

**RICHMOND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES OF DECEMBER 7, 2015**

The meeting was called to order at 9:08AM. Chair Janice Weekes; Peter Mulhall, treasurer and Jonathan Bloom, secretary were in attendance.

**RECOGNITION OF GUEST(S):** Selectboard member Carol Jameson and Elaine Moriarty

**PUBLIC COMMENTS:** Carol Jameson discussed two quotes for fixing the ceiling in the Edith Atkins room. One was from West Rindge Builders, who had done the previous work on the roof of the addition. They had followed the engineer's plans but that contributed to the ceiling's failure. The other quote, which was significantly less, came from Steve LaFlam. The Selectboard will discuss what to do, but the Library Trustees voted to suggest to them that Steve LaFlam and Jim Magoon from Brousseau Electric do the work.

Elaine Moriarty then raised various problems she had encountered with one of the temporary librarians interfering with her volunteer activities. The Trustees assured Elaine of their concern and that these matters would disappear once Paul Dobbs took over as Librarian.

**ACCEPTANCE OF PREVIOUS MINUTES:** It was moved, seconded and approved to accept the minutes of October 27, 2015. [N.B. As Jan was unable to attend the meeting scheduled for November 30, we did not hold a meeting in November.]

**TREASURER'S REPORT.** Peter reported that the rate of spending had gone down in the absence of a librarian. We have \$15,058.20 in the operating account; \$3651.75 in the renovation account; and \$1551.06 in the librarian's account, for a total of \$20261.06. We discussed the problem of overspending on salaries, because Paul will be working for a week along with Trish and Susan, in addition to the time when Susan and Trish worked along with Wendy before she left. We discussed various issues related to librarian hours during the holiday season and when the library is closed for the repair of the Atkins Room ceiling. We determined that the Librarian's position is hourly, not salaried, as it had been categorized in the past, since no Town positions are salaried. We discussed the 2016 Budget/Capital Improvement Plan review that Jan and Peter attended with the Selectboard on November 9, and realized that the Atkins Room repair will probably be all that we can expect. We also discussed the need to increase the budget for internet costs. Peter presented a list of donors to the Library Renovation Fund that we can post near the door. It was moved, seconded and approved to accept the Treasurer's report.

**LIBRARIAN'S REPORT.** There was no Librarian's report as our new librarian has not yet begun work.

We will give a list of Library volunteers to Paul.

Archives; the computer needs to be removed from the Atkins room and we suggested that Jenna take it home temporarily.

Website: needs updating, but we will wait for Paul Dobbs to begin work and also for Heidi to get through the budget season.

Furnace: Peter will call Dead River to correct the position of the newly installed duct.

Book drop: the mechanism needs to be replaced.

**OLD BUSINESS**

- Susan and Trish will both spend two days helping Paul get oriented

- Peter will buy kits to insulate the windows
- We approved the list of books for purchase
- We discussed the Chromebook and its capabilities
- Time sheets: Jan has been signing off on the hours Susan and Trish have worked. Paul will need to fill out his time sheets and send them on to Jan or Peter who will then send them to sign off to Heidi.
- WiValley replacement: We are still working to get the lower new business rate from Time Warner.
- History wall subject: The Richmond Heritage Commission put up a display concerning the Tramp House on November 28. Anj open house was held that day to highlight the new display and give tours of the Tramp House. Cider and donuts were served at the Library.
- Jonathan will write an article for the next Rooster
- Peter will get in touch with Heidi to learn how to submit an article for the Town Warrant for sanding the floor of the main room.

#### NEW BUSINESS:

- Overdue books: the Board of Trustees will sign a letter to the patrons with overdue books asking them to return books or face a fine. We discussed instituting a 10¢/day fine for overdue books and then suspending library privileges
- Jonathan will start writing the annual library report for the Town Report.

#### MONETARY GIFTS/DONATIONS

- None

Our next board meeting is scheduled for Monday January 11, 2016 at 9 AM.

The meeting was adjourned at 11.01 AM

Respectfully submitted  
Jonathan Bloom, Secretary

