

Converse Free Library Board of Trustees Draft Meeting Minutes

Monday, January 4, 2021

Meeting called to order at 7:05 pm and conducted via Zoom.

Roll Call - Audrey Brown, Marybeth Durkin, Dan O'Hara, Kaye Ramsden, Deb Robinson, Judy Russell, Pete Swart, and Georgina Voegele. John Biglow joined from the public.

Public Comment – none

December Meeting Minutes - Audrey

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

Treasurer - Pete

1. The Lyme Town Library Financial Report was reviewed. We took in ~\$1000 and spent ~\$8000. The checking account balance is ~ \$1200 (not including dedicated funds in reserve for specific purposes) in part reflecting the loss of funds typically obtained from Blisters for Books and the Birthday Book Club that have been held back because of the pandemic.
2. Swan Grant Funds - there is \$686 remaining from the original grant that can be appropriated for the handrails in the spring.
3. The most recent budget report from the town may not reflect all outstanding library bills received/paid. As of mid-December, ~11.5% of the library budget remained to be spent.

Library Director Report - Judy

1. Reopening the library was discussed in context of local pandemic trends. All agreed that the library will continue in Phase 2 (virtual services and curbside pickup). The library building will remain closed to the public until May 3, 2021, at which time reopening will be reevaluated by Judy and the Board.
2. Judy and Megan will be moving the books onto the former Dartmouth Bookstore shelves
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3. Weeding of books continues and 144 new items were added to the library inventory.
4. 8 new library members were added.
5. Circulation stats – 2224 items, including digital books, were lent in December. Year-to-date lending is 19,556, ~10k less than 2019, which is to be expected.
6. Adult programing has thrived and set new attendance records, primarily due to the ongoing Virtual Book Clubs!
7. Digital offerings – audibles and eBooks have been very popular.
8. Strategic Plan – let's get it rolling! Judy, Audrey and Georgina will work on this.

Technology Committee – Judy

1. Aspen Discovery Service is a more interactive, intuitive, and user-friendly catalog that gives patrons comprehensive, online access to all library materials in one place. This would be a layer of service added to our current integrated library system (ILS). Judy is negotiating with ByWater Solutions to add at least 13 Koha libraries in New Hampshire to this service at a considerable cost savings to the group.

Fundraising – Kaye

1. Increasing the modest library endowment, our rainy-day fund, should be a focus. Kaye proposed reaching out to community members who might be interested in contributing to the endowment.

Buildings and Grounds Committee – Dan

1. Tim Olsen work - a few things pending: finishing up signpost.
2. Landscape work for the front of library, handrail painting, cement steps repair, curb stops and bollard installations and parking lot line painting will be scheduled for spring 2021.
3. Judy is consulting with 2 HVAC options.
4. The parking lot light repair will be scheduled with Cole Electric and replacing burnt out bulbs will be undertaken. Corner of parking lot still dark! Still waiting to hear from Gray's Electric so Judy may reach out to Cole Electric.
5. Estimates for efficient lighting replacement and panel labeling will be researched.
6. Potential trustee work date is March 27

Board Size – Audrey

1. Input from Patty, Dina, and the Town Attorney has been solicited.
2. Michael York, the NH State Librarian, is well informed on this issue and reported that board size is a trustee decision (state statute 202: A-11). An ideal board is typically composed of 5-7 members, in his opinion.
3. A recent resignation brings our current board to 8. Two members are up for re-election in March 2021 – Beth has decided not run and Deb plans to run again.
4. Changing the trustee board size from 9 to 7 members was proposed. Dan made a motion to approve, Georgina seconded, and all members were in favor.

Upcoming Virtual Events

1. Tuesdays, 1:30-3 pm, **Tech Tuesday**
2. Wednesdays, 3-5 pm, **Handcrafters Gathering online**
3. Thursdays, 7 pm, **Junket with Judy**
4. Ongoing Virtual Book Groups – 2 sections of fiction finishing up *Bookshop of the Broken Heart*, by Robert Hillman and 1 section of nonfiction completing, *Short Nights of the Shadow Catcher: The Epic Life and Immortal Photographs of Edward Curtis*, by Timothy Egan. New sessions will begin in mid-January.

The meeting was adjourned at 8:07 pm.

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.