



BOARD OF TRUSTEES MEETING
Monday, October 6, 2025, 7:00-9:00 PM
Location: Converse Free Library

DATE: 10/6/25 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), Courtney Wise

ABSENT: Nicole Tadlock

PUBLIC PRESENT: None

Call to Order at 7:11pm

1) Public comments - none

2) Approval of September 8, 2025 meeting minutes

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

3) Library Director's Report

- On track to meet or exceed last year's numbers
- Discussion about children's program attendance and an August attendance number for a non-library function that Judy will review and correct if needed
- Librarian's Report: The House Bill 273 will go into effect soon and our policies may need to be adjusted by the policy committee
- Blisters for Books is on Friday 10/10/25- volunteers are needed on Thursday evening to help set up the tape and other tasks
- New art show downstairs and opening on Wed, Oct 15 from 5-7pm

4) Treasurer's Report – Alex N.

- In September we had \$50 of non-purposed donations. Meg Lysy made the move to accept the donations and Courtney Wise seconded and all were in favor
- Alex provided an overview of the budget



- Town Appropriation (Budget) Draft VOTE – Judy
 - Reviewed budget proposal and had a motion to vote on the proposed draft budget. Philip Kinsler moved to approve and Courtney Wise seconded and all approved
 - Looking at the building repairs and maintenance line, Alex Bortolot is wondering if we should be asking for more given the work that we know needs to happen and forecasted expenses
 - We could ask for a warrant article for building and maintenance needs if needed or a grant proposal
 - The board of trustees have always been responsible for the budget for inside building maintenance
 - Meg Lysy asked if the “audio tapes” line item could be renamed “audios” and this is not possible, but the board can be equipped with talking points about this
 - Courtney Wise brought up that we may want to consider a warrant article next year because of the strategic plan so we should keep that in mind
 - John Campbell made the motion to approve the budget with moving the projection to 2.9% instead of 2.84% and Courtney Wise seconded. All in favor of amended budget
 - Judy discussed the decisions that need to happen with the personnel committee and doesn't want to lose the flexibility to not go over the 2.9% increase
 - Decisions still need to be made around staff salary increases and let's table this conversation until those decisions have been made
 - October 22 is an open Budget Committee meeting and anyone is welcome to attend
 - John withdrew his amendment to change the percentage to 2.9 instead of 2.84
 - Discussion about the window cleaning cost
 - Consensus to adopt budget as written, knowing there will be flexibility down the road, and to keep our budget within the proposed 2.9%
 - Phil will recuse himself from the budget committee vote given his involvement with the creation of the library budget

5) Committee Reports

Buildings and Grounds Committee – Erin and Judy

- Fall Clean-up
 - Someone should spray the weeds with concentrated vinegar on the walkway before the cleanup to help it more easily get uprooted
 - Library clean-up on Saturday, November 1, from 10-2pm. If weather is a problem, Sunday November 2 can be the backup date
- Back door update – Judy



- Judy spoke to Tim on the phone and received a quote of \$30k but it has not been sent on paper
- Judy has asked two companies in Southern NH to come give an update
- Judy is working on an ALA grant (\$20,000) for accessibility for rural libraries and will ask the board if she needs help
- HVAC update – Judy
 - Scott Nichols (from ARC), Jim and Judy met and walked around the building
 - Discussed the locations of the condensers
 - Waiting on Eversource to wrap the wires in orange rubber
 - Thank you notes from the energy committee and library are in order so John Campbell will help

Strategic Planning Committee – Courtney

- All subcommittees have meetings set up in October
- All meetings need a notetaker and the meetings need to be posted
- A bulletin board will be put at the end of the ramp by Matt Thebedo for the Town for posting of Town committee meetings

Technology Report – Judy

- Judy is going to try to purchase 4 new Chromebooks and decommission the 3 old Chromebooks

6) Friends Report – John

- John attended the last Friends meeting; they are looking for new, young members
- Next meeting is Monday, November 10, 2025, 10:30am and John can attend

7) Business Requiring Action or Discussion

- Board of Trustees Self-Study (survey) – Alex
 - Diagnostic tool to get a sense of board satisfaction and alignment with purpose
- NH Library Trustee Association orientation – John
 - John attended the meeting in August.
 - Board of trustees meetings and new legislation affecting meeting minutes
 - Town attorney should review new policies
 - Judy pointed out that there are many attorneys with experience in library law who CFL could hire if necessary
 - Updates on House Bill 273
 - All libraries should have an investment policy for managing the endowment, if one exists. CFL has a financial policy and procedures document for treasurers
 - John distributed a NHLTA link with all sorts of helpful information
- Blisters for Books: October 10, 9:15 -11:15 am



- Book Sale in December – date coming, possibly 12/6 – and feel free to bring donations
- Trick or treating at the library will be on the 31st
- CFL Staff/Board Social: October 20 @ 5:30pm
 - Dish sign-up sheet (not required!!)

8) **Upcoming Events**

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

Erin O'Donnell made a motion to adjourn the meeting and Deb Robinson seconded. Meeting adjourned at: 8:56pm

Next Meeting: November 3, 2025

Submitted and recorded by Meg Lysy