



**BOARD OF TRUSTEES MEETING**  
**Monday, January 5, 2026, 7:00-9:00 PM**  
**Location: Lyme Inn**

DATE: 1/5/2026 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, Courtney Wise

ABSENT: None

PUBLIC PRESENT: None

Call to Order at 7:13pm

**1) Public comments - none**

**2) Approval of December 15, 2025 meeting minutes**

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

**3) Library Director's Report**

- The boiler is currently broken and therefore the library was closed today.
- Dead River came and found that the block in the boiler has a crack. Furnace installed in 2018 and mechanical part replaced in 2021.
- Andy Lumley came with a shop vac to clear the standing water. There are two space heaters at the library overnight to try to prevent the pipes from freezing (one in the kitchenette and one in Judy's office). Emergency procedure recommendation: if the temperature is under 55 degrees then the library should close for the Health and safety of the staff. Margaret is traveling and away this week.
- Lyme Emergency Management Director Mike Hinsley is trying to help and interact with Dead River on behalf of Judy



- Judy and/or the Buildings and Ground Committee can spend up to \$1000 without board approval. Alex B makes a motion to allow up to \$5000 to be spent without board approval for boiler repairs, Deb Robinson seconded and all approved.
- The board can bring space heaters into the space if Judy needs it; she will let us know
- Judy will submit last month's library report and the stats report soon

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

- Alex Nunez moved to accept and approve the expenditure of \$1,882.58 received in December, Courtney Wise seconded and all approved
- Blisters donations running ahead of last year and donations are still trickling in
- Elevator contract expense hit (Judy to double-check if the contract is a one- or two-year contract)
- Reviewed cash and CD balance (CD is now on a 5-month renewal schedule)
- Judy has set up the donor fund section of PayPal and this money is dispersed once a month only (no fee associated with this transaction)
- Year-end budget report from the town is not ready to be shared yet.

#### **5) Committee Reports**

Personnel Committee- Deb Robinson and Nikki Tadlock

- Nikki and Deb are setting up a time with Judy for Judy's performance review

Policy Committee – Alex Bortolot and Philip Kinsler

- HB273 law compliance: Judy has created a request form and the policy itself and those will be distributed to the board.
- Policy and procedure – valid identification from adult is required (with same address as child) or a court issued custody record and they are allowed to see printed materials and audio-visual materials that are currently checked out

Buildings and Grounds Committee –Erin O'Donnell and Judy

- March 3 is the ALA grant response deadline (for accessibility grant to fund back door replacement and upgrade)

Strategic Plan Execution – Courtney Wise

Subcommittee Updates

- At last meeting suggested an in-depth reporting at the February meeting
- Each of the four subcommittees can give a 3-5-minute overview
- Judy will post the minutes from prior meetings on the website



## 6) Technology Report

- Judy ordered four Chromebooks on 2025 budget and they have arrived
- Steve Campbell and Judy will replace the Mac soon--and this was built into the budget
- The Lyme Room may need a new desktop computer – the old one is failing

## 7) Correspondence Report – John Campbell

- Judy had a thank-you list for John, which he completed. More to come

## 8) Friends Report – Courtney Wise

- Courtney will attend the next meeting

## 9) Business Requiring Action or Discussion

### Suggested Trustee Self-Study Discussion Topics for 2026 Board Meetings

- Key resources for these discussions:
  - [NH Library Trustees Association Manual 2021](#)
  - NH Law regarding NH public libraries: [2024 New Hampshire Revised Statutes: Title XVI - Libraries, Chapter 202-A - Public Libraries](#)
  - [Lyme Select Board/CFL Memorandum of Understanding](#)
- Library/Board areas of responsibility
  - Read and discuss pp 10-14; 25-29 of NHLTA Manual, with reference to NH 202-A
- Board Governance: bylaws and committee structure
  - Read and discuss CFL bylaws
  - Are the committees that we have the right ones?
  - Is there a way to help the board chair with administrative tasks
  - In terms of its functioning, what are areas in which the board is doing well, not well?
- Fundraising: library funding overview, role of the Board
  - Read and discuss pp 15-24 of NHLTA Manual, with reference to [NH 202-A:11](#)
  - Identify and discuss the primary sources of CFL's financial support
  - Understand the NHLTA Manual vs the Lyme way of doing things.
  - Other vehicles for fundraising for the library
  - Fundraising for libraries is different than other entities because it is a municipal institution representing and upholding intellectual freedom
  - Judy is happy to share other ways of fundraising that are effective for libraries
- Board Meetings
  - Objectives, structure and performance



- Conflict management and resolution
  - Facilitated discussion with Anne Peyton
  - Judy would prefer a different word than conflict, we discussed board/director relationship or culture stewardship
  - Nikki suggests that we set ground rules for conversation and discussion
- Trustee onboarding and continuing education
  - What is working, what is not

#### Next Steps:

- Alex B will reach out to Anne Peyton to discuss the board conflict resolution discussion and the timing of this meeting and we will likely schedule it separately from a board meeting
- At the Feb meeting, the board will come prepared to discuss the [Lyme Select Board/CFL Memorandum of Understanding](#). Start conversations with individual objectives
- At the March meeting, we can discuss the Board Structure

#### 10) Upcoming Events

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

Deb Robinson made a motion to adjourn the meeting and Meg Lysy seconded. Meeting adjourned at: 8:44pm

Next Meeting: February 2, 2026

Submitted and recorded by Meg Lysy