

Richmond Free Public Library
Library Trustees' Meeting
Oct 4, 2018, 5:00 pm

Call to order: 5:10 pm

Attendance: Nanci McConnell, Kristin Smith, Candy Mountain, Kathryn Wilson, Lisa Donfried

Approval of August 2018's minutes: approved with changes

Correspondence: Nanci received a check from the Richmond Land Trust for reimbursement to the Friends of the Library group for backpacks and materials for backpacks.

Old Business:

- The water test from 9/11/18 came back with safe results. Retests will be done every six months.
- Lucy Bruce was hired for a Saturday part-time position.

Director's Report and New Business:

- Kathryn Keenum's program on Sept 27 at 4:00 pm was well attended by 34-36 people.
- The landlord told Kristin that she will be installing a new furnace for the library building. The work will be done during hours when the library is closed.
- LIG (Library Incentive Grant) and MIG (Municipal Equalization Grant) paperwork, and the Strategic Plan (approved by the trustees) were all sent to the state. The Strategic Plan is a requirement for all state grants, including the Planning/Design Grant application. The state library board sent back a positive response to the Plan.
- **Upcoming programs:**
 - A program on film, "Pictures: A History of Hand-Drawn Animation", will be at the Library on Saturday Oct 20 at 11:00 am. It was suggested by Peter Cohen and will be co-lead by Peter and the director of Norman Rockwell's Curator, Jesse Kowalski.
 - Flu clinic will be held at the library on 10/23
 - Aromatherapy 101 by Kim Larkin program will be at the Library on Saturday Nov 10 at 11:00 am (limit of 25 people for this program) sponsored by a grant from the Richmond Cultural Council

Municipal Building Committee: Kathryn reported on the MBC 9/25 meeting. The **next MBC meeting** will be held on **Tuesday 11/27 at 5:30 pm** at the library. All trustees are encouraged to attend.

Friends Report: none

Other:

- A question was made about possibility of trustees attending a future meeting "remotely" (by phone or Skype). This question had come up in an email discussion thread through the Mass Board of Library Commissioners. Kristin will ask Mark about the town's rules on this. Kathryn will investigate the MA Open Meeting Laws and forward that info to the trustees and Kristin.
- New steps and handrails were installed at the back door/emergency exit because of rotting wood.
- The Selectmen asked Mark to evaluate Kristin for job performance. She has met with him for that evaluation. Discussion about possible role of trustees in an evaluation of library employees.

Next meeting: Nov. 8th at 5:00 pm

Meeting Adjourned: 6:15 pm

Minutes submitted by K. Wilson