



**BOARD OF TRUSTEES MEETING**  
**Monday, November 3, 2025, 7:00-9:00 PM**  
**Location: Converse Free Library**

DATE: 11/3/25 TIME: 7pm TYPE OF MEETING: Regular

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

ABSENT: Judy Russell (Director)

PUBLIC PRESENT: None

Call to Order at 7:08pm

**1) Public comments - none**

**2) Approval of October 6, 2025 meeting minutes**

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

**3) Library Director's Report**

- Discussion and review of the statistics report
- Card for Eleanor and David Shafer who are moving away from Lyme – Board should check in with Judy when she is feeling better to sign the card

**4) Treasurer's Report – Alex Nunez**

- In October we received \$700 of non-purposed donations, separate from Blisters for Books. Alex Nunez made the move to accept the donations and Meg Lysy seconded and all were in favor
- Blisters update: \$5,256.95 total. On pace with last year for October and November was big for donations last year
- Review of the checking account
- Judy will most likely send a solicitation regarding Giving Tuesday and the Board would like to amplify the message



- Board would like to suggest that they piggyback on Judy's plans and that Judy's email goes out a day or two before Giving Tuesday so the Board can share the message to their network on Giving Tuesday
- Suggestion to advertise the giving opportunity on the sign out front
- Suggestion to use print mailing in conjunction with other Lyme nonprofits
- Alex and Alex will speak to Judy about this discussion

## 5) **Committee Reports**

### Personnel Committee- Deb Robinson and Nikki Tadlock

- Meeting occurred on 10/29/25 with Nicole, Alex, Alex, and Deb
- Recommended a 2.9% cost of living increase to librarian's salary
- CPI increase approved by board for staff; also discussed was that any proposed merit increase for staff must come following a formal performance evaluation of the staff in question
- Discussion of personnel committee
  - Nikki has suggestions for the review form
  - Looking forward, the personnel committee is wondering about how feedback could be collected from the board for the evaluation for growth and development.
  - The goal of the review is performance against job description and annual goals, how can the committees provide helpful feedback? The board will need to know the director's goals to be able to be more supportive
  - Historically, the board chair has provided the bulk of the feedback because the most interaction is between the two but it does not need to be that way
  - The final performance review should have no surprises in it- there should be an opportunity to share opportunities for growth and development throughout the year
  - Deb will share the blank performance review document with the board
  - We will aim to have the next annual performance review in July/August prior to receiving the draft budget so that conversations regarding merit increases, if requested, will be grounded by evaluation of previous year's performance

### Policy Committee – Alex Bortolot and Philip Kinsler

- Volunteers Policy & Unaccompanied Minors Policy
  - Philip Kinsler voted to readopt the volunteer policy, Alex Bortolot seconded, and all in favor
  - Nikki Tadlock voted to adopt the updated text in the unaccompanied minors policy regarding food and drink in the library, Alex Bortolot seconded, and all in favor



#### Buildings and Grounds Committee – Erin O'Donnell

- Thank you to the board for the fall clean-up, Saturday November 1
- Erin to send a link to Judy for purchase of reflectors
- Maintenance contract for the elevator comes out of the checking account and is up for renewal
- Erin to check in with Judy regarding the ALA grant for the back doors and whether the board can help support the grant

#### Strategic Plan Execution – Courtney Wise

##### Subcommittee Updates

- Community Needs – Deb Robinson and John Campbell
- Infrastructure – Erin O'Donnell, Meg Lysy, Alex Nunez
- Staffing – Courtney Wise

#### 6) Friends Report – John Campbell

- Book Sale tentatively scheduled for December 6
- A board member (or two) is needed to help pack up the books at the end of the sale
- Alex stressed the importance of a board member attending the monthly Friends Meeting – Monday, November 10 at 10:30am is the next meeting, John Campbell to attend; Courtney Wise to attend December meeting; board members should be prepared to report on library and board activities

#### 7) Business Requiring Action or Discussion

- 2026 Town Appropriation (Budget) Update
  - Benefit costs lower than estimated; \$2,000 to be reallocated in proposed budget
  - Judy explained reallocation in an 11/3/25 email to the Board. “. . . added more money in the following lines: books, cataloging & processing, telecommunications, and computers.”
  - Budget: Deb Robinson moved that we 1) amend the personnel committee's original salary increase recommendation of 2.9% to 3.0% to bring it in line with the CPI information released by the US Dept of Labor Statistics in October, and 2) to vote to approve the amended draft budget as a whole. Phil Kinsler seconded and all were in favor.
- [NH State Library Memo on HB273](#) – John Campbell
  - New paragraph about lending and minors. Minors are defined as under 18 and suggests that libraries come up with their own policy to lend to minors.
  - Discussion around the language of “current borrowing” and whether that is the entire history of borrowing or just current borrowing
  - Is the library meant to save the borrowing record for a patron and for long?



8) **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: December 1, 2025

Submitted and recorded by Meg Lysy