

Richards Free Library Board of Trustees

May 20, 2024 7:30 p.m. via Zoom

Present: M. Boyle, V. Bridge, G. Hubert, B. Kvetcovsky, M. Lovely, C. Thurlow, C. Urban, K. Wood
staff: J. Fafara & S. Bernier, LAC guests: K. Luppold, L. McCoy

1. Secretary's Report Minutes of 4/22/24 (previously emailed) Motion: Accept as printed. (Hubert/Lovely) Unanimous
2. Treasurer's Report (previously emailed) Technology expenses included \$2000 annual software fee, plus oil purchase account for the deficit. Electricity bills are at 50% due to the Town solar program.
3. LAC Report: Kate & Laura McCoy, Board Member, attended to present ideas for improvements to the building. These might include a way to add studio space, etc. There is recognition that the RFL has to maintain the building and approve the plans at each step along the way. Motion: *to endorse the LAC Board plan to explore possible renovation and expansion* (Urban/Bridge) Unanimous.
4. Librarian Reports (previously emailed) Seed Library is up and running. Thank you to Sugar River Valley Tech for donating seeds. Library stats to be added to the Town Manager report. AARP is doing an Identity Theft Prevention program. They may become an on-going resource for programs. Summer Reading kicks off June 27. RFL will be a site in the Townwide yard sale and will host Touch a Truck in the parking lot.

Grants are coming in: \$2000 CSB Foundation grant to refurbish the Literacy backpacks. History of Brewing in NH grant has been approved for the week of Brewfest.

5. Old Business

- a. RFL/LAC joint committee: First meeting. Discussed building issues--wiring for RFL 2nd floor and LAC plumbing. LCHIP grant would require a comprehensive building overview. The roadway from the parking lot to the studio is a current safety concern. Justine spoke with the Fire Chief and it is not a fire lane. Immediate repairs are needed plus some lighting, then a long term solution for sidewalk, etc. needs to be developed. The Rollins Fund may need to grow through fund-raisers, etc. Quarterly meetings are planned.
- b. Justine's vacation time request: There is concern about adding a 5th week as a matter of policy since the town gives 5 weeks after 20 years. Other thoughts are : unpaid time off, purchase additional days. Motion: (Bridge/Kvetcovsky) RFL Personnel Policy revised to allow the RFL Library Director to take

unpaid time off at the Board's discretion. At the Director's discretion other employees may be granted unpaid time off. Unanimous.

- c. Bench donation: Dedication Aug. 16 11AM in honor of Jean Quinn.
- d. Card policies: (previously emailed) (page 1 is revised, page 2 is original. Changes made to top text and in red) Reviewed and discussed. No action required.

6. New Business

- a. Justine's evaluation To Be Scheduled...
- b. Yard Sale (see above)
- c. Tobin's resignation. Bridge/Hubert. Resignation accepted. A replacement will be sought. Guenther will work on it.
- d. Katherine will be moving out of town and asked that her replacement be considered for the end of the summer. Suggestions were made.
- e. Impact of default budget. Paul Brown has asked for all departments to find savings. Allie will not go to full time with benefits (her choice) and staff time will be saved; electric bill was cut per this year's experience, each program & supplies were cut a small amount. Justine will provide a list of changes once the Default Budget is finalized. Note: Health insurance has gone up 25%!

7. Other Business: June 8 is Worldwide Knit in Public Day. RFL will host a gathering on the Common 10-2pm . The Selectmen waived the fee for use of the Common.

8. Adjournment Thurlow/Kvetcovsky. 9:04 Unanimous.

Next Regular Meeting: June 24th, 7:30pm **on zoom.**

On the Calendar: Review library policies

Respectfully Submitted,

Charen Urban

Charen Urban, Secretary

