

# Richmond Free Public Library

## Library Trustees' Meeting

August 16, 2018

5:00 pm

**Call to order:** 5:00 pm

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

**Approval of June's minutes:** approved

**Correspondence:** none

**Director's Report & New Business:**

- Upcoming events:
  - Lively World Events: Sept 27<sup>th</sup> at 4:00 pm – Richmond resident and author Katherine Keenum, "Where the Light Falls"
  - Oct 23<sup>rd</sup> – Flu clinic at library
- Safe Child Policy—Kristin wrote an updated child policy for library attendance after concerns about unattended young kids being dropped off. Trustees approved the changes in wording. This will be revisited if/when new library is built near the school.
- Monique is leaving library employment. Candidates are under review for a new hire to replace her – approx. 5 hours/week at \$11/hour.
- ARIS (Annual Report Information Survey) Report of 2018 data – Kristin presented the completed report to be submitted to the state in order to be eligible for 2019 State Aid to Public Libraries. This information will also be helpful in filling out our application for Planning and Design Grant for proposed new library building.

**Old Business:**

- Strategic Plan: Kristin discussed the plan that must be presented to the state before 10/1/18. It will be updated each year (in November) with any needed changes to the "Action Plan" points.
- Movie club – meeting on Sept 13 at 2:00 pm. Theme is "Rags to Riches"
- Recap of Teacher Creatures – July 7<sup>th</sup> successful program with 37 in attendance
- Independent reading program – summer reading logs are getting returned by students already
- Judith Shaw event – on August 4<sup>th</sup>, was well received.
- Backpacks are ready to be loaned out.
- Grand opening of the library's Historical Area – Aug 25<sup>th</sup>. Starting in September, it will be open every Thursday 2:00-6:30 pm and on the last Saturday of each month 9:00-1:30 pm.

**Municipal Building committee** – Kathy was not at the last MBC meeting so had no report. Peter Cohen attended the MBC meeting and gave a brief overview of the meeting. The next MBC meeting will be on 9/25 at 5:00 at the library.

**Friends report:** Andrea Mountain updated the Friend's and Trustee's page on the library website.

**Other:** Request was made by the trustees to have the library water tested on a more regular basis per state regulations for library water source specs. There is a concern about health issues and possible liability for the trustees. Currently, there is a "no drinking" sign on the bathroom sink and a bottled water dispenser is available for all. Peter will check on the Health Committee will request from the selectmen for testing to be done every three months.

**Adjourned:** 6:20 pm

**Next meeting:** (*this was decided by email after the meeting*) to be held on Oct. 4, 2018 at 5:00 pm

Submitted by K. Wilson