

Richmond Free Public Library
2821 State Street, Richmond MA
Trustees' Meeting
January 7, 2020 5:00 pm

Call to order: 5:10 pm

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

Absent: Lisa Donfried

Approval of December's minutes: delayed

Correspondence:

- Local State Aid for public libraries came in the mail
- Registration form for Legislative Breakfast – Jan 31 at 8:00 am at the Monterey Public Library. Kathryn and Candy will attend. Friends have made a donation.
- Richmond Cultural Council has approved \$200 for Animals & Us program (7/11/20)

Old Business:

- Phones: still having issues will phone in office. Kristin spoke to Danielle about this.
- Postcard Mailing: Price quote from Aldam Press (Pittsfield) for 1000 postcards (one color, one side, 5.5"x8.5", 100 lb. uncoated stock) is \$107.58. Kathryn will find out about cost for "bulk mailing".
- Upcoming Town-Wide Read: review of events/programs (Candy made posters):
 - Valentine cardmaking with Holly Freadman on 2/1 at 11:00 am, ages 10 and up
 - Coloring Therapy (one for adults, one for kids) at 2:00 pm on Tues 2/18
 - Board Games (one for adults, one for kids) at 2:00 pm on Thurs 2/20
 - Fika Celebration on Thurs 2/27 at 1:00-2:00 pm (Fika means making time for friends/colleagues to share a cup of coffee/tea and a little something to eat.)
 - Basket drawing ("raffle basket" to be put together by Nanci and Kathryn)
 - "The Little Book of Hygge" discussion
 - Coffee, tea, cocoa and pastries
- Recap of events: 12/14 Mary Angela Talbot (author) – 19 attended
- Upcoming: Jazz program – Saturday Jan 25 at 11:00 am (Candy made posters)

New Business/Director's Report:

- Preliminary FY2021 Budget Discussion: Trustees agree that Kristin will submit a budget for FY21 of \$63,576. This is an increase of 7.32% over FY20 is due to increases of salary (MA law on minimum wage increases), the price of a professional cleaning crew, and a small increase in building maintenance costs (security monitoring, furnace cleaning, water testing, fire extinguisher testing, etc. that are now paid for by library) .

- That town amount and state aide funds (\$3,297) make up total projected expenses of \$66,873.
- Kristin and Kathryn met with Danielle regarding questions about lease. Recap: town public works should plow every snow day (patrons use parking lot for WiFi and book drop box even when library is closed), and should shovel to all three doors and walks. That has not happened this winter due to personnel shortage but it is a potential liability to Richmond. Danielle to address with Public Works. The gutters should be cleaned yearly (per lease) by town in order to avoid roof leaks. Danielle will see if the town can hire gutter cleaners for a mild weather day this winter.
- Kristin attended CW/MARS SOAR program. CW/MARS is working on their strategic 5-year plan for the state.
- Library employees Deborah and Emily will be leaving sometime later this year (summer?). Current library employees (Kristin and others) may take on more hours or a new hire may be needed.

Municipal Building Report: Designer (Curtis Edgin) has asked for design needs/input from library and Friends. Kristin has met with him and is reviewing his initial recommendations for space needs.

Friends Report: none

Meeting adjourned: 6:30

Next meeting: Thursday Feb 13, 2020 at 4:00 pm ***(update: this meeting has been changed to Feb 4 at 1:00 pm)***