

**Richmond Public Library
Board of Trustees Meeting
Minutes of Dec. 17th, 2018**

The meeting was called to order at 9:30 AM. Peter Mulhall, Chair; 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 Nov. 12th, 2018. **Treasurer's Report:** Peter gave the report with \$15,985.04 in the Operating Account and \$2,655.27 in the Librarian's Account. It was also accepted by the members attending.

Status of Library:

- Advertising: Wendy is researching ways to find and attract new families to use the Library programs and resources available.
- Programming: The Coffee Hour and the Knitting Group programs both continue with 8 regularly attending. Teen Pizza Night continues. The new book club meetings continue with 12 attendees. Story hour is active with 3 families per week. Wendy is planning on a December vacation week snow party for the kids.
- 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 others. A discussion on archival parameters and distribution/retention took place at length in conjunction with the RHS. Wendy is reviewing with the Retention Committee specifics involved with the Town Departments. Finally, concerns on the various town committees and commissions minutes were discussed.
- Exhibits: In Jan. 2019 a traveling exhibit of Estonian children's original art will be at our library. Wendy is planning a Richmond artists' exhibit for March or April. Additionally, she is planning a "What did you find in your yard" program in which people could bring in items that they unearthed and bring them in for possible identification and sharing. 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. She will be contacting a Jaffrey NH organization for their input.
- Building Issues: Chip Adams has not responded of late to remove two loads of books from the shed so Steve can proceed with repairs there. Other plans for book removal were discussed at length. 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 solution. A thermometer is

being placed in the basement to monitor current temperatures. Steve has yet to correct the front step concerns and the railing for the back porch.

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

Old Business:

- Peter and Wendy will contact Steve about addressing the front entrance step and shed and sill concerns near the main entrance to the Library.

New Business:

- Outdoor projects were reviewed. Shed repairs and other items were discussed. Current issues with rodent control were covered. 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 will contact the Dickenson estate to follow up on possible donations of books being given from the estate to the RPL.
- Peter is working on financial record keeping with Doug. Budgeting items for FY2019 were discussed.

Monetary gifts/donation(s): Three families in town gave generous donations to the RPL. Thank you letters will be sent to all.

Our next board meeting is scheduled for Jan. 28th at 9:30 a.m.

Meeting adjourned at 10:40 a.m..

Respectfully submitted,

Jerry Mills, Secretary