

Richmond Free Library Trustees Meeting Minutes **Tuesday, November 12, 2024 6:30-7:30 pm**

Welcome Suzanne – First meeting as Director!

Vote -- Motion to approve October minutes by Amy. Seconded by Matt. Unanimous approval.

Vote – Motion to approve warrants #22422 in the amount of \$1,550.38 by Matt. Seconded by Kathy. Unanimous approval

Treasurer's Report (Kathy)-

Kathy asked some clarifying questions about a few expenses that were slightly higher than they have been in the past. Suzanne explained that while revenue is up, some of our expenses are higher as costs for most things are rising. Our internet and email subscription fees are higher due to the switch to Simple Route the Town made. We also haven't received our courier grant money yet. Overall budget numbers are in good shape and we've spent about 35% of our budget which is normal.

Library Director's Report (Suzanne)-

The library has two new staff members! Both started on November 4th. Robin Hegg is our new Outreach and Programming Assistant. Evelyn Rolfe is our new Youth Assistant who will be supporting Wendy. Robin is doing 24 hours and Evelyn is filling staffing gaps 12 hours total. This hiring will eliminate all substitute hours.

The schedule for Baby Lap is well attended and there will be a shift to holding playgroup first followed by story time.

Hoopla service will end on the 27th due to high costs associated with this service. There has been publicity about this and Suzanne is working on ways to replace some of what Hoopla provides.

The Friends are collecting donations for their Book Sale. The new collection system has been MUCH smoother for the staff.

The elevator is still out of service. Suzanne has been asking Alpha regularly for information on when the parts will arrive but hasn't gotten much response. Once parts arrive it will be a two day fix. This has been very disruptive for patrons and rentals and hopefully will be resolved soon! The Trustees would like to review the MOU and figure out who is responsible for the mechanical systems (like the elevator and boilers) of the building. We've had some costly repairs lately.

Staffing Report (Suzanne)- see above

FY 26 Library Budget Update

Suzanne will present the RFL budget again at tonight's Selectboard meeting with some updated numbers from Connie. We are asking for some modest increases to keep pace with rising expenses and more expensive services (ie. Simple Route) health care costs and child care contribution tax. There is a 4.7% increase overall in the RFL budget.

Review Updated Capital Expenditures List

The Trustees reviewed the Capital Expenditures spreadsheet.

There are some creatures (bats and hornets) living in the building spire that are a high priority to address. Suzanne has reached out to an exterminator for a consultation about relocating bats. Matt will come by to be part of that meeting.

Two large upcoming expenses are the roof replacement and the front step replacement. Both need to be done. The Trustees and Library Director will need to explore some funding sources and discuss how and when to complete this work.

The elevator costs in this spreadsheet just reflect the cost of replacement parts. The labor for fixing the elevator will be another \$4,000- 5,000. We need to clarify who will pay for this. Amy will ask Josh if this is a matter for the Town Center and Library committee needs to address this or if this comes from the Town budget.

Open Library Trustee Position – March Election

Kathy's term is ending in March and she will not be running again. Ideally it would be great to get someone with a financial or construction background. That expertise would be useful with upcoming projects. We discussed how to do some outreach to potential candidates. We will also post information at the library and on FPF about the position. Petitions will be due to the Town Clerk in mid-January '25

Other Business:

Motion to Move into executive session by Amy. Second by Matt. Discussion of a personnel issue.

Motion to come out of executive session by Amy. Seconded by Kathy.

Next month our meetings return to Mondays. The next meeting will be Monday Dec 9th.

Motion to adjourn by Kathy, Seconded by Matt. Unanimous approval.