

**Richmond Public Library
Board of Trustees Meeting
Minutes of May 8, 2017**

The meeting was called to order at 9:30 AM. Peter Mulhall, chair; Kathleen Whitham, treasurer; Jerry Mills, secretary; and Wendy O'Brien, librarian, were in attendance.

Recognition of Guest(s): None

Public Comments: None

Acceptance of Previous Minutes: It was moved, seconded and all voted in favor to accept the minutes of April 3, 2017. **Treasurer's Report:** Peter provided the Financial Report with balances for the various library accounts. We have \$7,499.44 in the operating account and \$3,933.15 in the librarian's account. It was moved, seconded, and all voted in favor to accept the Treasurer's report.

Status of Library:

- Humanities to Go Lecture in May at the Vet's Hall was postponed due to the speaker becoming ill. It is now on hold until the Fall.
- Programming: First Saturday coffee hour continues with strong attendance. Story hour with knitting circle continues. Reading to Sheriff on Saturday program to continue this month.
- Wendy researched a solution to hard drive issues and has been given approval to proceed to fix the problem.
- Wendy has completed most of the work on the Edith Atkins display on the history wall. A Cemetery database has been installed on the computer.
- Discussion on the library website determined Wendy will contact Heidi Woods and Susan to see if a common site can be utilized with the Town that can be updated monthly.
- The Summer Reading Program is ready to go on Saturday June 10.
- Chrome book security cable acquired and installed.
- Wendy attended the 3D printer training in Rindge in April and awaits the 5-6 printers that will be used by libraries in the State.
- A Meeting Room Policy was discussed with several minor changes to be added.
- Basement clean out is scheduled for 1:30 on May 18th.
- Forthcoming items include donation of children's books, summer reading program presentations, and history wall display, as well as working with Fitzwilliam and Swanzey on library cards for children.
- A motion was made, seconded, and all voted in favor of accepting the Librarian's report.

Old Business:

- Peter will discuss the Retention Committee with Annette at Town Hall.
- Wendy will draft an article for the Rooster on the Summer Reading Program.
- Further discussion of a meeting room policy, Wendy reviewed the sample policies from towns similar in size to Richmond.

New Business:

- A list is being updated for phone numbers and emails for the Library contacts.
- Library password list will be updated.
- Bulletin board idea for the Library has been taken on by a local Scout member.
- Jerry to attend Trustees meeting in Concord May 23rd.
- Outside building issues to be presented to the Selectmen next week.

Monetary gifts/donation(s): None

Our next board meeting is scheduled for Monday, June 19, 2017 at 9:30 AM.

Meeting adjourned at 10:42 A.M.

Respectfully submitted,

Jerry Mills, Secretary