



BOARD OF TRUSTEES MEETING
Monday, December 15, 2025, 7:00-9:00 PM
Location: Converse Free Library

DATE: 1/15/2025 TIME: 7pm TYPE OF MEETING: Regular

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

ABSENT: Erin O'Donnell

PUBLIC PRESENT: None

Call to Order at 7:13pm

1) Public comments - none

2) Approval of November 3, 2025 meeting minutes

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

3) Library Director's Report

- Judy submitted a grant proposal to the American Library Association (ALA) to fund the double door project, we are awaiting a response (grant amount could be either \$10,000 or \$20,000)
- Monthly statistics report: a small blip in lending that may be explained by less open hours due to snow closure
- Discussion about museum passes – VINS and Billings are the most popular

4) Treasurer's Report – Alex Nunez

- Reviewed donations from Blisters for Book fundraising efforts
- Reviewed checking account and discussed disbursement of the trustees of the trust fund (usually in February) and the CD that renews in December (it renews every 6 months)
- Alex Nunez moved to accept and approve the expenditure of \$1,106.53 received in November, Courtney Wise seconded and all approved



5) Committee Reports

Personnel Committee- Deb Robinson and Nikki Tadlock

- A form was circulated for feedback and there is still the ability to share feedback if desired

Policy Committee – Alex Bortolot and Philip Kinsler

- Reviewed the CFL and the Lyme School five-year Memorandum of Understanding
- Philip Kinsler suggested written material explaining the tasks and responsibilities between the school and the CFL. Judy says there is a document that needs to be updated
- Discussed the book budget and how it works between the library and the school
- Philip Kinsler moved to accept the MOU and Courtney Wise seconded, all in favor
- The new law RSA 201 - D:11 will be in effect on January 1 and we need to be prepared so the policy committee should meet before then
- Philip Kinsler moves that, while the Policy Committee is developing our own, we accept the Manchester policies as our own and Deb Robinson seconded, all in favor

Buildings and Grounds Committee – Judy on behalf of Erin O'Donnell

- Judy has sent a message to Craig (school) and Matt (town) to confirm who is responsible for clearing the sidewalk in front of the library
- The Friends are considering a proposal from Greg Gorman to create a sculpture for the empty space at the top of the side steps and Alex asked if this requires board approval. Judy confirmed that the board should be involved in reviewing the terms of the offer and accepting/declining it.

Strategic Plan Execution – Courtney Wise

Subcommittee Updates

- “Community Needs” had an email exchange about the charge of their subcommittee
- “Staffing Committee” met and has a good next step in place
- Board discussed having the meeting minutes available to the board
- A deeper discussion will happen on the subcommittees at the February meeting

6) Technology Report

- Judy is having issues with her computer. She still plans to purchase new Chromebooks.

7) Correspondence Report – John Campbell

- John sent out approximately 20 thank you notes and thanked Judy for the way she organized it

8) Friends Report – Courtney Wise

- Friends were happy with the turnout and profits from the book sale



9) Business Requiring Action or Discussion

- Staff and volunteer gifts
 - Decided that a \$300 discretionary fund will be available to Judy for gifts. Alex Bortolot made the motion to approve, John Campbell seconded and all approved
 - Philip Kinsler made a motion to increase the end of year bonus of the director by \$50, Deb Robinson seconded and all approved
- Alex Nunez, Courtney Wise and Erin O'Donnell have their term ending in 2026. They will let Alex B know if they want to run again
- Philip Kinsler will be running for select board and if he wins, he will need to leave his seat on the library board
- 2026 Holidays
 - Reviewed the 2026 holiday schedule
 - Deb Robinson moved to approve, Meg Lysy seconded and all were in favor
- Next meeting will be January 5, 2026

10) Trustee Self Study Results

- Initial review of results
 - i. Library director and staff relationship in relationship to the board – discussion needed
 - ii. Policy section – broad agreement and working well
 - iii. Mission purpose and strategic planning – discussion needed
 - iv. Very strong alignment on budget issues
 - v. Fundraising – concerns that need to be addressed and expectations of the board and the library director
 - vi. Board structure – size and make-up
 - vii. Committee work and board meeting
 - viii. Board make-up and orientation
 - ix. Board oversight of library director
 - x. Board meetings and assessment of board
 - xi. Board and community
- Philip suggests we pull 4-5 themes out and tackle them at individually at the next 4-5 board meetings

11) Upcoming Events

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

Meg Lysy made a motion to adjourn the meeting and Phil Kinsler seconded. Meeting adjourned at: 8:58pm. Next Meeting: January 5, 2026

Submitted and recorded by Meg Lysy