

**Richmond Free Library Trustees**  
**Minutes Monday, February 10, 2025 6:30-7:30 pm**  
**Location: Library Community Room with Zoom option**

**Present:** Matt Crabb, Laurie Dana, Suzanne Krohn, Rafael Kennedy, Amy Wardwell

**Farewell and Thank You to Kathie Templin!**

**Agenda Additions:**

1. Discussion of room rental fee
2. Salary discussion

**Vote --** Motion to approve January minutes by Matt. Seconded by Rafael. Unanimous

**Vote –** Motion to approve warrants #22496 in the amount of \$584.88 and #22516 in the amount of \$4,993.39 by Matt. Seconded by Laurie. Unanimous approval

**Treasurer's Report (Laurie)**

We are just over halfway through the fiscal year. We are over on office expenses (due to the library cards expense housed here) but overall we are right where we should be.

**Library Director's Report (Suzanne)**

- Trustees reviewed and signed the maintenance purchase order with New England Air Systems. They maintain both the new and old HVAC systems.
- Suzanne attended the public forum on the budget and reported out on that. Laurie will attend the second meeting on the 24th. Matt will encourage Josh to increase outreach to the community on the budget to promote understanding.
- There was discussion around whether the Library would close on Town Meeting Day to allow staff to attend. This year RFL will be open but perhaps next year will close.
- RFL will begin monthly outreach programming at Sterling House.
- Staff has discussed how the Library would handle any encounters with ICE. There are legal issues around this that apply to patron information and privacy.
- The pest control service has done another walkthrough to talk about sealing the holes in the foundation to prevent the mice from coming in. Suzanne has been exploring quotes from other companies that use prevention not poison.
- Wendy has February break programming lined up. She is experimenting with how to structure story hours.
- *Gather* Update- Katherine Wysocky-Johnson is willing to do a community art project in conjunction with the Friday Food Affair in March connected to *Gather*. We will advertise the *Gather* book discussion.

**Library Building Security Update (Suzanne)-**

No update- we will return to this at a future meeting.

**Library Contribution to Town Plan (Suzanne)**

- Suzanne met with the Department of Libraries, Kevin Unrath and Virginia Clark to get guidance about our contributions to the new Town Plan. We have been invited to show what the Library is currently doing, and how our work aligns with our mission and values.

- By the end of February we need to provide updates on what is already in the current Town Plan. We can decide how much we want to add to the new plan that is being created. We have until summer to write a more detailed addition to the plan.
- This document is like a Town wide mission statement or strategic plan. It is required by the state. It helps in planning, regulation creation and vision for the Town.
- There was discussion of what Suzanne can begin to write in for the updates.

### **March 21 Gather & Friday Food Affair Planning (Laurie)**

- Laurie has not had a response on how much food is needed yet. She will create a SignUp Genius for people to use to indicate what they will bring. The Friends will also be invited to contribute.
- The event is 5-7:30 PM at the Congregational Church.
- Suzanne will connect with Katherine about where and when to do the community art project.

### **Salary Discussion:**

The issue at hand is whether Suzanne's position is salaried or hourly. Connie got a ruling from the Dept. of Labor that she should be salaried. Trustees must choose if the position is salaried OR hourly not a salary *and* hourly position. Suzanne works less than 40 hours a week. All other Town Dept Heads are salaried. The question came up because Rebecca was in the system as hourly but she was salaried.

**Vote:** Motion by Laurie that the position of Library Director be a salaried position at 32 hours a week. Seconded by Rafael. Unanimous approval.

### **Room Rental Fees:**

There was discussion about the room rental fees paid by the Senior Center for events.

- Trustees felt that there must be a written agreement or contract with the Senior Center about the fees they pay or do not pay when using the Community Room.
- There was discussion about whether the Senior Center should continue to pay at their current rates or not.
- There was no specific decision at this time and the Trustees will revisit this topic. There was agreement that if the rates of payment change it would not go into effect until July 1st at the earliest.

### **Department of Libraries Model Policies for Public Libraries– Materials Selection**

#### **Policy:**

- Trustees began discussion of new VT State model policies for public libraries. Are there policies other libraries have that RFL does not? Do we want to adopt the state policies or use the ones we have written?
- Based on information from the Department of Libraries Suzanne wondered→ do we have to adopt the Dept. of Libraries model policies OR do we need to consult a lawyer about our own policy to be in compliance?
- The Materials Selection Policy (the one that will come into effect in the event of a book challenge) is one the Trustees should consider most carefully.
- Trustees will study the state policy language for next meeting and continue discussion.

## **Planned Capital Building Projects FY 2025-2026**

Laurie shared that she hasn't gotten anyone who is willing to look at the front door yet. Jay thought this would take an architect, engineer or contractor to fix the door but so far everyone Laurie has approached has said no to the job.

The pest service said we should also put some sweeps on both doors to prevent mice from getting into the building.

**Meeting Adjourned 8:25 PM**

**Next meeting – Monday, March 10, 2025 at 6:30 p.m.**

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