



BOARD OF TRUSTEES MEETING
MONDAY, May 5, 2025, 7:00-9:00 PM
Location: Converse Free Library

DATE: 5/5/25 TIME: 7pm TYPE OF MEETING: Regular

PRESENT: Alex Bortolot (Chair), John Campbell, Meg Lysy, Alex Nunez, Deb Robinson, Judy Russell (Director), Nicole Tadlock, Courtney Wise

ABSENT: Philip Kinsler, Erin O'Donnell

PUBLIC PRESENT: None

Call to Order at 7:05pm

1) Public comments - none

2) Approval of April 7, 2025 meeting minutes

- Alex Nunez made a motion to approve the minutes, Courtney Wise seconded, all are in favor to approve

3) Library Director's Report

- Dan Watts of Dimentech finished the wi-fi project

4) Treasurer's Report – Alex N.

- Voted to accept and expend \$100 in donations received in April. Meg Lysy moved to accept, Deb Robinson seconded and all approved
- Petty cash is meant to go no lower than \$25, so every 3-4 months when a deposit is made of excess cash, that balance is restored.

5) Committee Reports

Policy Committee – Alex B and Phil

- No update

Buildings and Grounds Committee – Judy (in Erin's absence)



- Judy to attend an upcoming meeting of the Lyme Energy Committee to review HVAC system proposals
- A written contract from Clifford Concrete will be written for both the library and the Friends. Work expected to start June 1 on the front steps. He will also repair the cement pad under the book drop that was hit by a car
- Spring Clean-up Day: Saturday, May 10, 9am-noon
 1. Deb has shared a list of what to bring and feel free to put your name next to a task if you want to be responsible for it
 2. Deb described the work that needs to occur to fix the wheel stop that was damaged by the plow in the winter of 2023-24 (we need asphalt spikes)
 3. The lines for the parking spaces need to be repainted but it may be too wet this weekend
 4. We need a thatching rake and a gardening fork
 5. Judy says that the library has zip ties we can use

Strategic Planning Committee – Courtney

- The timeline for completing the work in the strategic plan will be based on this meeting (5/5/25) rather than the date we ratified the strategic plan. The updated timelines are below:
 1. Needs – 1 year (5/5/26)
 2. Infrastructure – 3 years (5/5/28)
 3. Staffing
 1. Staffing – 2 years (5/5/27)
 2. Succession – 1 years (5/5/26)

Technology Update – Judy

- No update

6) Friends Update

- Book Sale: May 17, 2025, 9-noon
- Courtney is going to try to attend the Friends monthly (second Monday) meetings at 10:30am with Meg as back-up
- There is some turnover on the Friends Board and they are interested in recruiting new members. Alex B asked if there was a description of the duties of the Board to use as a recruitment tool
- The little free library on the green is going to be repaired/replaced

7) Business Requiring Action or Discussion

- Board Committee Membership Review and Recruitment



- Correspondence: John Campbell
- Building and Grounds: Erin O'Donnell and Deb Robinson
- Finance: Alex Nunez
- Personnel: Deb Robinson and Nicole Tadlock
- Policy: Phil Kinsler, Judy Russell, Alex Bortolot
- Strategic Planning: Courtney Wise
- Friends Representative: Courtney Wise and Meg Lysy
- Technology: Judy Russell and Alex Nunez
- Strategic Committee Subcommittees
 - #1: Judy, Courtney, Erin, Alex N., Deb, John
 - #2: Judy, Erin, Deb, Alex N
 - #3a: Judy, Nicole, Courtney
 - #3b: Judy, Courtney, Alex B

8) Upcoming Events

- For a list of upcoming events see <https://lymenhlibrary.org/events/>

Meeting Adjourned: 8:55pm

Next Meeting: June 2, 2025

Submitted and recorded by Meg Lysy