

**Richmond Public Library
Board of Trustees Meeting
Minutes of Jan. 28th, 2019**

The meeting was called to order at 9:30 AM. Peter Mulhall, Chair; Jerry Mills, Secretary; Doug Barlett, Treasurer, and Wendy O'Brien, Librarian, were in attendance.

Recognition of Guest(s): John Lewis

Public Comments: Mr. Lewis was in attendance to learn more about the RPL Trustee meetings.

Acceptance of Previous Minutes: It was moved, seconded, and all voted in favor to accept the minutes of Dec. 17, 2018. **Treasurer's Report:** Peter gave the report with \$15,035.52 in the Operating Account and \$2,564.80 in the Librarian's Account. It was also accepted by the members attending.

Status of Library:

- The Library received a check for \$149 from the Keene Rotary Club to purchase baby board books for new babies in Richmond. Trish Newton has recruited a number of volunteers to help with refreshments and support with some of the larger events we are having at the Library. Wendy has put together an email newsletter for the Library using the free MailChimp mailing service. These will be sent out once a month.
- Programming: The Coffee Hour and the Knitting Group programs both continue with 8 regularly attending. Teen Pizza Night continues with 8 attending. The new book club meetings continue with only 5 attendees due to weather. Story hour is active with 3 families per week. Wendy's December vacation week snow party for the kids had 10 attendees.
- Archives: Many boxes of archives have been retrieved and returned to Keene. The scanning of photos is the next large project being worked on by Wendy and Doug soon. A discussion on archival parameters and distribution/retention took place at length in conjunction with the RHS and inventories of RHS materials are in progress. Wendy is reviewing with the Retention Committee specifics involved with the Town Departments. Wendy is going to attend a workshop this week in Concord regarding the Digital Library of America and the digital historical collections of NH.
- Exhibits: In Jan. 2019 a traveling exhibit of Estonian children's original art was cancelled due to Wendy being ill. Wendy is planning a Richmond artists' exhibit for March or April. Wendy is completing an online exhibit course through the American Association for State and Local History and the first exhibit will center around the Quakers in Richmond. This exhibit is planned for May or June.
- Building Issues: Books have been removed from the shed, Steve checked its foundation and found no damage. The projects for the Capital Improvement Plan were

reviewed with water line issues being discussed. Hartwell Plumbing and Heating has submitted an estimate for the water line freezing in the basement. Steve has plans to correct the railing on the back porch soon.

- A motion was made, seconded, and all voted in favor of accepting the Librarian's report.

Old Business:

- Peter continues to work with Doug on the financial accounts,

New Business:

- Outdoor projects were reviewed. Shed repairs and other items were discussed. The old step stone to the Library was discussed and plans are to move it further into the garden area and possibly have a plaque placed on it next Spring. An estimate to have the RPL sign repainted in the Spring was discussed. Wendy, Jerry, and possibly other members will visit the Dickenson estate to follow up on donations of books being given from the estate to the RPL. Wendy is monitoring the propane levels in the supply tanks regularly.
- Peter is working on financial record keeping with Doug. Budgeting items for FY2019 were discussed.

Monetary gifts/donation(s): A thank you letter will be sent to the Rotary Club of Keene for their donation.

Our next board meeting is scheduled for March 12 at 9:30 a.m.

Meeting adjourned at 10:50 a.m..

Respectfully submitted,

Jerry Mills, Secretary