

**Trustees of Richards Memorial Library**  
**Meeting Minutes 11/14/23**

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

**Note:** The Library Trustees did not meet in October 2024 due to illness.

- Meeting opened at 7:06
- Approval of [minutes from 09/12/23](#)—motion to approve minutes passes
- Staff updates: No updates, all good!
- Circulation: Electronic magazines (through Libby) are increasingly popular
- Maintenance:
  - First week of December for approved roof; gutters ready to go next
  - Insurance estimates:
    - \$32,330 for slate roof repairs
    - \$33,528.55 for interior repairs
  - HVAC quotes:
    - New bid process—invite rebid from Guardian Management Services (initially declined) and new bid from Apex (neglected to bid initially)
- Current budget/operating costs
- New Business:
  - Photo release policy
    - Already approved by town lawyer
    - Discussion about how to revoke permission
    - Vote to pass photo release as is with minor corrections; vote passes
  - Library card eligibility—additions to existing policy; will make minor edits and vote next meeting
  - FY25 proposed budget (first draft)
    - Increase in town population affects state budget formula; percentage of total library budget that must be spent on books and materials decreases slightly, from 19.5% to 19%.
    - Requested: \$205,933 (1.54% increase over FY24 budget)
- Motion to close meeting passes; meeting adjourned 8:01 pm