

**Richmond Public Library
Board of Trustees Meeting
Minutes of Sept. 24, 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 Aug. 13th, 2018. **Treasurer's Report: Sheldon** reviewed the Financial Report with balances for the various library accounts with \$3,981.91 in the Operating Account and \$1,599.21 in the Librarians' account. There was \$5,581.12 in the checking accounts. The Treasurer's report was accepted.

Status of Library:

- Advertising: Wendy continues to work on an online newsletter.
- Book Sale and Raffle: On Aug. 26th the Library held this event and raised \$563.25. Next year the event may be shifted to the hours of 11-3 to line up with the Town's BBQ event. Remaining unsold books will be removed to permit Steve to work on floor repairs in the shed as scheduled.
- Programming: The Coffee Hour and the Knitting Group programs both continue with increased attendance. Sandee Auvil, a registered nurse and teacher at Keene State, presented a CPR certification course on August 14th. Teen Pizza Night started again in Sept. with financial assistance from the Parks and Recreation Committee. Maria Royce has decided to discontinue the new essential oils program. On Oct. 9th a new book club will hold its organizational meeting. The summer reading program had 32 kids register. Wendy will work on increasing retention ideas for next year's program.
- Wendy plans to work on a potluck program that would include NH comedian "Fred Marple" in the fall of 2019.
- Archives: Sheldon continues to work on this project. Wendy is working with the Retention Committee and is returning records that are listed as confidential. Wendy has updated the archival spreadsheet which is now at 22 pages.
- Wendy worked with the Richmond Heritage Commission on the Civil War exhibit. The Civil War exhibit is up and has had numerous visitors. Thanks go out to both Hank Hallas and Rob Tarbox for their assistance.
- Building Issues: Hayden Budzik, our Eagle Scout volunteer, has completed the outdoor bulletin board project with Steve's help. Air conditioners will be removed asap and stored in the shed. Steve has started several repair projects and completed two.

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

Old Business:

- The Archive data base was discussed in depth with plans to address several issues.

New Business:

- Outdoor projects were reviewed with painting, step replacement, and emergency exit repairs having been completed. Shed repairs, tree concerns, and other items were discussed. Current issues with rodent control were covered.
- 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. The Dickinson estate is offering a collection of books to the Library. A thank you letter to Hayden for the bulletin board project was signed by the Trustees and a policy for items being displayed on it was approved. Budgeting items for FY2019 were discussed and one was approved.

Monetary gifts/donation(s): None

Our next board meeting is scheduled for Nov. 5th at 9:30 a.m.

Meeting adjourned at 10:55 a.m..

Respectfully submitted,

Jerry Mills, Secretary