

**Richmond Free Library Trustees**  
**Minutes December 9, 2024 6:30-7:30 pm**

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

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

**Vote** – Motion to approve warrants #22445 in the amount of \$2,851.37 and # 22431 \$3,363.05 by Matt. Seconded by Amy. Unanimous approval.

**Treasurer's Report** (Kathie)

- Suzanne gave tonight's report stating that we are 5 months into the fiscal year and at about 42% of the budget, so we are on track overall. A few categories continue to be over and she has asked for an increase in next year's budget for some of those categories (i.e. postage).
- Our courier grant has just come in and will offset most of the rest of this year's postage costs.
- The child care contribution line is due to new state legislation and the Town's decision to cover that for employees.
- Suzanne clarified the "Library Restricted Donations" line. These are donations made to the library that is not Town money. It can't be repurposed by the Town at the end of the year if it is not spent.

**FY 26 Library Budget Update**

- Suzanne will attend the Selectboard meeting again following this meeting to discuss additional cuts they would like us to make to the Library Reserve Fund. The original amount requested by the Trustees for this fund was \$15,000 for FY 26 (up from \$12,000 in FY 25).
- The Trustees will need to vote on the changes the Selectboard is requesting.
- Trustees discussed the pros and cons of the motion and what things would be paid for out of the Library Reserve fund.

**Vote** – Motion to approve a reduction of the Town of Richmond's contribution to the Library Reserve to \$0 for the FY26 Budget year on a one-time basis. The Trustees intend to request restoration of this contribution for FY 27 by Laurie. Seconded by Amy. There was unanimous approval.

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

Nothing new tonight

**Elevator Report**

- The elevator is working again! Once the parts arrived it took the technicians less time than anticipated to make the repairs.
- Suzanne emailed Alpha to try to create a plan for moving forward. She will get their assessment about future repairs, replacement schedule etc. This should help the Trustees and the Town plan for future elevator needs.

**Book Sale Report**

- It was a very successful event. Sales were up and leftover boxes were down. The Friends raised \$6,046 in net proceeds.
- The new donations system did not seem to impact the number of books collected for sale. For library staff the new collection system was much more effective and the quality of items for sale was high.
- The Trustees hope future book sales continue to use this donation system and be scheduled to coincide with a Friday Food Affair and Holiday Market.
- The Trustees discussed a situation that came up at the Book Sale and Holiday Market regarding a student made film.

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

- Laurie talked with one community member about the position but they are unlikely to run.
- An ideal candidate in this election cycle would have some building and/or business background- but it's not required.
- Laurie will draft an advertisement for candidates that can be sent out to the community.
- Petitions will be due to Linda Parent in the Town Office in mid-January '25

**Motion to adjourn** by Matt. Seconded by Amy. Meeting adjourned at 7:19.

**Next meeting –Monday, January 13, 2025 at 6:30 p.m.**

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