

Trustees of Richards Memorial Library
Meeting Minutes 01/23//24

Present: Pam Chenevert (director), Rachel Stone, Cate McCourt, Chris Isperduli, Karen Putney, Sandie Fields

Note: The Library Trustees did not meet in December 2023.

- Meeting opened at 7:05
- Approval of [minutes from 11/14/23](#)—motion to approve minutes passes.
- Staff updates
 - Fiona resigned after accepting a position at Oxford Public Library. Sarah is absorbing Fiona's hours for now.
 - New page - Steven Dumas. Currently undergoing training.
 - New tech services sub - Alison Willoughby.
 - Preparing for Aspen, which is a new catalog format for patrons scheduled to launch in March. Pam is the administrator and undergoing training. Other staff will be trained and then patrons.
 - All staff are taking conflict of interest training.
 - Pam is preparing to do staff evaluations.
 - Time to do Pam's annual evaluation. Subcommittee formed: Sandie and Rachel. All trustees will receive evaluation forms to fill out.
- Circulation: remains steady.
- Maintenance:
 - Bi-annual (2x/year) elevator maintenance performed. \$95 each time.
 - Elevator inspections: three separate inspections are required: state, elevator company, and Knight security (for escape hatch). All have been completed as of January 18
 - Fire alarm inspection is due. Pam will call soon. This is also Knight Security, discussed if these inspections can be consolidated to one appointment but the fees are annual so it would require pro-rating by Knight.
 - Roof repair was scheduled to begin first week of December. Has not happened yet as the company had other work. We are now the priority but they are waiting for the weather to be optimal. Supplies have been delivered.
 - Gutters: will be done after the roof is done.
 - Capital requests: HVAC quotes have been submitted, waiting on response.
- Budget:
 - Current budget/operating costs: halfway through the year. Everything is on track. Office supplies slightly high due to ink and book covering materials
 - State aid came in for January
 - Chris going to select board for report February 12
- Old Business
 - Sensory room: in progress, waiting for renovation work. Pam applied for a second round of grants.

- Library card eligibility: Pam distributed updated policy (minor editorial changes only). Vote taken, policy approved.
- New Business:
 - Pam distributed a new policy: access for children and young adults. Review and provide feedback for the next meeting.
 - Donna McClain from the historical commission contacted Pam because the 100th anniversary of the building is coming up in 2026. Trustees will investigate forming a subcommittee to plan events.
 - Discussed adding a remote option for future meetings. Zoom account is no longer active. Will research options.
 - Meeting adjourned 7:58 PM
- Motion to close meeting passes; meeting adjourned 8:01 pm