

Richmond Library Trustee Meeting Minutes

Wed., January 12, 2022 at 10:00 am (on Zoom)

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

Approval of Dec. 2021 meeting minutes: delayed

Director's Report:

- **Personnel changes:** Kristin interviewed 2 candidates – no one hired yet. John Mielke (Monique's brother) has been hired for the evening slot. Discussion of wages – because of new MA minimum wage laws, new hires will be making about the same as long-time employees. The Trustees okayed a bump in pay to \$15 for Deborah and Monique. Candy and Kristin will get their pay increases from the town.
- **Covid19 updates:** MBLC allows us to go to "curbside delivery" if needed (high transmission rate or employee illness). Kristin will wait to hire more new employees until after this uncertainty. During this Omicron surge, Kristin and Candy will work separately and some shifts will only have one employee in the building.
- **Richmond Pond Book** – no update
- **Mary Pope Osborne** program with West Stockbridge library – no date yet
- **New Library website upgrade:** Kristin met with Kasha re process of switching domain hosts. Trustees approved a purchase of a 3-year GoDaddy domain host (\$467.64/year, \$12.99/mo). Kristin will pay the fee with the town credit card.
- **Holiday program 12/21** – music, cookies, Take and Make craft – program was a success with many patrons stopping in, getting individually wrapped cookies, etc.
- **New business:**
 - Circulation is about the same as last year
 - Berkshire Eagle letter by Alex from the Berkshire Athenaeum (responding to Letter to the Editor questioning patron confidentiality at libraries) did not include signature from Kristin because of short deadline. Trustees suggested that we have a written policy (Kristin will look at samples from the MBLC) on patron security and we will share it with all employees and volunteers and post it in the library for patrons to see as well.

State Aid: we have been spending State Aid faster than it came in before Covid. During the last two years, we haven't spent it all because of limited payroll, etc. We have about \$10K of unspent State Aid money. We will use about \$1000 for the new website design and host fees for 3 years. In the past, we have used the State Aid money for the budget shortfall – library operating money.

FY 2022-23 Budget proposal: the budget includes utilities (about \$4K), payroll (about \$43K this year, about \$45,920 with approved payroll increases due to MA minimum wage), supplies, materials, building maintenance (\$350), CWMars contract (\$2,743), Wowbrary contract (\$375). How much should we ask for in next year's budget proposal? Trustees have suggested to Kristin that she propose an increase of about 4.4% because that is budget impact due to the minimum wage increases. If we have an increased budget, our next State Aid application will have to show that we spent 20% of our budget on "materials" that are circulated to the patrons. Candy suggests buying e-books.

Phase 2 Building Committee update: Kathryn updated group on committee meeting – subcontractor bids due in by 2/2 and general contractor bids are due by 2/16.

Fundraising discussion – Kathryn will look into setting up a new non-profit for new building fundraising use because the Friends accounts have exceeded the FDIC insured amounts.

Friends update: Blue Q bags are selling well.

Next meeting: Wed, 2/23/2022 at 10 am (on Zoom)

Minutes submitted by K. Wilson