

Richmond Library Trustee Meeting

Thursday, January 12, 2023 at 10:00 am (via Zoom)

Attendees: Nanci McConnell, Katherine Keenum, Kathryn Wilson, Kristin Smith, Candy Mountain

Approval of Dec 2022 meeting minutes: APPROVED

Director's Report:

- **Annual Report:** the library's report is written for the town's Annual Report. It includes a tribute to Peter Cohen.
- **New website:** no changes since last meeting
- **Personnel:** no changes since last meeting
- **Covid19 update:** no changes since last meeting
- **Survey:** patrons have filled out the survey (regarding preferred hours/days) in person using the paper ballots. There have been 28 responses so far. We will wait to determine if we need more input. Most respondents have requested hours in the M-F 9-1 timeslots.
- **Building address:** The address "1751" is on CBA's mock up for sign. "1781" is on Kristin's electric bill. Kathryn will ask Pat and Danielle which is the correct address.
- **Past Events:** Winter Solstice event went well with "regular" group of patrons stopping in. During the Vacation week we hosted game time. Next year in our new building will be a different plan for these events and may attract more attendees.
- **Upcoming events:**
 - There will be a **Lively World** author event on **1/19 at 4:00 pm**. Author Judy White Staber will discuss her book "Rise Above It Darling", a bio of her mom who was the past Berkshire Theatre Festival's artistic director.
 - Ruth Bass will present a birding event on 2/11.
 - There will be Take and Make craft kits available during the February school break.
- **Budget for FY 23-24**
 - The current budget (FY 23) is where we expect in spending so far this year. The total budget of \$70,689 (with \$68,365 from the town and the rest from State Aid).
 - The FY24 total budget is \$72,819, with most of the increase due to salary increases. We are including \$500 to cover utilities for the first 3 months of the FY (July, August, Sept), but the town told Kristin to not include utilities in her budget after that as the new building will have one electric bill, one oil bill, etc.
 - We will submit the entire amount needed to the town and reserve the State Aid monies to help with new furniture and moving costs.
 - Salary increases for FY24 include an increase in salary for Kristin to \$24/hr for her 20 hours/week. Candy's new salary will be \$19.76/hour for her 9 hours/week. Part-time employees will all be raised to \$15/hour per the new Massachusetts minimum wage law.

- Kristin will have vacation days and sick days, the same as other 20 hour/week town employees. She will keep her own records and Trustees will oversee this.
- Kathryn will get in touch with the new town HR director, Jodi Hollingsworth, to ask who pays for the sick day expenses.
- The FY24 budget of \$72,819 was approved by the Trustees and will be submitted to the town before next Wednesday.
- Discussion about who would be paying for moving expenses. The town will be putting moving expenses for both town offices and library into their FY24 budget.

Friends Update:

- Candy has submitted a plan for furniture to Brodart. Her estimate for the items from their online catalog list price is \$99,215. She hopes that the Mass Consortium price will be lower than this. The items include shelving on casters for the center of the room. This order includes a few tables and chairs which can be eliminated if costs are too high. We will use our existing shelving around the perimeter of the library with new shelving on casters. The Brodart order is purchased/facilitated through the supplier Red Thread (www.red-thread.com)
- The furnishing fund has new money that was contributed to the Friends for the library fund through year-end contributions and in Peter's memory. As of 12/30/22, there was \$7000 in the Friends checking account, \$87000 in the furnishing fund, \$7600 in the Friends savings account, and \$4900 in the Memorial Fund. All of these funds can be used by the Friends for new furnishings for the new building.
- Candy sent the Friends report to the town for the Annual Report. She lists the purpose of the Friends and notes that a check was given to the town for \$212,650 to contribute to the cost of the new building.
- Peter's brother has indicated that Peter has left \$25,000 to the library through the Friends. We will earmark this generous donation for the circulation desk and look into a plaque to memorialize Peter.
- A new raffle basket with a Spring theme was put together by Nanci and the winner will be drawn before Easter.

Meeting adjourned at 11:35 am.

Next meeting will be Thursday 2/9/23 at 10:00 am (via Zoom)