

CONVERSE PUBLIC LIBRARY  
LYME, NH  
BOARD OF TRUSTEES

Meeting Minutes

DATE: 12/5/22 TIME: 7:23pm TYPE OF MEETING: Regular

PRESENT: Audrey Brown (Chair), Melanie Isett, Meg Lysy, Kaye Ramsden, Deb Robinson, Kim Werner

ABSENT: Peter Swart, Julie Goodrich, John Biglow, Judy Russell (Director)

PUBLIC PRESENT: None

Call to Order at 7:24pm

1. Public Comment: None
2. Approval of **November 2022 meeting minutes**– Deb Robinson moved to approve, Kaye Ramsden seconded with the addition of Judy Russell to the “present” list and all approved
3. Treasurer
  - a. Library checking account and town budget report
  - b. Kim Werner is willing to take over as treasurer in April 2023, as Melanie Isett (currently assistant treasurer) will be assuming board chair responsibilities
4. Library Director Report - given by Audrey Brown, Chair
  - a. Library Director/Board Chair workshop attended by Audrey and Judy. Session focused on relationship to maintain well-functioning organization. Outcomes:
    - i. Judy and Audrey have a touch point every week.
5. Strategic Planning
  - a. Memorandum of Understanding (MoU) meeting with principal Dr. D (John D'Entremont) attended by Judy and Audrey
  - b. Saturday morning board retreat in late January to discuss the library's current goals and challenges, plan, dig into areas of interest to the board, and allow time for deeper discussions of sustainability of the organization
6. Personnel Committee:
  - a. Performance review and goal setting for library staff underway. Personnel Committee conducts Director's review, Director conducts staff reviews.
7. Buildings and Grounds:
  - a. Deb Robinson met with the Prince's about the plans and timing for the fence and gate

replacement project

- b. Implementation of the library solar project means that a large locust will need to be removed at the library's expense and the Prince's approved this removal
- c. A discussion of building and maintenance repairs that are upcoming (approximations are below) and a discussion about forming a fundraising committee to address the costs
  - i. Concrete step repair – \$20,000
  - ii. Replacement of doors in the back of the building with intercom, accessibility features - \$20,200
  - iii. Exterior painting of the trim – some high and some lead mitigation needed – last painted in 2012 - \$10,000
  - iv. Sanding and repainting of rails next to step - \$2,000
  - v. Chimney needs new galvanized cap - \$500 plus installation
  - vi. Mini split-air units upstairs and commercial dehumidifier downstairs – 2021 estimate - \$22,000
  - vii. Installing new wall shelving in place of public computer area – \$3,000

#### 8. Business Requiring Action or Discussion

- a. Friends book sale on December 9, December 10; trustee volunteers needed on Dec 10 to help box up the books at the end of the sale
- b. Three board spots will open up in March 2023- filing period is end of January – and the board is encouraged to think about who may be interested

#### 9. Upcoming Events

- a. Handcrafters Gatherings, Wednesdays, 3-5pm
- b. Tech Tuesdays, 3-5pm
- c. Chess Club resuming March 2: Thursdays, 2:15-3:15pm
- d. Monday Movies, 3:15pm, every 4 Mondays, all school year - Next one: December 12
- e. Nonfiction Virtual Book Club (13+ participants plus me) continues to meet every other week.
- f. Art Show: Meg McLean "Second Glance," through December 30
- g. "Reptile Rendezvous" with VINS. Wednesday, December 7, 1:45-2:45pm, Lyme School Gym, sponsored by the Friends
- h. "Big Trees of Northern New England," with Kevin Martin. Wednesday, December 7, 6:30pm, in-person at the Lyme School Gym. Sponsored by Northern Woodlands. We are co-hosting
- i. Oneal/Culturally Curious online art-appreciation event Tuesday, January 10, 6:30pm, via Zoom: **"The Art of the Scandal: Thefts, Vandals and Forgeries."** Registration: <https://us02web.zoom.us/meeting/register/tZEtduyvqDloH9QpEuiQoyYPA1q7hui8Sf0b>

10. Next meeting date: January 9, 2023, 7-9pm

Adjournment at 8:26pm

Submitted and recorded by Meg Lysy