

Converse Free Library Board of Trustees Meeting Minutes

Monday, June 7, 2021

Meeting called to order at 7:15 pm and conducted in person for the first time after 13 Zoom sessions! Zoom was also an option for those unable to attend in-person.

Roll Call - Audrey Brown, Marybeth Durkin, Julie Goodrich, Kaye Ramsden, Deb Robinson, Dan O'Hara, and Judy Russell.

Public Comment – none

Trustees 101 – Judy and Audrey

The library's water system! Key points – The library is part of the Lyme Water Association. Water is obtained from bedrock wells that have been in place since the 1960's. Annual cost is ~ \$800. The system is aging. The water malodor, however, is not related to the water source but to the existing library plumbing. The water is potable but does not taste or smell (sometimes) very good. The Friends pay for the water bubbler in the front library room. A water filtration upgrade is something to consider in the future.

May Meeting Minutes - Audrey

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

Treasurer - Judy

1. Overall we are in a stable fiscal state but the pandemic has impacted some of the library's additional financial sources, such as Blisters for Books.
2. An annual \$1000 donation from Peter Gamble was received. Peter has also provided additional donations after receiving help with tech from Judy and her husband, Andy, intended to be spent on the audio collection.
3. As of today, the library has spent 78% of its book budget. Judy anticipates that the book budget will be exhausted as of July.
4. The most recent budget report from the town is not yet available.

Library Director Report - Judy

1. The quarantine on interlibrary loans has been suspended, which has eased the obstacles.
2. The summer reading program is forging ahead and Judy will be communicating with the school about the program. A tent in the front yard will go up and the program will start on the last day of school, June 21.
3. Circulation numbers are stable. We have surpassed the 2020 numbers as of this time. These numbers are expected to pick up when we return to routine hours on June 21.
4. Curbside requests have decreased and patrons are slowly returning to the library.

5. Masks requirements were discussed and at this time will remain in place pending guidance and Covid trends.

Fundraising – Kaye

1. No updates at this time – fundraising plans will be incorporated into the Strategic Plan with input from the Fundraising Committee.

Buildings and Grounds Committee – Deb

1. Judy has contacted ARC about an HVAC evaluation and is waiting for a call back.
2. The emergency exit stairs need a paint touch up.
3. Front landscaping will take place in the fall – Audrey and Julie will plan this.
4. Handrail painting will be postponed until spring 2022.
5. The Cole Electric estimate is still pending.
6. The leaf stickers on Judy’s window still need to be removed.
7. A section of fence along the Prince’s property line needs to be replaced after damage from a library tree limb.
8. A new picnic table is anticipated and will need some assembly when it arrives.
9. The portico stairs still need to be repaired – finding the right person to do a thorough job is challenging and likely expensive.

Strategic Planning – Audrey

Reviewing the long-term relationship with the Lyme School and identifying where the collaboration is working and where adjustments may be needed is the goal of one section of the strategic plan. Sixteen years ago, the Library Director also worked as the school’s certified media specialist to instruct the school students in all things related to library services/skills. With the automation of the library’s catalog and circulation system and the evolution of school library programs to include media literacy and related research skills, this dual responsibility became untenable and has subsequently evolved in several different ways over the years. The Library Director continues to select books that align with the curriculum but the school does not currently provide financial support for these purchases. These issues will be reviewed and solutions proposed. Concurrently, Judy and Audrey will review the Memorandum of Understanding between the Lyme School Board and the Converse Free Library Board of Trustees and make recommendations to both groups.

Other Business

1. The SAU will be moving from the library basement to the school this summer. Potential use of the space was tentatively discussed.
2. The Finance committee will meet in August and the next Trustee board meeting will be in September 13. The library will be closed July 3 – 5.

Upcoming Virtual Event

1. Tuesdays, 1:30-3 pm, **Tech Tuesday**
2. Wednesdays, 3-5 pm, **Handcrafters Gathering online/in-person**
3. June 26, 10 am – noon, Under the Tent: Mae Nicoli (one of the Lyme Fowler sisters) will do a reading from one of her self-published memoirs, Skunk Hollow Sisters.

The meeting was adjourned at 8:30 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.