

CONVERSE FREE LIBRARY

LYME, NH

BOARD OF TRUSTEES

Meeting Minutes

DATE: 2/6/23 TIME: 7pm TYPE OF MEETING: Regular

PRESENT: John Biglow, Audrey Brown (Chair), Melanie Isett, Meg Lysy, Kaye Ramsden, Deb Robinson, Judy Russell (Director), Peter Swart, Kim Werner

ABSENT: Julie Goodrich

PUBLIC PRESENT: None

Call to Order at 7:04pm

1. Public Comment: None
2. Board members shared the books, magazines, or audio books they are currently enjoying
3. Trustees 101: None
4. Approval of January 2023 meeting minutes– Kaye Ramsden moved to approve, Deb Robinson seconded; all in favor of approval
5. Treasurer
 - a. Reviewed the library checking account
 - b. Discussion around Pete handing off treasurer duties and responsibilities to Kim
6. Library Director Report
 - a. Reviewed the Library Report
 - b. A patron has submitted a Request for Reconsideration for a book in circulation and Judy will respond, having reviewed the book and its context
 - c. New York Times digital newspaper subscription has been renewed by the Friends and we will be adding Cooking and Games this year for a modest cost

- d. Our online genealogy services (HeritageQuest Plus and Ancestry Library Edition) have been renewed by the Friends for another year
- e. The school board is taking a close look at technology and curriculum development positions, which potentially touches the library because the school librarian is integrated with technology support. None of the potential budget cuts are meant to impact the school library position.

7. Technology Committee: None

8. Policy Committee:

- a. Kaye Ramsden moved to approve the Volunteer Policy as presented and Kim Werner seconded.
 - i. A discussion around the background check required of volunteers ensued and its accordance with best practices with all nonprofits, peer libraries and the State Library's recommended Best Practices
 - ii. This policy will be reviewed by Judy every three years or as needed
 - iii. Judy estimated the cost of each background check to be \$25-30 per person. The board reiterated its intention to cover the cost of background checks from available funds. The cost may be added to the library budget for 2024.
- b. Deb Robinson called the question. Motion passed unanimously.

9. Buildings and Grounds:

- a. Call in to Henderson Tree Service to remove the tree that is shading the solar panels – the board anticipates the costs will be between \$700 and \$1,000 but does not yet have a formal estimate; John B. suggested another name for a second bid
- b. February 1, 2023, was meant to be the start date for the A/V shelving project. Judy is trying to get an update from Tim Olsen on the work

10. Business Requiring Action or Discussion

- a. Review of Energy Committee's solar panel request for proposal (RFP)
- b. Discussion about "The Town of Lyme" being listed on the RFP rather than the Library. Board was in favor and expressed gratitude to Dina and the Select Board for managing the RFPs and contracts

- c. Cole Electric: fixing outdoor photovoltaic light at bottom of cement stairs, near parking lot, and the three-way, wireless, landing & elevator light switch (just required a reset; Cole taught staff how to do)

11. Upcoming Events

- a. Handcrafters Gatherings, Wednesdays, 2-5pm
- 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
- e. Nonfiction Virtual Book Club (13+ participants plus me) continues to meet every other week.
- f. Art Show: Jim Lustenader Photography, "Paris Observed," through March 31
- g. Tuesday, March 14, 6:30pm, via Zoom. "Mary Cassatt & Co.," with Jane Oneail

12. Next meeting date: March 6, 2023, 7-9pm

13. Adjournment at 8:37pm

Submitted and recorded by Meg Lysy