



BOARD OF TRUSTEES MEETING
Monday, August 4, 2025, 7:00-9:00 PM
Location: Converse Free Library

DATE: 8/4/25 TIME: 7pm TYPE OF MEETING: Regular

PRESENT: Alex Bortolot (Chair), John Campbell, Philip Kinsler, Meg Lysy, Alex Nunez, Erin O'Donnell, Deb Robinson, Judy Russell (Director), Nicole Tadlock

ABSENT: Courtney Wise

PUBLIC PRESENT: None

Call to Order at 7:10pm

1) Public comments - none

2) Approval of June 2, 2025 meeting minutes

- Phil Kinsler made a motion to approve the minutes, Deb Robinson seconded, all are in favor to approve

3) Library Director's Report

- Hosting summer school in the basement in July was easy and enjoyable
- Statistics report: reached a new record for digital collection downloads; Kanopy streaming usage is high
- Summer Reading Program has been going well; family night attendance was high and very successful

4) Treasurer's Report – Alex N.

- Alex Bortolot approved to accept donations from June, Deb Robinson seconded and all approved
- John Campbell is managing gift recognition communications, which is greatly appreciated.

- Judy will have petty cash to deposit and plans to connect with Alex N next week

5) Committee Reports

Policy Committee – Alex B and Phil

- Library Membership and Borrowing Privileges Policy
 - Discussion focused on family vs. individual child accounts and permissions. Given how the Koha program organizes patron accounts, individual accounts are easier to manage than family accounts
 - Becky Wetterhahn, the school library counterpart, reviewed the policy and endorsed it
 - Non-resident users are relatively low, and we cross pollinate with local towns in so many ways
 - Phil Kinsler voted to approve new policy as presented to the board, Deb Robinson seconded, the board unanimously approved

Buildings and Grounds Committee – Erin and Judy

- Clifford Concrete/front and side steps work will begin in August
- HVAC update: sealed bids being opened by Select Board on 8/15
- New dehumidifiers installed
- Carpets will be cleaned on Saturday, August 9
- Parking lot line repainting requires two dry days and possibly one more can of paint. Deb is happy to explain what needs to be done
- The bike rack is shifting when people unlock their bike from it. There were not stakes included with the rack, Friends will investigate how to better secure

Strategic Planning Committee – Alex on behalf of Courtney

- Several successful sub-committee meetings have occurred, but not all sub-committees have met
- Courtney offered support to standardize and schedule remaining sub-committee meetings
- Meg Lysy and Phil Kinsler need to be assigned to sub-committees; efforts are being made to avoid assigning anyone to more than one sub-committee
- All meetings will be publicly advertised in at least two places
 - #1 Community Needs: Deb, John, Alex B.
 - #2 Infrastructure: Erin, Alex N., Meg
 - #3a Staffing Plan: Nikki, Courtney
 - #3b Succession Plan: Courtney, Phil

Technology Update – Judy

- New public iMac needed; Steve Campbell researching for 2026

- Purchased new monitor for Youth catalog search computer
- ByWater update re: Koha and Aspen security – Judy will share additional materials on recent bot attacks targeting open source library resources

6) Friends Report

- Next meeting is Monday, September 22, 2025, 10:30am

7) Business Requiring Action or Discussion

- Library Board/Staff social event in the fall – targeting a Monday night in October or late September
- 2025 United for Libraries Virtual Conference Report - Deb & Alex
 - Deb and Alex attended the virtual sessions. On Tuesday, the highlights included effective strategies for running productive meetings. Another highlight was a session led by a consultant with a background as a librarian. She shared a project she developed involving a study of library trustees, examining how trustees perceive their roles compared to how library directors perceive them. The study included a survey with both quantitative questions and opportunities for open-ended feedback
 - The results revealed a significant disparity between trustees' self-perceptions and how they were viewed by library directors. Additionally, library staff expressed a perception that trustees were motivated by personal recognition or "glory," whereas trustees themselves felt their involvement was driven by selflessness
 - Links with more information on this study: <https://www.drscb.com/trustees-study>
 - There is a visual board of 4 areas for focus of trustees and library director – Alex would like everyone to review and here is the link: <https://padlet.com/barniskis/trustee-work-ttyrd6ks2vs1zarh>
 - Wednesday's sessions highlighted fundraising strategies emphasizing mission-driven reasons for fundraising
- Board self-assessment proposal
 - Judy and Alex Bortolot met with Anne Peyton, a non-profit board consultant, to discuss resources available for board productivity. It may be beneficial to conduct a board self-assessment as a "temperature check"
 - A survey tool was shared, and Alex Bortolot suggested the board participate. The assessment would facilitate discussions on areas for ongoing improvement.
 - The consultant is also willing to facilitate sessions on self-assessment, strategic planning, and a fundraising overview.
- Alex will email the board before future meetings to solicit any agenda items from members.

8) Upcoming Events

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

Meeting Adjourned: 9pm

Next Meeting: September 8, 2025

Submitted and recorded by Meg Lysy