

Converse Free Library Board of Trustees Meeting Minutes

Monday, September 14, 2020

Meeting called to order at 7:10 pm and conducted via Zoom.

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

June meeting minutes - Audrey

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

Treasurer - Pete

1. The Lyme Town Library Financial Report was reviewed. Overall, given the pandemic and associated library closing, there has been modest activity and the library's financial status remains stable.
2. The Lyme Town Budget Report was available and reviewed. More than 1/3 of the budget remains, putting the library in solid shape and on track for the fiscal year. Pete proposed buying books with any funds that might remain at the end of the fiscal year and all were in agreement.
3. \$1700 has been paid toward the library's new wireless mesh system and Pete acknowledged Kaye Ramsden for her generous donation to cover that cost.
4. Most recently, the Swan Grant funds were spent on the foundation work and painting.

Library Director - Judy

1. Judy reviewed the library circulation statistics, and factoring in the impact of the pandemic, was satisfied with the numbers. More dollars than usual were applied to the digital budget given the increased use of the more expensive eBooks (up 46% since January 2020) and downloadable audiobooks (up 56% since January 2019).
2. The virtual summer book groups for adults (fiction and nonfiction) were well received and stimulated good discussions.
3. A sturdy new tent thanks to the Friends of the Lyme Library with secure setup by Judy's husband and son (the Andrews Lumley) occupies the library front lawn for ongoing library use in concert with the mandated physical distancing guidelines. Seating, WiFi, and electrical outlet access are available under the tent. Judy reported that grades K-4, in small groups, recently negotiated the outdoor system and did very well.
4. Judy continues to work on reopening details. She acknowledged that it's complicated and has required ongoing adjustments especially because our library serves as the public library for the town residents and the school library for the Lyme School, grades K-8. The aim is to open the door to in-person access while adhering to the pandemic protocols which must be uniform for all. Patron numbers will be limited and ways in which to

accomplish this, such as pre-entry admission tickets, are being explored. She is engaged with the REALM (REopening Archives, Libraries, and Museums) Project – a COVID-19 research project that aims to provide clear information to support the handling of core museum, library, and archival materials.

5. Deep cleaning is a major issue that needs to be factored into the reopening of the library. Currently, the budget supports 4 hrs./week of custodial services provided by Mike Beck. These hours will need to be increased to meet the deep cleaning needs. Funding and manpower for this are two issues to be sorted out before the library can be opened safely.
6. Judy and relevant school faculty and administration are reviewing and monitoring the school-library relationship, including its funding, to help guide future collaborations and cooperation.
7. The installation of the new UniFi mesh network system is nearly complete. Overall, the installation was undertaken very efficiently and testing revealed consistent coverage connecting all devices throughout and well outside the building. Usage will be monitored over the next several weeks to understand how well we are meeting users' needs.
8. Judy expressed appreciation for the ongoing support and generous contribution of \$5000+ from The Friends of Lyme Library. She recently presented a "wish list" in two parts. The Friends agreed to fund the purchases of the tent, 2 new book trucks, and unexpected expenses for digital materials. The second part may include the repair/replacement of the broken front sign and a new book drop. The Friends (Mardi Bowles and Andrea Colgan) have maintained the lovely planters out front and along the parking area.
9. Anticipated events: Sept 15, 7pm – A Zoom reading from acclaimed novel, The Vanishing Sky with discussion to follow with Lyme author, L. Annette (Lisa) Binder.

Policy Committee – Audrey

1. The updated Staffing Policy was reviewed. The term "volunteer" will be removed from the language and the draft will be finalized. Kaye made a motion to approve, Pete seconded, and all members were in favor. (Pete temporarily lost his Zoom connection at this time but was quickly back on.)

Buildings and Grounds Committee – Dan

1. The majority of the projects funded by the Swan Grant (SG) have been completed with a few small tasks remaining.
2. The foundation project (SG) is done except for the crushed rock along the drip line which should be in place shortly.
3. The window well emergency exit (SG) is finished except for the final coat of stucco on the wall. Dan is waiting to hear from Jeff Snelling about when that can be accomplished.
4. The trim painting (SG) around the entry and front portico is completed.

5. The metal rails in front and along the ramp need to be cleaned of rust and painted. The work estimate is \$750. This is dependent on the balance in the Swan Grant once the original jobs are invoiced by Tim Olsen Construction.
6. We are waiting for a quote from Tim Olsen Construction on fixing the crumbling coating on the front steps for a better type of repair that will last longer.
7. The rear entry steps were painted by Deb Robinson as part of the (mostly cancelled) spring cleanup and the tree removal was completed.
8. The water bill will change as the Lyme Water Company is increasing their rates (which have not changed for a number of years).
9. As we look forward to reopening the library, we need to investigate the air exchange system in the downstairs spaces and see if the old system, installed as part of a radon mitigation project, is capable of providing a large portion of air exchange throughout the building, as part of the larger ventilation plan.
10. The parking lot lines need to be repainted and the curb stops and bollard installed (SG).
11. Arrangements are being made for snow removal this winter. Judy is submitting a request for bids.
12. The library sign is broken and will likely require a replacement. The shelving and display units donated by the old Dartmouth Bookstore are still being stored with Dan Dyke. Deb and Judy are negotiating the cost for storage and moving, which should happen within the next two weeks.

Additional Business - Audrey

1. The town's plan for RRFB installation at the crosswalk has been withdrawn and traffic and pedestrian safety issues are being reviewed by the newly established Union Street Safety Committee. Audrey, who is a member of this committee, reported on the preliminary meeting of this committee, at which members were briefed on the concerns and discussed some possible solutions. The committee expects to meet again once the school year is underway.

The meeting was adjourned at 8:43pm.

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.