

Richmond Library Trustee Meeting

Thurs., Nov 17, 2022 at 10:00 am

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

Approval of Oct 2022 meeting minutes -- APPROVED

Director's Report:

- **New Library website upgrade** – The Boston Public Library website link and instructions to join are now on our website
 - **Library Personnel** – Madeline will be away again in early December
A teen employee will be unavailable to work evenings in Dec through Feb due to a sports team commitment. Kristin proposes that during those months, the library will close to the public at 4:00 pm with curbside pickup only from 4-7. A sign and phone number will be posted out front. We will still be open 21 hours/week so we will still be in compliance with MBLC needs for state funding.
 - **Survey** – We are surveying patrons for their preferences for hours for the library, especially for the new building. Kathy will try to put this survey on Survey Monkey and that link can be put on the town website. The survey right now is on paper at the front desk. Many have responded that they would like to have hours during M-F 9-1:00!
 - The Library had a table with candy and bookmarks at the townwide Trunk or Treat on Friday 10/28 with the new building model out for attendees to look at too.
 - **Upcoming events:**
 - Ruth Bass is thinking about an event in January – more in TBA
- Winter Solstice event at the library will be on 12/22 all day. Refreshments will be served. KK, KW, and NM will all bake items.
- **Holiday hours** – the library will be closed all day on Sat 12/24 for Christmas Eve. The library will be open on Sat 12/31, but will close as usual at 2:00 pm for New Year's Eve.
 - We were awarded the initial check from **State Aid** of \$2,039.38.
 - Our two **"hot spots"** have arrived and will be used as our Library of Things checkout items. They are for residents to check out (1-2 weeks loan period) for Wifi.
 - Kristin attended an online CWMars event and won the prize basket!
 - Will we have a Christmas party/gathering for staff this year? After discussion, we decided that we would wait until after the new building is done and host a volunteer gathering.

Building update:

- **Progress report** : the building progress is going well with all deadlines being met by GC.
- **Next steps** – Candy presented the preliminary furniture order to KI (from Pittsfield). Their bid estimate was that the shelving specified would be \$128K!!! Candy will look at the most important pieces to prioritize what is needed. Candy and Nanci will look at the Friends funds and all accounts available for furniture purchases. We will ask Marilyn to review the bid to see if it is in line with other suppliers. Candy will forward the bid on to all of us to review.

Friends update: The basket drawing was on Tuesday. A new basket will be put together for January with a Spring theme.

Next meeting: Thursday, Dec 8, 2022 at 10:00 am

Meeting adjourned: 11:00 am

minutes submitted by K. Wilson 12/4/2022