

# Richmond Library Trustee Meeting Minutes

Thurs., Aug 11, 2022 at 10:00 am

**Attendees:** Kristin Smith, Candy Mountain, Nanci McConnell, Katherine Keenum

**Approval** of July 14 2022 meeting minutes -- **Approved**

## **Director's Report:**

- **New Library website upgrade** – Kasha has the new website, on GoDaddy, mostly ready to be uploaded and linked to the library's listing on the Town Website. There are a few edits still to be made, but once hours and contact information is correct, it should be turned on ASAP. The new website link will be posted on the Library Facebook page.
- **Library Personnel** – no personnel updates. Current employees: Kristin, Candy, Lily, John, Angeli, Madeline and some volunteers. Suggestion was made that nametags (first names only) should be used so that patrons can ask questions more comfortably. Kathryn will check with other libraries about their policy and we will revisit this at next meeting.
- **Covid19 updates:** no updates
- **Past Events:** no events since July meeting
  - Take and Make craft program ran for 5 weeks and was very popular
  - Story hour – a few came each week
- **Upcoming Events:**
  - Summer reading program wraps up on August 25<sup>th</sup>
- **Kristin is working on:**
  - ARIS report due to state by Aug 26<sup>th</sup>
  - Financial report
  - State Aid report

## **Building update:**

- **Progress report** : Kathryn reported that Curtis was emailed about the missing windows in the Friends room and Copy room. Kristin and Candy need to pick out a circulation desk so that we can get a price quote ASAP and give the information about electrical outlet needs for the circulation desk to Curtis ASAP. This is a priority. Kristin will discuss the library's AV equipment needs for the Municipal Room with Danielle.
- **Next steps** – pick out circulation desk, get a price quote on it and give final choice specs to Curtis. Make a list of wants/needs for the library FFE and prioritize the list so that we can see how far the funding will go to purchase.

## **New Business:**

**Pay equity:** Katherine spoke to Danielle about this. Pay rate/salary is under the supervision of the Trustees and will be submitted in next years budget for approval by the town. Trustees should decide on an employment policy too – including salary, job descriptions, vacation policy, sick day policy, and contract for director and assistant director positions. We will continue to discuss this in Executive Session on Aug 24<sup>th</sup> at 5:00 pm.

**Friends update:** none

**Next meeting:** Thursday, September 8, 2022 at 10:00 am

**Meeting adjourned:** 11:45 am