**Richards Free Library Board of Trustees**

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

*Present: Boyle, Bridge, Kvetcovsky, Lovely, Urban, Wood, Fafara-Library Director*

*Excused: B. Wilmot, N. Wilmot Absent: Menard*

1. Secretary’s Report Minutes of the 9/18/23 meeting (previously emailed) (Lovely/Wood) Accepted as printed. Unanimous.
2. Treasurer’s Reports (previously emailed) First fuel delivery arrived, $3.77/gal. which is the town rate--invoice $1900. Brief discussion of targeted heating like space heaters in specific cold areas of main building. Mini split in Children’s area etc.

Misc. Budget Category explanation: income was Friend’s memberships through credit cards which was then paid to the Friends. Also, staff purchasing of books at Library discount, then reimburse to Library.

Accounting payment appears high because 2 years were paid due to the delay in filing previous year’s taxes.

Malool family expense=4 dedicated computers for the Children's Room.

Couch Family Grant: $15,000 request has been approved for general operations. The funds will arrive this calendar year and help eliminate the deficit.

*Increases above the budget this year are hours for Ally and Molly.*

1. LAC Reports (previously emailed): Discussion of building issues in plumbing, electrical and roof (resolved!). Consider a joint RFL & LAC board committee to consider how to manage our aging building.
2. Librarian Reports (previously emailed)
   1. Narrative Report: New books, including Graphic novels are now shelved. Staffing very positive and enthusiastic about new programming for 2024. Universal class is canceled without penalty. Sites at risk for mold in the library need to be examined and perhaps treated preventively.
   2. Statistics: Door count and circulation are back to 2019 levels. Busy is a “new” feeling and staff are adapting. Teen use is steady, a lot of computer use by adult patrons. Lots of new cards have been issued, the new school is coming twice a week… After school snacks have begun with true appreciation from the teens. Apples and water are free, the rest for a small fee. Molly has a rolling cart. Snacks consumed at round tables only.
3. Old Business
   1. Roof project: Done! We need to do a big publicity and thank you splash and ask LAC to join in the appreciation. GDC will be a good resource going forward with a 3 year plan for next steps. Justine will ask if John knows plumbers and electricians for historic buildings.
   2. Plumbing: Extensive discussion of 2 bids which were vastly different. Motion: Justine may accept the Action Bid, subject to positive references. (Wood/Lovely) Unanimous.
4. New Business
   1. Pests: A large rodent was discovered. Interior and outside inspection revealed river rats. Contract has been signed, start date to be determined.
   2. 2024 holiday calendar (previously emailed). Staff has asked to work the day after Thanksgiving but have an extra day at Christmas for travel. Motion to approve (Urban/ Kvetcovsky) Unanimous.
   3. Budget: A spreadsheet with source of income & associated expenses, ie Town, Rollins, was presented and the Board appreciated the new format. RFL will request a 3% increase plus an additional amount to cover additional staff hours.
5. Other Business:
   1. Got Lunch Newport will provide $500 for a Healthy Snack Closet to include some weekend take home options.
   2. Hale Award follow up: (Bridge/Urban) $300 donation from the Hale Fund to the Newport House Assoc for staff presence, lighting & sound at the Hale Event. Unanimous. Discussion of preference for returning to the Courthouse Restaurant for 2024. Date to be determined by winner’s availability.
6. Adjournment 8:56 (Bridge/Wood) Unanimous.

Next Regular Meeting: December 4th 7:30pm **at the library;** On the Calendar: Appoint new trustees (official vote).

Respectfully Submitted,

Charen Urban

Charen Urban, Secretary

\* Included in packet