



BOARD OF TRUSTEES MEETING
Monday, Feb 2, 2026, 7:00-9:00 PM
Location: Converse Free Library

DATE: 2/2/2026 TIME: 7pm TYPE OF MEETING: Regular

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

ABSENT: Meg Lysy

PUBLIC PRESENT: None

Call to Order at 7:11pm

1) Public comments - none

2) Approval of January 5, 2026 meeting minutes

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

3) Library Director's Report

- Circulation report and year-end review: 2025 school borrowing up over 2024; public borrowing of physical collection down over 2024; CFL lent more books and borrowed fewer over interlibrary loan this year than last, which speaks to the quality of our collection.. Overall, CFL lent more items, physical and electronic combined, than ever before.
- Regular adult and online programs are going well. Children's programs are fewer in number for several reasons. Visits and attendance are down from pre-Covid, but overall good. January was unusually low for hours open due to holidays, maintenance issues, etc.

4) Treasurer's Report – Alex Nunez

- Alex N moves, Courtney 2nds to approve acceptance of non-purposed donations.
- The big expense in January was the unexpected furnace repair. Once the bill is paid, the CD will be depleted to around \$6000. We may wish to initiate a capital campaign or prepare a warrant article for next January to establish a building fund to cushion



against future problems. Judy will investigate whether the Town's Unassigned Fund Balance could possibly be drawn upon for a similar situation.

5) Committee Reports

Personnel Committee- Deb Robinson and Nikki Tadlock

- Review with the director completed minus goals for 2026, which she will provide within a week from today..
- Personnel committee will convert the google doc review into a pdf, which the director will then file.

Policy Committee – Alex Bortolot and Philip Kinsler

- RSA 201-D:11 Compliance policy: Parental Access to Minor Children's Library Records
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 - Policy
 - Form
- CFL Emergency Closing Policy Procedures (Updated)
- John moves and Erin 2nds to approve all three documents. Unanimously approved.

Buildings and Grounds Committee –Erin O'Donnell and Judy

- Oil Boys did a great job reinstalling the new furnace.
- Heat pumps are installed but electricity is not yet hooked up. Add changing filters to the to-do list?

Strategic Plan Execution – Courtney Wise
Subcommittee Updates

- **SBS1 (Community Needs)** - It's unclear how to move forward with this committee. Survey results do not provide clear issues for changes, although some aspects, such as staffing, can be incorporated within other subcommittees. John and Deb will write this up by May.
- **SBS2 (Infrastructure)** - Due to meet soon
- **SBS3A (Staffing)** - Has met twice. They will draft a succession plan. The director plans to post a position for 10+ hours for a clerk in March. Will meet every other month to meet the 2027 deadline to draft ideal staffing guidelines. Will meet again in March.
- **SBS3B (Succession)** - Deadline is May 2026. Committee has a plan of action: exploring staffing, job descriptions, etc., and is proceeding well to complete on time.

Technology Report

- Director purchased a new computer able to handle all her files.



Correspondence Report – John Campbell

- John is writing notes and letters regularly

Friends Report – Courtney Wise

- Courtney will attend the next meeting on Feb 9
- The Dec. book sale was successful, raising about \$1,000. The next sale will be in April. Quality leftovers will be donated to the Five Colleges Book Sale

6) **Business Requiring Action or Discussion**

- Board Development Unit: review and discuss Lyme Select Board/CFL Memorandum of Understanding: Tabled.
- NH RSA 21-I:112–116 (“Prohibition on Diversity, Equity, and Inclusion”) - discussion at Lebanon Public Libraries Board Meeting 1/27: Tabled.
- Lyme Town Elections: CFL trustees - 3 incumbents and 1 other person are standing for 3 seats. Trustees are encouraged to speak at Little Town Meeting, Tues March 3rd, 6:30pm, and to submit a candidate’s statement to the Town office.

7) **Upcoming Events**

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

Meeting adjourned at: 9:09pm

Next Meeting: March 2, 2026

Recorded by Deb Robinson; draft minutes reviewed by Alex Bortolot and Judy Russell.