

Richmond Free Public Library
2821 State St., Richmond, MA
Library Trustees' Meeting
January 10, 2019 5:00 pm

Call to order: 5:00 pm

Attendees: Kristin Smith, Candy Mountain, Kathryn Wilson, Nanci McConnell (by phone)

December 2018 minutes: approved with changes

Correspondence: Berkshire Library Legislative Breakfast invitation. Kathryn will attend this breakfast on January 25, 2019 at Williams College Library. Friends made a donation of \$25 to this event.

Old Business:

1. **Cultural Council** grant request for Spring Tonic program was denied. Kristin will double check with the council to see what happened, but the event will go on as scheduled with other available funds. It was very well received last year.
2. **"Brochure" for library:** Kristin brought a sample mailer to show her idea of appropriate size and paper stock. Kathryn will check into cost of printing. This postcard style brochure could be part of the publicity plan outlined in our long-range plan. It could be styled as 2 side-by-side bookmarks listing library offerings info.
3. **Trivia night:** revisit this topic at a later date for spring event
4. **Other program ideas:** Nanci reports that the chef from Kripalu is a Richmond resident, has a new cookbook, and would like to do a food demo/book signing at the library, maybe in May 2019.
5. **Furnace:** Candy and Kristin report that the new furnace installation is complete. Their opinions are that the air is "better", now without the former "oily" smell, and also that the non-fiction room doesn't feel as cold in the winter as it did before.

New Business:

1. **New phone system** was installed and Candy has left a updated outgoing message. The new phones were needed as the old phone's message could no longer be changed and library hours had changed! It was paid for out of the Appropriated account (town expense acct). Also purchased from that account: a portable microphone to be used for events.

Director's Report:

1. **Budget** to be submitted to town for approval: the minimum amount to request from the town in order to remain certified (and eligible for state funds) is \$58,532. The actual cost to run the library is about \$63,000. Trustees agreed to request the amount of last year's budget plus an increase of 3% suggested salary increases, and including the adjustment to the budget's 20% amount state requirement for materials. The budget submitted to the town on Feb. 1, 2019 will be \$59,240.
2. Michelle Eberle, MBLIS Consultant who advised us on our long-range plan, emailed to say that MBLC staff has identified our long-range plan as an example of a high-quality plan and who like us to allow it to be used as one of three examples from various sized towns for training workshops! They have asked us to send a short (5 min) video to introduce Richmond library and share tips on our successful plan. Kristin will let Michelle know that we will participate and will ask Peter Cohen if he is interested in

helping with the video. MBLC suggests filming it on a phone and sending it (by 2/11) via Drop Box to be shown at six MBLC workshop locations between 2/28-4/5/19. The video may also be posted to the MLS Vimeo site for workshop resource guides. Congratulations to Kristin and Candy for their excellent plan and this recognition!

Municipal Building Committee report: Kathryn reported on Jan 8th meeting and progress of the MBC. The next MBC meeting will be on Tuesday Feb. 12th at 5:30 pm at library. All trustees are encouraged to attend.

Friends' Report:

1. Friends have approved \$1000 for new printers for the library. Black/white printer has been bought for patron computer use. Candy will purchase a color laser printer for the office use. Extra toner for both has also been purchased.
2. Friends have approved \$75-\$100 for "raffle" basket for the spring. Kathryn has agreed to make another "Made in the Berkshires" basket.

Asst Director's Report: Candy's cousin gave her lots of Richmond History info which Candy has added to the History Section. Candy also added some RCS class photos from the 70's through current years. She will ask the public to help identify kids and teacher names in the photos.

Meeting adjourned: 6:15 pm

Next meeting: Thurs Feb 14, 2019 at 5:00 pm