



**BOARD OF TRUSTEES MEETING**  
**MONDAY, October 7, 2024, 7:00-9:00 PM**  
**Location: Converse Free Library**

**DATE:** 10/7/24 **TIME:** 7pm **TYPE OF MEETING:** Regular

**PRESENT:** Alex Bortolot, Melanie Isett (Chair), Philip Kinsler, Meg Lysy, Deb Robinson, Judy Russell (Director), Courtney Wise

**ABSENT:** Alex Nunez, Kim Werner

**PUBLIC PRESENT:** Andrea Colgan, Treasurer of Friends of Lyme Library

Call to Order at 7:10pm

**1) Public comments**

- Andrea Colgan from the Friends of Lyme Library attended the meeting and given that the library has a wish list for a shed, Andrea presented a map for the location of a new shed and also a new bike rack, to be purchased by the Friends of Lyme Library
- The classic New England Cape shed will be purchased from Carriage Sheds. The color is TBD but will be designed to blend into the background
- The shed does not require a permit from the town, per David Robbins
- Another wish list item is to move the book drop away from the top of the stairs to avoid the possibility that someone will hurt themselves on the stairs while carrying their books. Andrea presented a map for a proposed new location of the current book drop and mentioned a new cart that fits inside, also to be purchased by the Friends of Lyme Library

**2) Approval of September 9, 2024 meeting minutes**

- Change “We received our annual allocation, which this year was \$1,871.12. Trustees of the Trust Fund manage this fund” to “We received our annual allocation from the Trustees of the Trust Funds, which this year was \$1,871.12. Trustees of the Trust Funds manage this fund”
- Deb Robinson made a motion to approve the notes with the amendment noted and Courtney Wise seconded, all in favor



### 3) Treasurer's Report – Alex N.

- The Kilham Funds are received from royalties from Lawrence Kilham's (Ben's father books on bird behavior – the last 3 years have been collecting and will be received
- Library checking account overview
- Bill pay process:
  - Judy is attending an upcoming select board meeting on the 17<sup>th</sup> to present the budget. Judy is also on the agenda for the budget committee meeting on the 23<sup>rd</sup>. Judy is going to discuss our bill paying set-up with the select board. Judy had a meeting with Dina since our last meeting to discuss the general way we pay bills at the town (not just the library) and Judy understands that we will be staying with a checking account system rather than moving to online payments, for various reasons.
  - It would be more efficient and preferable for the library to receive a certain amount of money in a lump sum to pay for the online services that we use so that Judy does not have to pay from her personal account and then get reimbursed. Other libraries in the state operate this way with their requests from disbursements. Dina is sympathetic and understands that our number of invoices that we handle is much greater than other departments in the town. It is complex and multi-staged. A quarterly lump sum would pay for goods and services, not utilities or wages/benefits, building repair/maintenance. It would be in the vicinity of \$30,000 for a year. This will be discussed at the select board meeting.
- Budget for approval
  - Personnel Committee - Library Director Salary – 2.5% COLA and merit added into that. Overall increase of 4% compared to last year.
  - Philip Kinsler moved to approve the draft budget, Courtney Wise seconded, and all approved

### 4. Committee Reports

#### Policy Committee – Alex B. & Phil

- Policies for review and vote:
  - Internet Access and Computer Use
    - The board reviewed and discussed the small changes to the wording of the policy
    - The board requested one change: Under Expectations: remove “usage of the internet service” and leave it at hardware (computers and devices)



- Meg Lysy made a motion to approve the “Internet Access and Computer Use policy” with the change noted above, Courtney Wise seconded, and all approved
- After-School Use of the Converse Free Library (Unaccompanied Minors Policy)
  - The board reviewed and discussed the policy
  - Courtney Wise made a motion to approve the “Unaccompanied Minors Policy,” Meg Lysy seconded, and all approved

#### Buildings and Grounds Committee

- Fall cleanup - Oct 20th, 9am-noon
  - Concrete at side entrance and beneath the ramp is moldy and dirty; the Isetts own a power washer and are happy to loan it to the library
  - The parking spot curb is damaged, two spots over from Judy’s spot. There is thought that maybe if it gets picked up and turned around it will look better. The white trim around the entrances is dirty and should be cleaned. A magic eraser to the front door to clean the handprints. The top of the book drop is very dirty. The train table in the kids section is dirty (the white, painted parts). Bring your tools, work gloves, and a good attitude! Judy will provide a comprehensive list of work that should be done
- Interior painting: Painting has begun and is nearly finished

#### Strategic Planning Committee – Courtney & Melanie

- Updated strategic plan for approval
  - Alex Bortolot made a motion to approve the strategic plan, Philip Kinsler seconded, and all approved

#### 6. Business Requiring Action or Discussion

- Blisters for Books: October 11th, 9:15-11:15
- Trustee Meeting Schedule
  - Bylaws say that the board is required to meet quarterly. Just because we have always met every month, we don’t need to adhere to this schedule. The board discussed trying a new cadence to the meetings

#### 7. Upcoming Events

- Mah Jongg Mondays, 1:30-5:00 pm
- Tech Tuesdays, 1:30-3 pm
- Handcrafters Gathering, Wednesdays, 2-5 pm
- Nonfiction Virtual Book Group - ongoing – *A Day in the Life of Abed Salama*, by Nathan Thrall
- Peggy Little Display Case: Marya Klee’s pitchers
- Friends Art Show. Jean Gerber, to 12/30, opening reception is November 13



- Tuesday, Oct. 8, 3-5pm After School Movie: *Garfield Movie*
- Monday, October 14 Library closed
- Tuesday, October 15, 7pm Neighborhood Book Group: *Annihilation*, by Jeff Vandermeer (copies of the book are available to borrow)
- Thursday, October 31, 5:30-7pm Trick or Treat at the library

Meeting Adjourned: 8:57pm

Next Meeting: November 4, 2024

Submitted and recorded by Meg Lysy

DRAFT