

**Richmond Public Library
Board of Trustees Meeting
Minutes of August 13, 2018**

The meeting was called to order at 9:30 AM. Peter Mulhall, Chair; Sheldon Perry, 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 June 25th, 2018. **Treasurer's Report: Sheldon** reviewed the Financial Report with balances for the various library accounts with \$6,176.03 in the Operating Account and \$1,325.42 in the Librarians' account. There was \$7,501.45 in the checking accounts. The Treasurer's report was accepted.

Status of Library:

- Advertising: Wendy is working on an email newsletter and consolidating a patron email list with an "opt-in" provision.
- Book Sale and Raffle: On Aug. 26th the Library will conduct this event from 10-2. Various items have been donated for raffle including a new electric stove.
- Programming: The Coffee Hour and the Knitting Group programs both continue with 8 in attendance. Sandee Auvil, a registered nurse and teacher at Keene State, will present a CPR certification course on August 14th from 5-8. Teen Pizza Night will start again in Sept. with financial assistance from the Parks and Recreation Committee. Maria Royce has introduced a new essential oils program.
- Wendy has been working with a researcher with Harry Bennett materials. Old cemetery maps were found that were of great interest, especially to Bill Coll from the Cemetery Commission.
- Archives: Sheldon has set up the new computer and this should make it possible to get us back on track. Wendy is working with the Retention Committee to solicit materials for possible transfer to the Archives
- Wendy has been working with the Richmond Heritage Commission on the Civil War exhibit that is planned soon. She has discovered with additional training thru an online course she can improve the "Town History Tales" displays.
- Building Issues: Hayden Budzik, our Eagle Scout volunteer, has resubmitted plans for the outside bulletin board. Placement is marked off in the flower garden in front of the Library. Steve La Flam will coordinate this project this summer in addition to completing other projects. Air conditioners have been installed. Susan Opal Wyatt continues to work on securing a grant funding replacement windows for half of the library. The outside painting of the library has been completed.

- Summer Reading Program: Wendy reports that 12 kids attended the program that included numerous local artists that entertained all with 5 musical instruments.
- A motion was made, seconded, and all voted in favor of accepting the Librarian's report.

Old Business:

- The Archive Project Plan for 2018-2019 will be discussed at the next meeting.

New Business:

- Outdoor projects were reviewed with painting and front step replacement being covered. A meeting with the Selectmen is needed to discuss several concerns including potential tree damage to the library.
- Peter continues to coordinate with Sheldon on financial record keeping.
- The plaque placement for the Library, a gift from the Richmond Historical Society, was discussed. Richmond Days festivities are scheduled for Aug. 26th which will include a book sale and raffle thru the Library. The RHS has offered several additional items to be donated to the library and the Town.

Monetary gifts/donation(s): A generous gift of \$100 was received and a thank you letter will be mailed. John Lewis' donation of an electric oven valued at \$550 was accepted and voted on by the Trustees to be raffled off Aug. 25th 2018 at the Library fund raising event.

Our next board meeting is scheduled for Sept. 24th at 9:30 a.m.

Meeting adjourned at 10:35 a.m..

Respectfully submitted,

Jerry Mills, Secretary