

**Richmond Public Library
Board of Trustees Meeting
Minutes of June 25, 2018**

The meeting was called to order at 9:35 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 May 14th, 2018. **Treasurer's Report:** Sheldon reviewed the Financial Report with balances for the various library accounts with \$6533.97 in the Operating Account and \$2021.74 in the Librarians' account. There was \$8555.71 in the checking accounts. The Treasurer's report was accepted.

Status of Library:

- Snow Closure Policy: The policy was submitted for review and accepted.
- Programming: The Coffee Hour and the Knitting Group programs both continue with 5-6 in attendance. Preschool programming on Wednesdays was wrapped up in June. Cameron Prior from the Richmond Police Dept. held his 2nd monthly program. Sandee Auvil, a registered nurse and teacher at Keene State, has offered to present a CPR certification course on August 14th from 5-8.
- On August 12th the Volunteer of the Year Award will be presented. Sandwich boards will be used to help announce the July 8th Civil War presentation by the Richmond Heritage Commission.
- Archives: The Library Archives Plan for 2018-2019 will be submitted for review and will be discussed in depth at the next meeting. Sheldon is setting up the new computer and this should make it possible to get us back on track. The McColleston exhibit is mostly up and complete.
- Wendy, Sheldon, and Bonnie will continue to work on the files for the archives during 2018. Sheldon continues to work on hard drive recovery and is almost finished.
- 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. Air conditioners have been installed. Wendy spoke to the State Preservation Office about the shed restoration project.
- Summer Reading Program: Wendy is looking into online methods to generate interest in this program as well as an emailed newsletter monthly.
- A motion was made, seconded, and all voted in favor of accepting the Librarian's report.

Old Business:

- Transition of Sheldon to checking account responsibilities was discussed in depth.

New Business:

- Peter reviewed in depth the outdoor projects that are to proceed this year with front entrance work, trim board inspection and replacement if necessary, shed restoration and repair, and emergency exit stair repairs bids being covered. Outside painting of the Library will start in the Fall. Discussion for a possible generator for the Library were held.
- Peter continues to coordinate with Sheldon on financial record keeping.
- The plaque for the Library, a gift from the Richmond Historical Society, is on display inside the Library. A new sign for the Quaker Cemetery was briefly discussed regarding its placement. Richmond Days festivities are scheduled for Aug. 26th which will include a book sale and raffle thru the Library.

Monetary gifts/donation(s): None.

Our next board meeting is scheduled for Tuesday, Aug. 7th, at 1 p.m.

Meeting adjourned at 10:32 a.m..

Respectfully submitted,

Jerry Mills, Secretary