

**Richmond Public Library  
Meeting of Trustees  
22 April 2019**

**Call to Order:**

The meeting was called to order at 9:32am by Mr. Jerry Mills Chairman of the Richmond Public Library Board of Trustees. The meeting was attended by Ms. Wendy O'Brien RPL Librarian and Archivist, Douglass Bartlett Treasurer and John Lewis Secretary.

**Recognition and Comments of Guests**

**Mr. Hayden Budzik**

The meeting was attended by Mr. Hayden Budzik, a sophomore at Monadnock Regional High School in Swanzey, NH and an Eagle Scout to be with the Daniel Webster Council in Swanzey NH. Hayden joined the meeting to have his Project Report reviewed and accepted by the Chairman of the Trustees. The project for the construction of the new Richmond Community Bulletin board at the RPL which was planned, organized and executed under Hayden's leadership as a fulfillment for his advance to Eagle Scout. "Learning to compromise" Hayden described as the signal learning experience of his project.

**Disposition of Minutes of Previous Meetings**

The minutes of the previous meeting of 12 March 2019 prepared by Jerry Mills were reviewed and accepted.

**Treasurers Report**

Douglass Bartlett presented the Treasurers Report which was accepted by vote. Balances of the (1) Checking Accts (2) Savings Accts and (3) Trust Accounts are summarized here. All accounts are held at TDI Bank and can be readily accessed at the TDI Branch 30 Warwick Road, Winchester N.H. As of 18 April 2019 the balances stand as:

**Checking Accounts**

Operating Account	<b>\$10,200.02</b>
Librarian's Account	<b>\$1,510.00.</b>

**Savings Accounts**

General Purpose Account	<b>\$3,957.77</b>
RPL Archives Fund	<b>\$2,118.85</b>

**Trust Accounts**

**Atkins Trust**

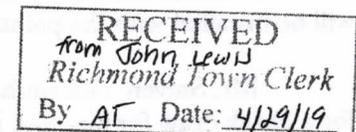
(Est 1981 with \$2,000) Principal of \$2,000 to be untouched  
Interest to be used for purchase of books, books to bear appropriate Atkins Bookplate.  
Present Value **\$4,696**

**Bartram Consolidated Trust**

(Est 1995 with \$10,000: Documents cannot be accessed)  
Principal of \$10,000 to be untouched. Unrestricted use of interest  
Present Value **\$12,314**

**Orcutt Memorial Trust**

(Est. 1979 with \$1,000)  
Principal to be maintained with interest for book purchase with titles selected by Ms. Margaret Orcutt and or Stephen Barghoon transferrable to the Trustees by written permission or by death of both Mrs. Orcutt and her son. Attempt will be made to locate either.  
**Present Value \$1,082.07**



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In sum, there is presently available **\$5,092** which could be used for the purchase of books, In the current interest environment, these accounts yield passbook rates of interest generally less than 0.20%. They are therefore not robustly generating income and could be invested alternatively in 5 Year CDs at TDI at the Winchester Branch office which presently offers a maximum yield of 0.70%. Other CD instruments at other institutions offering higher rates of return need to be investigated.

Expenditures continue to maintain pace with expectation with no item deficits anticipated. The Treasurers Report was accepted without revision.

### **Librarian's Report:**

Ms. Wendy O'Brien reported on the continued vigor of the RPL as both a lending library resource and increasingly as a Richmond Community Center. Circulation of materials continues to be steady as the Programming which is continuing to distinguish the RPL continuing to expand RPL Book Club which meets the 2<sup>nd</sup> Tuesday of each month. The RPL Community Art Show opening on 2 April 2019 was well attended. A Mystery Tool exhibit is planned for May 2019 as well as a Quakers in Richmond presentation. Both planned exhibits continue to demonstrate the value of the RPL as Richmond History Learning Center with its archives and emphasize the need to appropriately support Wendy O'Brien's expertise as a professional archivist.

Note has been made of the extraordinary efforts of Wendy O'Brien to the vitality of the RPL, the out of pocket expenses she is not always diligent about reimbursement, and her special abilities as an Archivist. As the Archives are a centrally important element of the RPL and require more specialized skill, considerable discussion focused on the need for a Library Assistant who can handle the routines of circulation check out, inter-Library loans and Desk attendance. The Librarians report was accepted without revision.

### **Old Business**

Rodent control of the RPL has been effectively addressed.

Mr. Steven LaFlam has been contracted for the exterior repairs of the RPL and plans to begin work in the next several weeks. In addition to these repairs the need for the front entry stairs to be painted was discussed with some uncertainty as to how much seasoning is required before the lumber can be painted. Safety Treads will be installed with the painting finished.

Mr. Steven Vincent has submitted a work order for the refurbishment of the RPL sign and provisions for a check draw for his work in the amount of \$425 have been made

Wendy O'Brien reported that the RPL budget has resources for a new Staff Computer and she was encouraged by the trustees to spend \$400-700, beyond the amount of \$300 Wendy had planned to spend.

### **New Business**

The integration of materials of the RHS and RHC materials into the RPL Archives continues to be an important organizational issue and a general discussion acknowledged the importance of this integration.

### **Next Meeting**

The meeting was called to Close at 11:00am.  
The next meeting of the RPL Trustee will be held at the RPL at 9:30 28 May 2019

