

**RICHMOND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF FEBRUARY 16, 2016**

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

RECOGNITION OF GUEST(S): Carol Jameson, representing the Richmond Heritage Commission.

PUBLIC COMMENTS: Carol Jameson asked whether the Library Trustees were willing to support a preliminary application for a New Hampshire Moose Plate grant to ask for money to restore the belfry, bell, shutters and some clapboards on the Library building. A letter of intent needed to be filed before Carol left on vacation; should the initial application be accepted, a complete application would be due in April. The Trustees were also asked whether they would be willing to solicit extra funds for the project, should they be necessary. A motion to join forces with the Richmond Heritage Commission was moved, seconded and approved.

ACCEPTANCE OF PREVIOUS MINUTES: It was moved, seconded and approved to accept the minutes of January 11, 2016, with the correction of the date from January 7 to January 11.

TREASURER'S REPORT. Peter provided several comprehensive reports on the state of the Library finances for the past year, past quarter, and past month, as well as a transaction report for the Librarian's account over the last year to show Paul how monies had been spent. As of February 15, 2016 we have \$12,628.54 in the operating account, of which \$328.27 remains in the renovation account, and \$3677.31 in the librarian's account, for a total of \$16,305.85. We also discussed how to use available funds to pay for the completion of the repairs to the Atkins room, purchase chairs, and improve Librarian's desk area. It was moved, seconded and approved to move \$2000 into the renovation fund and it was also moved, seconded and approved to accept the Treasurer's report.

LIBRARIAN'S REPORT. Paul did not present a written report as he was preoccupied by getting library news to the *Rooster* on time. He was authorized to purchase a second barcode reader. Jan said she would help replace lightbulbs in the main room. Paul wondered how to get more families to participate in the early literacy program, and Jan suggested that he might ask Karen Dougherty to mention it to other parents of young children. He discussed adding an art component to the craft activities and suggested that we get some easels. He was going to start thinking about the summer reading program and lining up volunteers to help out. The repair of the book drop will be done once the weather warms up, and he will look at the heating duct in the cellar to see what needs to be done. We discussed and approved setting up a petty cash account of \$100 to cover the Librarian's incidental expenses, such as milk and coffee. It was moved, seconded and approved to accept the Librarian's report.

OLD BUSINESS

- Paul discussed his process of orientation and meeting patrons.
- The Chromebook is working out well. Paul has decided to let children use it, and thought that it might be a good idea to run some sort of workshop about it for adults.
- We discussed hosting a presentation on the Tramp House history wall display in April.
- Jan is having difficulty getting WiValley to take back their router.
- Paul has written an article for the current *Rooster* highlighting recent acquisitions and providing links to online reviews. He suggested that such links might also be placed on the Library website.

- Overdue books: We discussed how to reduce the number of overdue books without discouraging people to use the library. We discussed sending out email notices, but Paul thought that only about a quarter of the patrons had provided email addresses.
- Library policies and procedures: Paul will do a presentation on collection development next month.

NEW BUSINESS:

- Request to use the Library for a stress-reduction group in town. The Trustees decided that it was inappropriate to consider this while the renovations are continuing, but they will consider it again once the renovations are completed.

MONETARY GIFTS/DONATIONS

A donation was received. It was moved, seconded and approved to accept the donation.

Our next board meeting is scheduled for Monday March 21, 2016 at 9 AM.

The meeting was adjourned at 10.49 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 horizontal line at the end.