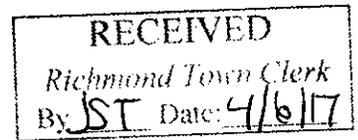


**Richmond Public Library  
Board of Trustees Meeting  
Minutes of April 3, 2017**



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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 March 6, 2017.

**Treasurer's Report:** Peter provided the Financial Report with balances for the various library accounts. We have \$11,608.95 in the operating account and \$3,055.99 in the librarian's account. Peter will continue will Treasurer responsibilities through April and he will complete the April audit. It was moved, seconded and all voted in favor to accept the Treasurer's report. Kathleen and Peter will meet for treasurer training and transition of materials. Jerry Mills was welcomed as the new Secretary and Kathleen reviewed his responsibilities.

**Status of Library:**

- Floor sanding is in complete.
- Programming: First Saturday coffee hour continues with strong attendance. Story hour with knitting circle continues. May 3<sup>rd</sup> Humanities to Go lecture confirmed at Vets hall. Reading to Sheriff on Saturday program to continue this month.
- Wendy to research solution to hard drive issues.
- Wendy discussed doing an Edith Atkins display on the history wall.
- Chrome book security cable acquired and is ready for installation.
- Many overdue books have been found on the shelves and Wendy will review a list of remaining books to decide which to pursue or replace.
- We now have access to Ancestry software at the library.
- Forthcoming items include donation of children's books, summer reading program presentations, and history wall display, as well as working with Fitzwilliam and Swanzey on library cards for children.
- A motion was made, seconded, and all voted in favor of accepting the Librarian's report.

**Old Business:**

- New history wall will be on Edith Atkins.
- The Tramp/Poor house presentation has been confirmed for May 3<sup>rd</sup> at the Vets Hall.
- Library floor is complete.
- Wendy will draft an article for the Rooster on the Summer Reading Program.
- Further discussion of a meeting room policy. Wendy reviewed the sample policies from

towns similar in size to Richmond.

- Archives organization: Archive boxes should all be tagged as property of Richmond.
- Retention committee questions were reviewed.

**New Business:**

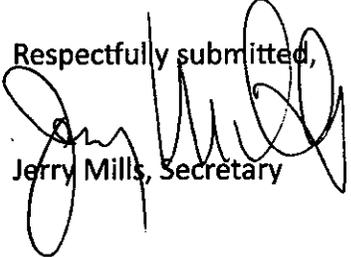
- Wendy to work on updates to Excel list on Archives.
- Website update to Library to be discussed at next meeting
  - Peter, Wendy, and Jerry to work on upcoming Rooster articles.
  - Bulletin board idea for Town news events to be discussed at next meeting.
  - Jerry to attend Trustees meeting in Concord May 23rd.
  - Wendy to attend 3D printer training in April in Rindge

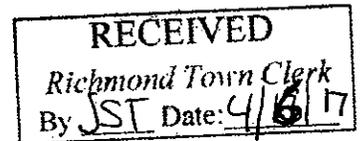
**Monetary gifts/donation(s): None**

Our next board meeting is scheduled for Monday, May 8 2017 at 9:30 AM.

Meeting adjourned at 10:45 A.M.

Respectfully submitted,

  
Jerry Mills, Secretary



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