**Richards Free Library Board of Trustees**

The Richards Free Library

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Monday, January 23, 2023 7:30 p.m. **on zoom**

*Present: Boyle, Bridge, Kvetcovsky, Lovely, Urban, Wilmot & Wilmot, Wood, Director—Justine Fafara Absent: Menard*

1. Secretary’s Report - Minutes of 12/5/2022 (previously emailed) Adopted by consensus.
2. Treasurer’s Reports (previously emailed) The Friends annual donation was given in Dec., hence the positive balance for 2022. Friends also gave the LAC $1500 for summer programs. December expenses included furnace replacement of a valve and maintenance. Nancy suggested that our budget report include YTD relative to budget. Report placed on file.
3. LAC Report Not received.
4. Librarian Reports (previously emailed)
	1. Report. Trash pick up is now DeCamp for $70/mo savings. Budget meeting with Paul & Hunter is tomorrow at 3PM. A 1% has been requested as a factor. We do not expect an 8% in this economy. Painting will be finished by early Feb. Drone inspection by Copper Slate & Roofing will result in a bid soon. We will ask the Town if a warrant article for the roof is possible. Roofing material may influence future grant opportunities depending upon whether the source is historic.
	2. Statistics: End of year shows a good increase. Expired cards who have not been active for 5 years are being deleted; about 1/3 of residents with cards are “very active” users (in building); some of the digital platforms have checkouts and it would be interesting to know unduplicated users.
5. Old Business
	1. Clothing donation bin: This will be followed up. First contact will be with Donna Magoon, the Superintendent to see if the Towle parking area is a possibility. It continues to be an eyesore.
	2. Budget: Meeting with Select Board to be announced.
	3. Board terms: Katherine’s will be one year. Nancy Wilmot and Marty Lovely have agreed to extend by a year which will create 3, 3 and 2-1 (town trustee) sequencing.
6. New Business
	1. 2023 meeting dates (previously emailed) The slate was agreed to with the change of May in library and June Zoom.
	2. Officer elections: It was moved that the Secretary cast one vote for the current slate of officers: Matthew Boyle, Chair Martha Lovely, Vice Chair, Nancy Wilmot, Treasurer, Charen Urban, Secretary. Unanimous.
	3. Strategic Plan review (previously emailed): Many goals were met in 2022 and others saw progress. It was suggested that a list of which were accomplished and which are slated for 2023 be circulated.
	4. Kathleen Rogers donations: $1300 in honor of Justine’s Mother, including a gift from the Mid-Atlantic Tea Association. Justine and her grandmother suggest using some for the staff area on the second floor. There was consensus that this was a good idea.
7. Other Business: Family medical leave policy is 12 weeks with using vacation time, 4 weeks paid. Chronic trustee absence was discussed and Matt will call the individual. Attorney General Report completion was important—thank you, Justine! We have an IRS fine ($20,000) pending since Aug. 2021 for an issue with our 2020 return and our accountant needs to address this. Matt and Nancy will begin communication with the accounting firm since Justine has been unanswered.
8. Adjournment: Lovely/B Wilmot at 8:24.

Next Regular Meeting: February 27, 2023 on zoom. On the Calendar: Review technology plan & building needs

Respectfully Submitted, **Charen Urban**, Secretary