



BOARD OF TRUSTEES MEETING MINUTES

Monday, February 3, 2024, 7:00-9:00 PM

Location: Converse Free Library

Feb. 3, convened at 7:12pm TYPE OF MEETING: Regular

Present: Melanie Isett, Phil Kinsler, Alex Nunez, Courtney Wise, Kim Werner, Alex Bortolot, Deb Robinson, Judy Russell (departed after Director's Report, about 7:30)

Absent: Erin O'Donnell, Meg Lysy

1. Public comments: None

2. Approval of [January 6, 2025 meeting minutes](#) Courtney moved, Phil 2nds, all approved.

3. Library Director's Report Town and state library annual reports are in progress. Judy shared monthly statistics and reviewed upcoming events (at the end of this document).

4. Treasurer's Report – Alex Nunez

- Vote to accept and expend donations, received \$400 donations. Alex B moves, Kim W 2nds to approve donations and spend them. Approved unanimously.
- Library checking account: Alex N has reformatted the checking account spreadsheet to reflect more present detail.
- There will be higher than usual income from town investments to the library via the Town Trust Fund soon to be received, stay tuned.

5. Committee Reports

- Policy Committee – Alex B. & Phil
 - No updates at this time
- Buildings and Grounds Committee
 - Steps repair project: Review of decision to accept coatings vs. replacement.
 - Motion to accept quote from Clifford Concrete to replace front steps with any shortfall covered by the friends (moved by Phil, 2nd by Courtney - approved unanimously)
 - Motion to accept the donation from the Friends to replace the side steps, and bring the steps up to code (via quote from Clifford Concrete) (moved by Phil, 2nd by Courtney - approved unanimously)
- Strategic Planning Committee – Courtney & Melanie
 - Retreat debriefing. Strategic Planning committee will meet this month to prioritize goals for the strategic plan. Board retreat 1/26 covered:
 - Sect. 1. Meeting the Library Needs of an Evolving Community



- Demographics
 - Understanding our community make-up and how to best serve its needs
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- Survey
 - 2021 survey: Themes/feedback from the last survey. Patron feedback is positive. Possible opportunities and considerations to explore: expanded hours, outreach to seniors, book clubs.
 - Board discussed creating a new survey: How to conduct a good quality survey with questions that are unbiased/non-leading, and will be actionable and useful. Ensure a good sample size and respondents which represent the largest demographics in the community. Providing options that are digital and printed to be accessible for all.
- Circulation and Programming
 - Program attendance stats - an area for more attention
 - Who is attending or not and why? How do we as trustees support the director in programming efforts?
 - Overall circulation stats look positive
- Community Collaborations
 - School
 - Top priority is to complete emergency action plan with the school (which may include lockdown alarms, communications, etc)
 - Other
 - Other community service organizations in our town – what can we learn from them about the needs of people? What are opportunities to work in closer alignment and dovetail with them?
- Sect. 2. Meeting Infrastructure Costs & Exploring Building Improvements
 - Consult libraries who've completed renovations for ideas & consideration - Judy has resources in the community of librarians
 - Better space utilization
 - Improving the layout to better support the catalog and programming
 - Shared resources within the community that may offer a venue to support larger programs or events
- Sect. 3. Staffing Needs



- Maintaining and Attracting a Professional Library Staff
 - Director envisions 2.5 FTE for professional staff to balance schedule and have reasonable open hours
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 - Developing a Succession Plan for Library Directorship
 - Future director recruiting: Relook at the job description to ensure it accurately reflects the role and time commitment to successfully carry out the duties of the position.

6. Business Requiring Action or Discussion

- Board chair role open: No one has stepped forward yet. Discussions ongoing.

7. 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 - reading *Premonition: A Pandemic Story*, by Michael Lewis
- Gentle Reads Book Group - discussing *The Road to Dalton*, by Shannon Bowring, on Tuesday, February 18, 7pm
- Peggy Little Display Case: Emma Lumley's handcrafts, January & February
- Friends Art Show: Rachel Garvey (photography), January 6 - March 29
- Make Your Own Valentine Drop-in, February 7-14
- Friends of Lyme Library monthly meeting, February 10, 10:30 am
- Afterschool Movie: *Moana*, Tuesday, February 11, 3-5 pm
- Culturally Curious online, with Jane Oneil: "Rhythm and Hues: The Harlem Renaissance and Its Legacy," Tuesday, February 11, 6 pm. Pre-registration required
- Ready, Steady... Balance! with Dawn Pidgeon, PT. Co-sponsored with Lyme Parish Nurses
- Library closed for Presidents Day Monday, February 17
- Utility Club meeting: Judy is the guest speaker. Tuesday, February 25, 1:30 pm.

Adjourned: 9:12pm

Next Meeting: March 3, 2025