

CONVERSE PUBLIC LIBRARY
LYME, NH
BOARD OF TRUSTEES

Meeting Minutes

DATE: 10/3/22 TIME: 7pm TYPE OF MEETING: Regular

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

ABSENT: John Biglow, Judy Russell (Library Director)

PUBLIC PRESENT: None

1. Call to Order at 7:07pm
 - a. Roll call, approval of agenda
 - b. Read-Up: board members share what they are reading
 - c. Approval of September 2022 meeting minutes– Peter Swart moved to approve, Deb Robinson seconded and all were in favor
 - o Audrey asked Meg to talk to Judy about getting access to the library site to post the minutes herself for efficiency
2. Treasurer:
 - a. Reviewed library checking account and town budget report -- discussed the fact that the town budget is bottom line budget and not line item budget
 - b. Discussion about Birthday Book Club and whether this year's numbers are higher than last year.
 - c. Review and vote on draft 2023 budget
 - a. Peter Swart moved to approve the budget, Kaye Ramsden seconded the motion, and all approved
3. Buildings and Grounds Committee
 - a. Expenses coming up approximate \$60-75k
 - i. the back doors that need to be replaced (~\$22k) due to age. The new doors will need remote open capacity for handicap accessibility
 - ii. the fence in the backyard needs to be replaced
 - iii. Tim Olsen and Trevor Ball have suggested native granite facing steps for the front steps as another option – rather than concrete overlay every couple of years
 - iv. We are reconfiguring the public-computer area to create more open space. This will require new shelving.
 - v. Sub-contractor will come to look at the pumping chamber in the basement floor
 - vi. Exterior window repainting must include lead mitigation

- b. Fundraising for a facility endowment for maintenance is difficult. The town energy committee has raised money to look at solar and the library is on the list for this project. Judy has met with Jim Nourse and Mark Bolinger of the Energy Committee. Discussed Swan Grant money and whether any is left in our coffers and available. The Lyme Foundation is also available for money for specific projects
 - c. The Board discussed the need for security cameras and lighting; discussion about preserving the privacy of our patrons while also providing security for the building while not bothering the neighbors with increased lighting. The American Library Association has good guidelines around security for libraries [here](#)
4. Policy Committee
- a. Review and approval of unaccompanied minor policy and staffing policy
 - i. Discussion about the language stating the use of the bench for coats, bags and other materials and whether that space could be cleared or the verbiage changed to indicate that sports equipment and other large items should be left there but not bags and coats
 - ii. All in favor to approve pending Judy's feedback on leaving bags/coats on the bench
5. Strategic Planning Committee
- a. Sustainable Facility—visit from Jim Nourse and Mark Bolinger this fall
6. Business Requiring Action or Discussion
- a. Meg and Melanie will represent trustees for Blisters for Books
 - b. Gifts for former trustees – done (Audrey & Judy—cards will be left at the library for signing)
 - c. Friends meeting on October 17
7. Upcoming Events
- a. October 15 (9-noon) is Fall Cleanup Day and celebration of Judy's 10 years as Director as well as recognition of the two Board members who went off the Board in March. Kim is going to send out a sign-up for the food/ideas for the celebration
 - b. Handcrafters are meeting regularly at the library, Wednesdays, 3-5 p.m.
 - c. Tech Tuesdays continue: 3-5 p.m.
 - d. Chess Club Thursdays, 2:15-3:15 p.m. - till December 15
 - e. Nonfiction Virtual Book Club (13 participants plus JGR) continues to meet every other week. This cycle: *The Man Who Hated Women*, by Amy Sohn
 - f. Monthly Movies, every four weeks on Mondays at 3:15, all school year - Next one: October 17
 - g. Blisters for Books, October 6, 8:15-1:45
 - h. Jane Oneil online art history programs November, January, March
 - i. Reptile Rendezvous with VINS, December 7, 1:45-3pm, Lyme School Gym (early dismissal/conference week; sponsored by the Friends)
 - j. Friends' Used Book Sale: Friday, December 9, 1:30-4; Saturday, December 10, 9-noon
8. Next meeting date: November 7, 2022; 9. Adjournment at 8:39pm; 10. Submitted and recorded by Meg Lysy