

**Richmond Free Library Trustees**  
**Monday, January 13, 2025 6:30-7:30 pm**  
**Location: Library Community Room with Zoom option**

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

**Vote** -- Motion to approve December minutes by Matt. Seconded by Laurie. Unanimous approval.

**Vote** – Motion to approve warrant #22479 in the amount of \$2516.35 and #22460 in the amount of \$4310.28. Seconded by Amy. Unanimous approval.

**Treasurer's Report** (Kathie)

No new treasurer's report from Connie.

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

- Suzanne gave her report to the Trustees. There was explanation of the Annual Report which is required by the state and is shared with the Federal Government (as a way to support federal funding), staff updates, information on year end donations and updates about digital services.
- There are many new programs starting for the winter season that the staff is excited about.
- We discussed the need to replace the sink and how to approach interior painting projects.

**The Town Plan**

- The Trustees suggest a wording change from “Children’s Librarian” to “Youth Director”. Other than that the four items related to the Library in the Town Plan are appropriate and ongoing.

**FY 26 Library Budget & Staffing Update**

- The Selectboard put the 12 hour staff position back into the budget. It will be presented for public information at the Selectboard meeting 1/13. The additional staff position will allow the Library to maintain patron services and a safe working environment for the library staff.
- Motion to approve the proposed budget for the Library \$373,005 for FY 26 by Laurie. Seconded by Matt. Unanimous approval.
- Article 15 will be discussed at Town Meeting. This is a question about whether each town department’s budget should be voted on separately.

**Library Building Security Discussion** (Laurie)

- The staffing discussion at the last Selectboard meeting led to a discussion about security at the Library for the staff and the building. We are most concerned about staff having to encounter patrons in crisis or who are violent if they are alone in the building. If possible the Trustees would recommend that the staff never do the closing walk through alone.
- We discussed putting a lock on the basement door (if it doesn’t have one).

- Amy wondered if the Library should close if there were ever a situation where only one staff member was able to work. Suzanne and the Trustees will think about it.
- We discussed the use of the door codes for after hours events instead of leaving the door propped open with the rope. Rafael will do some research into options for how we might use this. When we are ready to talk about repairs Amy will bring this item to the Town Center Committee.
- The Bridge Street door needs to be weatherized. Suzanne will call Efficiency Vermont for a list of contractors who might be able to address this issue.

#### **March 21 *Gather* & Friday Food Affair Planning**

- The Trustees discussed our plan for hosting the March 21st Friday Food Affair and events surrounding this year's Vermont Reads book *Gather*.
- There will be a book discussion, art inside the Library, a storytelling event and hosting a screening of a film.
- Friday Food Affair theme is "hotdish". Laurie will contact Marshall Paulsen and the Friends to get details on the food needs and to start a SignUp Genius. We need to think of a tie into the book- book discussion? Giveaway/Door prize signed copies of the book?

#### **Open Library Trustee Position – March Election**

- Laurie is meeting with interested candidates.
- Suzanne thought it would be nice to have any candidate running print a short statement to put out in the library with their signature sheet.

**Motion to adjourn by Laurie. Seconded by Matt. Meeting ended at 7:35 PM**  
**Next meeting – Monday, February 10, 2025 at 6:30 p.m.**

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