



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

DATE: 3/2/2026 TIME: 7pm TYPE OF MEETING: Regular

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

ABSENT: John Campbell

PUBLIC PRESENT: None

Call to Order at 7:13pm

1) Public comments - none

2) Approval of February 2, 2026 meeting minutes

- Move the sentence "They will draft a succession plan" to the bullet below the SBS3A bullet, where it was originally intended.
- Remove the extra bullet (with parenthesis) under policy committee
- Philip Kinsler made a motion to approve the minutes as amended, Nikki Tadlock seconded, all are in favor of approving

3) Library Director's Report

- Reviewed the Monthly Statistics Report; a small typo was identified. Judy will correct and resend.
- Discussion of grant application submitted to ALA to fund accessible automatic doors; ALA expected to announce its 2026 awardees in March.
- April 9: A women's history scholar from Manchester, Liz Tentarelli, will lead a virtual discussion of *The Book of Ages* by Jill Lepore. The program will be streamed via Zoom in the library for those who wish to gather and watch together.
- Judy shared her 5 annual SMART goals



1. Finalize updates to the app connected to the Aspen catalog and release it publicly.
 2. Complete a brochure describing library services and FAQs for new patrons.
 3. Complete the private trustee page on the library website
 4. Reduce the number of emails in her inbox to one week's worth
 5. Complete re-cataloging and relabeling of the two collections in the Lyme Room
- The third and final Jane Oneil program will be held March 10, 2026:
Culturally Curious 3 – Perennial Muses: Flowers in Art

4) Treasurer's Report – Alex Nunez

- Alex Nunez made a motion to approve and accept the February \$100 donations, Deb Robinson seconded and all approved
- Reviewed the library budget that Dina sent Judy to review on 2/27; the heat line item is incorrect

5) Committee Reports

Personnel Committee- Deb Robinson and Nikki Tadlock

- See Librarian's Report

Buildings and Grounds Committee –Erin O'Donnell and Judy

- Spring clean-up day is scheduled for May 2-3, 2026
- Erin O'Donnell will follow up with additional details

Correspondence Report – Judy in place of John Campbell

- Judy will connect with John to draft a thank-you letter to the Lyme Water Association for its generosity to the library.

6) Business Requiring Action or Discussion

- After 8 years of service, Deb Robinson is stepping down from the board one year before her term concludes to pursue other interests. The Board thanks Deb for her remarkable service
- Lyme Town Elections
 - Tuesday, March 3, 6PM: Little Town Meeting, meet the candidates



- Thursday, March 10, 7AM-7PM: Town meeting for all ballot voting, including town officers
- Board Development Unit (BDU): review and discuss Lyme Select Board/CFL Memorandum of Understanding
 - Discussion around clarity needed for this bullet “The Trustees welcome the technical advice of the town’s Building Maintenance Committee in planning repairs and maintenance. Costs associated with the operation, maintenance and repair of the Converse Free Library Building will be included in the library’s budget or in the town’s Building Major Maintenance and Repair fund.”
 - The recent furnace repair was a significant, unplanned emergency expense. The board discussed adding clearer language about financial responsibility for emergency repairs.
 - Judy suggested that she and Alex speak with Dina or be placed on a Select Board meeting agenda. Judy will contact Dina to request agenda placement.
 - The board discussed Dina’s and Judy’s suggestion to change the signing date to April for the updated memorandum. The current language states:
 - “An updated memorandum should be signed annually in October with any mutually agreed-upon changes.”
 - Clarified that the “staff person” referenced in the MOU is Judy
 - Judy suggested that it would be preferable to pay bills with monies released by the Select Board in advance.
 - Judy expresses gratitude for the personnel (payroll and benefits) work that the town provides the library
 - Nicole Tadlock raised the topic of fundraising to support emergency repair funds; this discussion was tabled for future BDU consideration.
- Board Development Unit (BDU): Bylaws and committee structure: review and discuss CFL Bylaws. In terms of its functioning, what are areas in which the board is doing well, not well?
 - Courtney Wise suggested reviewing peer libraries bylaws
 - Alex B proposed adding a Vice Chair role to:
 - Provide coverage for the Chair
 - Develop board leadership succession
 - Offer additional board support
 - Discussion about board size:



- A nine-member board can make scheduling difficult outside the first Monday of each month.
- The board has had nine members since the 1907 Charter.
- There was discussion about whether changing board size would require a warrant article. Judy will verify.
- Alex N suggests we have a temporary committee to review the board size or add it to “meeting the needs of an evolving community”
- Judy suggested exploring the possibility of alternate members.
- Judy could set up a meeting with the town lawyer once we have our facts understood. This would be at our expense.
- Deadline set to convene at the June meeting to follow-up on this and have a holistic understanding and formulate questions for the town lawyer
- Alex N suggested formalizing the role of Correspondence Secretary.
- Alex B will draft a position description for the Vice Chair role.
- Judy will send a link to the NH Municipal Association’s decision tree regarding what constitutes a public meeting.
 - Philip believes a meeting is public only if a quorum is present; Judy understands it differently.

7) Friends Update

- Sheila MacDowell has been voted as a new member
- Approved replacement of track lighting in the downstairs gallery.
- Upcoming book sale: April 11
- 5 Colleges book sale: April 24-26
- Reviewed upcoming art shows
- Courtney plans to attend next meeting (Monday)

8) Upcoming Events

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

Meeting adjourned at: 9:04pm

Next Meeting: April 6, 2026

Recorded by Meg Lysy; draft minutes reviewed by Judy Russell and Alex Bortolot