

**Richmond Public Library
Board of Trustees Meeting
Minutes of Nov. 24, 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 Oct. 23, 2017. **Treasurer's Report:** Kathleen provided the Financial Report with balances for the various library accounts with \$16,555.80 in the Operating Account and \$3,523.65 in the Librarians' account. It was moved, seconded, and all voted in favor to accept the Treasurer's report.

Status of Library:

- A new Sidewalk Sign has been ordered from Amazon for \$150 to replace the old one.
- Programming: The coffee hour and the knitting group programs both continue with good attendance and Teen Pizza Night went well.
- Archives: Bonnie has completed the George Fillian collection scanning and she is taking a break for the holidays. Out of state researchers have been assisted. We had several new accessions.
- Wendy and Bonnie will continue to work on the files for the archives into 2018.
- Retention Committee: Wendy attended the Oct. 23 meeting. As boxes from Keene are requested, Wendy is making brief inventories and forwarding copies to Annette. After the 2017 audit Wendy is planning on sending a memo to Town Departments asking them for materials they may no longer need.
- Hayden Budzik's bulletin board Eagle Scout project is awaiting further planning with advice from Mark Beale. Wendy is coordinating these efforts.
- Archives New Building Donation Fund: Wendy researched the fund which was established in Oct. 2011 and found that \$1000 had been taken from the Library Archives account to establish it.
- A motion was made, seconded, and all voted in favor of accepting the Librarian's report.

Old Business:

- Outside Maintenance: Priority of projects: Porch exit repairs; step to Library entrance repair; trim boards to be replaced/repared; buried water lines to await next freeze condition to be addressed; shed repairs; painting the Library; window replacements.

New Business:

- The 2018 budget was discussed in detail. Major concerns for repairs have been addressed with the approval of the Selectmen on many of them in accordance with the 2018 CIP Proposals.
- The New Building Fund of \$1000 was reviewed and all agreed to transfer these funds to the General Purpose Fund..
- Library Donation to the new hard copy of the Rooster was discussed and approved for \$150, this money coming from the Librarian's account.

Monetary gifts/donation(s): None.

Our next board meeting is scheduled for Monday , Jan. 8, 2018 at 9:30 AM.

Meeting adjourned at 10:25 a.m..

Respectfully submitted,

Jerry Mills, Secretary