

# Richmond Library Trustee Meeting AGENDA

Thurs., Sept 8, 2022 at 10:00 am

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

**Approval** of August 2022 meeting minutes -- APPROVED

## Director's Report:

- **New Library website upgrade** – it is still a work-in-progress, making edits and adding photos
- **Library Personnel** – same as last month. Nametag update: we will use name plates with names at the desk for Director and Assistant Director and “volunteer” and “staff” (without names) on lanyards. Kristin doesn't want to have teen workers identified by name. Kathryn will look into purchase of desk plates for names and lanyard name tags. Kristin and Candy will make a list of needed duties for volunteers so that they will be busy.
- **Covid19 updates:** none
- **Past Events:** none
- **Upcoming Events:** “Fall Crawl” – 10 local libraries are participating. Patrons will go to local libraries and “tag” with their phone to receive a prize. Dates: Oct 17-22. More information coming. Info will be posted on our website.
- **Lively World:** Ruth is working on an event TBD for November, maybe 11/5, to be held at Congregational Church.
- **Other:** MBLC Hotspot loan program is ending at the end of Sept. Kristin bought 2 mobile devices that are “in the works” through “Tech Soup” and “Mobile Beacon” for loan to our patrons.
- **ARIS report:** Baker and Taylor book vendor and ARIS reporting software company was hacked, but is back up. It delayed the ARIS report throughout the state and delayed our book ordering.
- **Basket “raffle”** – Virginia Larkin won the basket at the end of August. Nanci will work on the next basket.

## Building update:

- **Progress report** : FFE (furniture, fixtures, and equipment) – Candy has been “shopping” for vendors for the circulation desk and is waiting to hear quotes from 3 companies (Hale, Tucker, and KI), but we are also looking into having the GC build it on site. Marilyn (C&B) suggested we join the Mass Higher Education Consortium so that we can get discounts from participating vendors. Kristin has joined for the library and Candy will join for the Friends. The discount is “significant”.
- **Next steps** – MBC subcommittee is meeting to pick out flooring and bathroom materials and colors.

## New Business:

**Pay equity:** To be discussed in Executive Session on 9/28/22 at 6:00 pm (in person)

**Survey:** Nanci suggests we look at the old survey to see what and when we should update the questionnaire. It is a work-in-progress. To be discussed next month. Candy will get copies of the old survey to copy and/or email to all soon.

**Friends update:** membership drive is “over”, with about 84 members

**Next meeting:** Thursday, Oct 20, 2022 at 10:00 am?

**Meeting adjourned:** 11:40 am