the new UnFi mesh network system, offset by a generous donation from Kaye Ramsden. Our existing checking account balance of ~ \$4000 should carry us to the end of the year. Thus far we have spent more than \$33,000 of the original Swan Grant and an existing balance of \$5250 will cover the remaining grant-supported expenses that are anticipated. Judy will be making a report to the Swan Grant Committee soon.
2. The Lyme Town Budget Report was reflected the existing Library Budget.

Library Director - Judy

1. Judy began by reviewing the 2017 – 2020 budgets and the proposed 2021 budget.
 - The Select board is looking for a level funded budget - i.e., the 2021 budget should not increase by more than 1% over the 2020 budget.
 - Judy was able to keep the 2021 budget at a very modest \$996 increase.
 - Lyme Fiber reached out to the library and offered to provide high speed access at the residential rate. This would be a substantial savings at ~ two-thirds the cost of the library's current plan - \$84/month c/w \$130/month.
 - Any surplus funds from 2020 will be utilized to upgrade Judy's computer and purchase children's materials.
 - Pete made a motion to approve the preliminary 2021 budget, Dan seconded, and all members were in favor.
2. Book weeding is ongoing: adult nonfiction has been completed, adult fiction is almost done, and picture books and junior books have begun. Catalogue organization and shelving layouts are ongoing.
3. Since June, almost 800 new items have been added to the library inventory. Several volunteers have contributed to the process.
4. Judy is working on the library website and updating links on the site. She is updating informational brochures on Welcome to the Library, On Line Guidance, Libby,

- Kanopy, and Museum Passes.
5. Story hours have been difficult to maintain during the pandemic but Judy plans on recording the Lady Bug series.
 6. Judy continues to engage in a variety of local and regional library meetings which have been very helpful.
 7. Since June, 34 virtual fiction/nonfiction book groups have taken place.
 8. Audrey and Martha Tecca facilitated a discussion on The Vanishing Sky with Lyme author, L. Annette (Lisa) Binder.
 9. Blisters will be postponed until the spring. The funds typically generated by this fundraiser may be solicited in other ways.
 10. The Safety Committee decided that trick or treating will be discouraged this year but an alternative distribution of treats will be undertaken and individual bags for all Lyme School students will be available.
 11. The Joe and Helen Darian Foundation gave a \$2000 donation to the library.
 12. Mike Beck, the long-term library custodian, resigned last Wednesday and completed his work this past weekend. Deep cleaning cannot be undertaken until a new custodian is hired and this will impact the opening of the library. Judy is in the process of looking for a replacement.

Technology Committee – Judy

1. The UnFi mesh network system is working very well
2. Judy will need to replace her work computer.

Buildings and Grounds Committee – Dan

1. The foundation gravel along the drip line was put into place.
2. Some electrical work still needs to be completed.
3. A sewage problem was remedied.
4. The parking lot lines need to be repainted and the curbstops and bollard installed.
5. The Dartmouth Book Store shelving is in place.
6. The air exchange system downstairs still needs to be investigated.
7. The furnace and utility rooms are very cluttered and need to be cleaned out. Ideas as to who could help were discussed.

Additional Business – Audrey

1. Cindy Valence has submitted a letter of resignation in light of her enhanced work responsibilities. Her term expires March 2021. A list of interested candidates will be reviewed and a post to the ListServ soliciting potential candidates will be undertaken.
2. The issue of allowable trustee meeting absences was raised by Deb. Audrey and Judy will look into this.

Upcoming Virtual Events

1. Adult fiction/nonfiction book groups continue.
2. Online or in person, outside handcrafters continues.
3. “Building Your Lifepan” series of online events with Tim Caldwell, co-sponsored by the library and CommunityCare of Lyme will begin on October 7 and run every Wednesday through the month.

The meeting was adjourned at 8:18pm.

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.