

## Converse Free Library Board of Trustees Meeting Minutes

Monday, May 2, 2022

Meeting called to order at 7:09pm and conducted in person.

**Roll Call:** Judy Russell, Kaye Ramsden, Kim Werner, Melanie Isett, Peter Swart, Audrey Brown (Chair), Deb Robinson, Meg Lysy, John Biglow **Not present:** Julie Goodrich

**Public Comment:** None

**Trustees 101:** Audrey

The bill (SB344) to flexibly enable a virtual meeting option (for a quorum to be obtained virtually) has been deemed inexpedient to legislate. A quorum needs to be attained through in-person attendance. A quorum is 5, not including Judy.

**April Meeting Minutes:** approved by Kaye, seconded by Pete and all members present approved with the caveat to add who was absent from last month's meeting (John and Judy)

**Treasurer Report** – Pete

Financials were handed out for review. We took in \$3,000 in donations and spent \$1,500 from the Library's checking account. We are one-third of the way through the year and 72% of our Town allocation is left, so our municipal budget is on track.

**Library Director Report** – Judy

This past month has picked up in attendance and events:

- 42 people attended the Frank Lloyd Wright virtual event
- 10 people in the virtual book club. Reading "Red Famine" next
- Chess Club (23 students attended week 2, 19 attended week 1)
- Birthday Book Club
- More non-library use (4 Winds Nature Institute met), American Legion met here in April, Judy has been attending many hour-long webinars. She has been meeting regularly with Becky, who will be on maternity leave soon so Judy will be present at the school in Library Commons while Becky is out and on Thursday afternoons, 1-2 and for two classes on Fridays as well.
- Tech Tuesdays continue, May the 4<sup>th</sup> Be with You programming – CommunityCare is working with Judy on it on Wednesday.
- Upcoming one-hour webinar: EDI focus, Bite Size reviews – everyone brings a social justice book or other medium and does a one-minute review of it.

In addition to a new display case for smaller collections for an art show or library history (old ledgers, original books preserved from fire, and will encourage community members to share their own family history), the Friends of Lyme Library will also fund the purchase of books with the funds raised in memory of Peggy (as requested by her family in Peggy's obituary. The Utility Club of Lyme gave money

in honor of Peggy Little as well, for two books that have the American West as their topic (Peggy grew up out West).

NH Library Assoc Trustee Orientations Meeting – all are welcome to attend. It is June 13, 2022.

Judy submitted an annual report to the Public Library Association – each year, they are rethinking the data they ask for and what those numbers represent. Borrowing does not alone show the impact of a library in the community – meetings, in-house reading, computer and printer use, individual visits to a website (7,265 at Lyme in 2022). This info that we supply supports national legislation and demonstrates impact.

Old Mac computer has been bartered for assistance with a disaster planning strategy. One of the new computers is being used at the front desk because that computer crashed, so Judy is going to buy a new computer.

Hiring update: Judy shared Brian's gracious resignation letter. Judy has advertised the position widely. Deadline for applying is May 13 and the job is 20 hours a week. The low hourly rate is being noted by some. Judy will also advertise at Dartmouth. Melanie is suggesting Indeed.com and Judy is also suggesting LinkedIn.

#### **Buildings and Grounds** - Deb

S+G Masonry estimate to repair thoroughly the portico steps and resurface the side steps is \$4,800. Judy will ask them for a photo of what the resurfacing will look like per Deb's request

Tim Olsen providing an estimate for spring jobs that include painting, ramp rail, not anchored on fence

Mapping electric panels to better understand what maps to what. Also needed: emergency exit sign above door to window well (Library Storage Room).

Conversation with Princes about replacing the 24-foot-long border fence. Supply chain issue has made this a tougher project to proceed forward on, but the situation is improving and Deb has reached out to Leigh and Luke to discuss in more detail.

Deb reviewed the tasks for the annual clean-up day on May 7 and folks signed up for tasks. The Board and Friends will 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

Judy is waiting for an estimate from EC Brown for plants for the front of the library- she expects it will be about \$700.

We have an estimate from ARC for an HVAC system (about \$24,000) and we need to make a decision about it in relation to other priorities and estimates.

**Policy Committee:** None

**Board Committees** – Audrey

Vote for executive committee roles: Audrey to continue as Chair, Pete to continue as Treasurer, and Meg Lysy as Secretary. Melanie Isett will be Assistant Treasurer. All members present approved. Kaye

offered to take on the Library Corresponding Secretary role of thanking donors for their gifts (financial and in-kind). Meg offered to support as needed.

Strategic Planning Committee: a written plan will be drafted by January

Survey Update: 180 responses to the survey (850 active accounts). Judy shared some initial findings and will present a full report later this month.

**Upcoming Events:**

May 4 - May the Fourth be With You: full afternoon of programming for children

May 7 – Library Clean-Up

May 10 - Friends of Lyme Library Board meeting to present budget and slate of officers

May 20 - Brian's final day

May 26 or 27? – Former and current trustee gathering (date TBD)

May 27, 3-6pm and May 28, 9am-noon – Friends of the Library book sale Ongoing: Chess Club, on Thursday afternoons; Tech Tuesdays, 1:30-3pm, and Birthday Book Club, monthly

The next board meeting is June 6 at 7pm.

The meeting was adjourned at 9:05pm.

Respectfully submitted,

Meg Lysy