



BOARD OF TRUSTEES MEETING
Monday, May 4, 2026, 7:00-9:00 PM
Location: Converse Free Library

DATE: 5/4/2026 TIME: 7pm TYPE OF MEETING: Regular

PRESENT: Alex Bortolot (Chair), John Campbell, Ann Christiano, Philip Kinsler, Meg Lysy, Erin O'Donnell, Judy Russell (Director)

ABSENT: Alex Nunez, Nicole Tadlock

PUBLIC PRESENT: None

Call to Order at 7:09pm

1) Public comments - none

2) Approval of April 2026 meeting minutes

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

3) Library Director's Report

- Judy interviewed someone for the library clerk position, and she would like the library board to approve the hire while she checks references
 - Phil Kinsler moved to approve the hiring of the candidate subject to a reference check and Erin O'Donnell seconded and all approved
- Book group updates
- Summer Reading Program Theme: Unearth a Story
- Lyme History research occurred with the fourth grade in the library, but the students were unable to use the WiFi – Judy is going to figure out how to fix it with LymeFiber and Dan Watts of Dimentech
- Reviewed circulation stats: numbers are on track and consistent with past usage data
- Eversource: \$546 overage in account – we can keep the money in the account as a credit or receive a check. Judy suggests we keep the money in the account because of potentially higher electric usage this summer When the overage gets higher than \$600 it is taxed if we request a payout



- SolarEdge issue: Judy is in touch with Mark Bolinger (Energy Committee) because Judy has received multiple email alerts that an issue is detected and then resolved. Mark will come take a look and then connect with the company as needed
- New track lighting system in the Betty Grant Gallery downstairs
- Dave's Windows cleaned the windows on April 27 and the annual carpet cleaning is happening soon
- The ALA Rural and Small Library Accessibility grant was received for \$10,000 – Judy will request matching funds from the Lyme and Byrne foundations Reviewed circulation report - Judy redesigned the links page on the website so she can see the individual usages for digital content, particularly New York Times News, Games, and Cooking.
 - Comics Plus is not entered on the report yet because of online accessibility issues at the library
- Judy ran numbers for audio and visual lending- DVD usage is maintained over the past few years unlike audio

4) Treasurer's Report – Judy on behalf of Alex Nunez

- Reviewed Blisters spending
- \$13,1000 cash balance – \$7,000 is purposed and about \$6,000 is not purposed
- CD balance is \$6,303
- Town budget – by Judy's estimate, we have 63% of non-payroll money left to spend – on target

5) Committee Reports

Policy Committee – Philip Kinsler, John Campbell

- Staffing Policy Update
 - Reviewed the amended language and suggested small rewordings
 - Meg Lysy moved to approve as amended, Philip Kinsler seconded and all approved
- AED Policy Update
 - Reviewed the policy
 - John Campbell moved to approve as amended, Ann Christiano seconded and all approved

Buildings and Grounds Committee –Erin O'Donnell and Judy

- Spring clean-up day happened on May 2 and there are some additional projects for anyone who is interested
 - The mulch around the book drop needs to be cleared so that moisture is not against it – the box is meant to be weatherproof, but it was agreed to err on the side of caution to avoid rust
 - Seeding and straw work needed



- Erin O'Donnell will share additional details with board members who plan to finish up the grounds work on Saturday, May 9

Correspondence Report— John Campbell

- John is caught up with thanking the library supporters

Strategic Plan Subcommittees –

- Judy will give people access to the planning subcommittee folders
- Discussion about combining the first two committees (SPS2/infrastructure and SPS1/community needs)

6) Business Requiring Action or Discussion

- Interim Trustee recruitment - Judy has reached out to someone and the next step will be to send the recommendation to the select board
- Three board members are going to the 2026 NHLTA Spring Conference - May 27 in Manchester and will report back
- Library/Board areas of responsibility 1. Read and discuss pp 10-14; 25-29 of NHLTA Manual, with reference to NH 202-A
 - Discussed the reasons behind the mandate to meet in person, in public as a board (transparency, accessibility). Trustee participation via Zoom is allowable provided a quorum meets in public. Judy supplied additional information for the board to review.
 - Discussed the advocacy role of the trustee and what that means
 - Discussed orientation process and the benefit of a binder with core materials included that is relevant to all board members –
- June board meeting agenda items and other action items emerging from May meeting
 - BDU on Fundraising - Alex N, Judy
 - Info share on Warrant Articles - Erin
 - Alex to reach out to select board with our interim trustee recommendation
 - Report from the 2026 NHLTA Spring Conference - May 27 in Manchester and will report back

7) Friends Update

- Ann can attend the next Friends meeting (Friday, May 15, at 3pm)
- The Friends are working on their new budget, and they asked Judy for a wish list. The wish list includes:
 - Replace the Little Free Library on the common



- Utility Club has given us \$1000 for a steel picnic table for the back yard and Friends will match that gift
- Bicycle repair station
- Recover our much-loved picture books
- Thermo-binding machine
- Book cart needed
- Meeting owl

8) Upcoming Events

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

Meeting adjourned at: 9:06pm

Next Meeting: June 1, 2026

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