

Richmond Public Library
Meeting of Trustees
8 July 2019

Call to Order:

The meeting was called to order at 9:22am by Mr. Jerry Mills Chairman of the RPL Board of Trustees. The meeting was attended by Ms. Wendy O'Brien RPL Librarian and Archivist, Douglass Bartlett Treasurer and John Lewis Secretary.

Recognition and Comments of Guests

No guests attended this meeting.

Disposition of Minutes of Previous Meetings

The minutes of the RPL Trustees Meeting of 19 May 2019 were accepted without revision. Jerry Mill Moves ; Doug 2nd.

Treasurers Report

Douglass Bartlett (Treasurer) provided reports on the Quicken which are very easily read and approved for continuation by the Trustees. Doug proposed further pie chart data from Quicken to simplify data analysis of current expenditures. The Treasurer's Report of 29 May 2019 was accepted without revision. The following financial information of operational concern are as follows.

Checking Accounts

Operations Acct

As of 6 July 2019 **\$24,235.33** was available in the Operations Acct at TD Bank with four checks yet outstanding

General Purpose Acct

As of 6 July 2019 **\$3,958** was held in the General Purpose fund.

A Quicken report provided by Doug showing expenditures sorted according to type reveal that at mid-year 2019 RPL Expenditures are just as should be expected.

Librarian and Archivist Report:

Librarian

Wendy O'Brien Librarian/Archivist submitted a thorough and informative accounting of activities at the RPL. She reported that June 2019 was very busy especially Community Coffee Hour, Knitting Circle and Book Group of Programming, Exhibits Knitting Circle, Teen Pizza Night and Book Group. The Summer Reading Group beginning on 19 June 2019 is underway with 8-12 children each week. The talk of author Ernest Hebert was very successful. A gift of Maple Syrup from Bill Daniels of Daniels Family Maple for Ernest Hebert has been acknowledged with a note from John Lewis.

Archivist

Wendy continues to manage the rescanning images into the Archive Data Base with the assistance of Douglass. Wendy rweadditionally continues a consolidation of the contents of boxes for practical purposes.

The new computer for the Library Front Desk has been purchases and is now installed.

Steve LaFlam has completed restoration work on the RPL shed structure.

He has submitted a separate quote for sill work on the original library structure as well as for reshingling of the porch roof. The total estimate for both jobs is \$1,500 and he proposes a deposit of \$500. He will donate his time to the grading work behind the shed and the painting of the entrance way. The estimate was approved. Wendy will now submit the quote to the Selectmen for approval. If approved, the Selectmen's Office will issue the \$500 deposit to Steve.

A sum of **\$4,108** remains of the original Town of Richmond warrant of \$10,000 for the exterior maintenance repair of the RPL for the completion of this work. Proposals for expenditure of this sum are being solicited.

Wendy continues to integrate the Archival and Historical society work of the RPL into the NH History Network.

The Librarian's Report of 29 May 2019 was accepted without revision.

Old Business

Steve Vincent has completed his work on the RPL Sign and it greatly enhances the exterior appearance. The gardens continue to be robust and greatly enhance the exterior appearance. Care for the RPL Gardens will pass to the RPL Trustees following on the critical work of Jan Weekes who will relocate from Richmond in the Fall. The gardens greatly enhance the exterior and would be much more readily enjoyed with the removal of the post and rail fence. Options for this proposal are being developed.

Installation of the Air Conditioners in the RPL for the Summer 2019 has been completed. And the RPL interior is quite enjoyable in the most humid and warm days.

New Business

Electrician Tim Toussaint needs to be contacted to fix the two overhead light fixtures in the Reception Room.

A job description for the position of Assistant Librarian was written by Wendy and approved by the previous Trustees under the leadership of by Peter Mulhall. The Trustees are currently reviewing the job descriptions of RPL staff

The Assistant Librarian will provide coverage for Wendy for a total of 40 hours annually. The process for filling this position is being discussed.

As the Richmond Public Library continues to serve an increasing patronage in a myriad of ways, ongoing thought needs to be given to those unusual circumstances which might arise in the purview of the RPL as a publically accessible facility. The example of Supervised Parental Visits was given and its potentially volatile

nature described. The suggestion was made to review guidelines which might be available for NH Public Libraries. Research done by Wendy reaches the consensus that a Code of Conduct needs to be written and posted to empower the Librarian to restrict certain behaviors.

A letter from the City of Keene noting the increase of 5% in the annual fees for storage was noted and provoked discussion about the use of the Richmond Police Building as a home for the Richmond Historical Society purposes. Preliminary discussions note that the Selectman have proposed the use of the building for various police activities and as additional meeting space for Town Meetings. Neither of these proposals by the Selectman would preclude the designation of the building as the home of the RHS which would allow for displays of a historical nature and monthly meetings of RHS Membership.

Contact with Carol Jameson is presently being sought by Wendy O'Brien for legal advice on the modification of the terms of several trusts which support the RPL. None of the Trust Funds has been reinvested to date in instruments which may offer higher yield.

The names of the RPL personnel who should have access to the three trust accounts, Bartram Trust, Orcutt Trust and Atkins Archives funds need to be updated. Jerry Mills and Douglass Bartlett should have legal access to the three following accts.

The Bartram Trust
The Orcutt Trust
The Edith Atkins Archive Trust

Additionally Jerry Mills and Douglass Bartlett should have legal access to the

Books and Miscellaneous Savings Fund
Archives Donation Fund

Monetary Gifts and Donations

A gift of \$50 from IBM matching a gift made previously by Norm and Barbara Woodward has been received.

Next Meeting

The meeting was called to close at 10:36 am.

The next meeting of the RPL Trustees will be held at the RPL at 9:30 am 19th August 2019.

Submitted on 17 July

2019

John A Lewis
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03470

