

Richards Free Library Board of Trustees
Monday, October 28, 2024 7:30 p.m. In-person at the Library

Present: M. Boyle, V. Bridge, V. Burroughs, G. Hubert, B. Kvetcovsky, M. Merritt, C. Thurlow, C. Urban, S. Bernier-Library Director and S. Rung-Asst Library Director

Excused: M. Lovely

1. Secretary's Report: Minutes of the 9/23/24 meeting (previously emailed). Motion to accept as presented. (Bridge, Merritt) Unanimous.
2. Treasurer's Reports (previously emailed)
 - a. September Financials: Our September expenses and income were as expected.
 - b. Budget Fiscal Year to Date: The YTD budget vs expended were reviewed. Then a discussion ensued about grant income which is approximately \$17,000 YTD. However, these grants from the Malool Family Foundation and Claremont Savings Bank Foundation are designated project grants and may not be used for operations. It was decided that Guenther Hubert, Treasurer should investigate opening a separate checkbook where designated grants can be deposited and expended. A grant for \$25,000 was submitted to the Couch Family Foundation. This is a grant for operations and would be part of our general accounts. It of the budget plan for 2024 to fund the Youth Services Asst. position.
 - c. Per last month's discussion, Guenther called and NHCF could hold our gains through dividends and reinvest them if we notify them before the start of the year. Any funds currently in our checking accounts can be invested in CDs at the Board's discretion.
3. LAC Report (Not yet received)
4. Librarian Report: (previously emailed)
 - a. Staff: Welcome Steven Rung, Asst. Library Director. Molly's return is delayed by illness but her leg is now weight-bearing and she can return to work with her walker. RFL will finally be fully staffed again.
 - b. Facilities: The driveway will be patched in early November. Bid for painting (with Malool Funds) is being sought from the company that painted the downstairs.
 - c. Financial: Sally, Matt and Guenther are still in pursuit of the breakdown of the deductions from the June check which are needed for us to plan the next budget. The Town Budget process has been difficult because Sally was not given the Department head memo on Sept. 12 with dates and a list of additional documents. RFL finally received it on October 21st. Matt and Sally had a conference call on Oct. 24 with the Town Manager and Business Director. Our deadline is now Nov. 20.
 - d. Programs: Haunted Mansion tours by Mo are off to a good start. Sarah wrap up party will be on Nov. 22nd with cider. A Welcome Back Molly party is being planned with the teens.
 - e. Statistics: Patterns seem to reflect the start of school with less library use. Outreach is down--it serves approximately 50 but is very sensitive to the presence/absence of a few people.

5. Old Business

- a. Replacement trustee needed (Matt leaves at the end of December). Andrea and Charen to pursue. (Note: Michael Loftus is interested and will attend the Dec. 9 meeting.)
- b. Remove pine trees on the side lawn: Guenther presented his research into tree removal. The trees are old, dropping branches and leaning toward the building. There are also concerns about red rot. They are a liability to outdoor programming and to the buildings should severe weather cause them to break or fall. Three bids (previously emailed) were reviewed. Motion: As long as there are positive references, RFL to contract with Arthur Heino, whose quote included stump grinding, for \$14,350 (less \$850 which is abutter responsibility). (Urban/Bridge) Unanimous. This will be funded by the Rollins Maintenance Fund. It is recognized that this may cause community upset so the staff will produce proactive publicity. SRVRTC will be asked to help with replanting in the spring. Victoria B. will begin the approach to the Agriculture program on our behalf.

6. New Business

- a. Schedule the Building Committee meeting some evening during the first 2 weeks of November. Kate is flexible and wants the Library Board to decide on a date and time for the meeting. A tentative date was chosen and Sally will talk with Kate.
 - b. Budget: A 1st draft was presented and areas of concern identified. Sally and Trustees will work on this next week.
 - c. Defficiency Report: Department of Charitable Trusts is missing some filings. The missing \$75 filing fee has been sent and the Accountant has been contacted.
7. Other Business: A welcome basket from from the Trustees was given to Steven Rung.
8. Adjournment. 9:10 Bridge/Thurlow

Next Regular Meeting: December 9th, 7:30 pm **on Zoom**

On the Calendar: appoint a new trustee to replace Matt; appoint a Board member as the new Chair; final draft of next year's budget; set holiday calendar for 2025

Respectfully Submitted,

Charen L Urban

Charen L Urban, RFL Secretary