

**RICHMOND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF JANUARY 7, 2016**

The meeting was called to order at 9:15AM. Chair Janice Weekes; Peter Mulhall, treasurer; Jonathan Bloom, secretary and Paul Dobbs, librarian were in attendance.

RECOGNITION OF GUEST(S): none

PUBLIC COMMENTS: none

ACCEPTANCE OF PREVIOUS MINUTES: It was moved, seconded and approved to accept the minutes of December 7, 2015.

TREASURER'S REPORT. Peter reported that spending had continued to remain low in the absence of a librarian; he would provide a full annual report for 2015 at our next meeting. We have \$14,231.22 in the operating account; \$3651.75 in the renovation account; and \$1951.00 in the librarian's account , for a total of \$19,833.97. We discussed revising the budget for phone and internet costs, now that we have Time-Warner service. Peter will review the amounts and submit corrected figures to Heidi. We also discussed the quarterly bill for pest control and whether the Town or the Library should be responsible for it. It was moved, seconded and approved to accept the Treasurer's report.

LIBRARIAN'S REPORT. Paul will begin organizing files and follow up on ILL policies. He would like to integrate ILL and Nubanusit loans into the Library World software. We discussed reimbursement for ILL drop-offs and pickups in Keene. He will order Sophos antivirus software through Staples. He wants patrons to know about Overdrive, which allows them to download text and video files. He will get a volunteer to fix the book drop. We discussed getting a Keurig coffee maker and asked Paul to cost it out. We could set up a contribution jar next to the machine. We discussed privacy and confidentiality of discussions with patrons. Paul will work on the website after Town Meeting in March. Paul will be asking Heidi to add his name as Librarian on the Library website. He will also begin to think about future programming, particularly the early literacy and summer reading programs. It was moved, seconded and approved to accept the Librarian's report.

OLD BUSINESS

- Susan and Trish were very helpful in getting Paul get oriented
- Paul will take care of window coverings for the main room
- We approved the list of books for purchase
- So far, only two patrons have used the Chromebook , and that was due to the fact that the HP had been temporarily out of commission due to a virus . Perhaps it will see more use, if we announce/advertise it.
- We are working to put the time sheets online in a few months
- Time Warner is working fine and we can cancel WiValley.
- History wall subject: The Tramp House display is up until April. We will meet with Jenna next Monday to discuss the next display.
- Paul will write a Library Corner article for the next Rooster, Jonathan will prepare an email blast for the Rooster announcing a welcome gathering for Paul on Saturday January 30 at 10 AM, with a presentation on the Atkins room renovations at 10.30. Jonathan will ask Elaine Moriarty if she is willing to bake cookies.
- Carol Jameson has written a Town Warrant article requesting \$1800 for sanding the floor in the main room.

- Overdue books: Paul received many overdue books as a result of the letter, but we still need to get more back
- Jonathan has started writing the annual library report for the Town Report.

NEW BUSINESS:

- We voted to present the Elaine Moriarty Volunteer Award to Melody Ayotte and present it to her at the January 30 event.
- Paul will make a presentation to the Trustees about collection development in March or April

MONETARY GIFTS/DONATIONS

Donations were received from Sheila Blair and Jonathan Bloom, Barbara and Norm Woodward, and Bonnie and Richard McCarthy. It was moved, seconded and approved to accept the donations.

Our next board meeting is scheduled for Friday February 19, 2016 at 9 AM.

The meeting was adjourned at 11.45 AM

Respectfully submitted
Jonathan Bloom, Secretary

A handwritten signature in black ink that reads "Jonathan M Bloom". The signature is written in a cursive style with a long horizontal line extending from the end of the name.