

Converse Free Library Board of Trustees Meeting Minutes

Monday, April 4, 2022

Meeting called to order at 7:08pm and conducted in person.

Present: Julie Goodrich, Kaye Ramsden, Kim Werner, Melanie Isett, Pete Swart (Treasurer), Audrey Brown (Chair), Deb Robinson, Meg Lysy (Acting Secretary) **Absent:** Judy Russell (Director), John Biglow

Public Comment: None

Trustee 101: The three new library trustees (Melanie Isett, Kim Werner and Meg Lysy) received a library orientation on March 31. A mini orientation will be offered to other interested board members.

March Meeting Minutes: approved by Pete, seconded by Kaye and all members present approved.

Legislative Updates – Audrey

Remote meeting legislation moving through that we should pay attention to as to whether it will impact how we run our meetings. Background checks for staff and all volunteers was on the table and doesn't seem to be moving forward but we should keep an eye on it. NH Legislative Bulletin is a good place to monitor and keep an eye on to know what is happening on the state level.

Treasurer Report – Pete

We reviewed the library checking account. Reviewed donations, expenses and at a high level the usable checking balance went up. Google spreadsheet shared on Saturday to the trustees and Pete confirmed folks received it. Everyone received it.

Reviewed the Town of Lyme library budget – we are 25% through year and 80% left – things are going apace. A bottom-line budget, not a line item budget. Look at the bottom line and see how we are progressing through the year.

Library Director Report (see email from Judy):

Aspen – a new search platform is coming and Judy will roll out soon. Beta testing now.

Survey – we need feedback from beta testers to get rolling with strategic plan. A questionnaire rolling out this week. Kaye suggests that this survey should be done on a schedule to get relative feedback and not be a one-off. Audrey suggests that this could be part of the strategic process.

New technology: 2 new PCs in the public computer area. A donated computer – scanner interface not working.

Brian's vacancy – working on the advertisement. An opportunity to look at various duties and reconfigure as necessary or prudent.

Statistics: books and traffic - coming soon

Buildings and Grounds- Deb

Front portico steps have been a problem for years – masonry coating is breaking off and a problem. Moving ahead with repairs.

Side steps and resurfacing also a project.

Bucky Olsen providing an estimate for spring jobs that include exterior painting, sandblasting and painting handrails at ramp and stair side entrances, repair to unanchored fence at bottom of the ramp

Windows are being cleaned for first time since April 2020, carpets also, in May.

May 7 – annual clean-up day. Meet from 9-noon for lawn clean-up and other tasks – a good bonding opportunity and ability to get things done – we should try to get photos taken of the front of the library in bloom

Fire “Exit” is missing above the door where the window-well fire exit is on the bottom floor

Policy Committee – Judy

Discussed the Membership and Borrowing Policy at a high level but want to have a further conversation with Judy before a vote.

Committees – Audrey

John is going to take Dan's place on buildings and grounds.

Mary Beth was the secretary, and Meg Lysy offered to take on this job

Julie will be on the personnel committee.

Someone needs to be trained by Pete to be treasurer in November/December – Melanie and Kim will consider this and will speak with Judy.

Policy committee tends to be Audrey and Judy. Kaye is going to be on the strategic planning committee and that will have a variety of roles. A big one will be fundraising, community events, a written plan, sustainability goals for the library. Committees are all listed on the bylaws page.

Upcoming Events:

April 12 – Online event with Jane Oneial on Frank Lloyd Wright and library trustees are encouraged to attend.

May 27, 3-6pm and May 28, 9am-noon – Friends of the Library used book sale – an open house for Brian and former trustees

The next board meeting is May 2

The meeting was adjourned at 8:40pm.

Respectfully submitted,

Meg Lysy, Acting Secretary