

Richmond Free Library Trustees
Agenda – Monday, March 10, 2025 6:30-7:30 pm

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

Welcome Amy Klinger- our newly elected Trustee!

Election of Officers: Motion to adopt the slate of officers nominated below by Laurie. Seconded by Amy W. Unanimous approval.

Chair: Matt Crabb

Treasurer: Laurie Dana

Secretary: Rafael Kennedy

Vote -- Motion to approve February minutes by Matt. Seconded Rafael. Unanimous approval.

Vote – Motion to approve warrants #22529 in the amount of \$3,319.14 and #22542 in the amount of \$1,443.78 by Matt. Seconded by Laurie. Unanimous approval.

Treasurer's Report & Budget Vote Results:

- The Library's budget passed on Town Meeting Day. Thank you voters!
- The current budget report does not include warrant #22542.
- The library card expense shows in the supplies line as an overage. This is a large expense that comes once every few years. Postage is another area where we've had greater expenses than expected so far. We will adjust these lines accordingly in next year's budget.
- The electric charging station revenue will be moved to the RFL budget from the Town quarterly.
- Connie said our bottom line is fine.

Library Director's Report (Suzanne)

- We will post the documents associated with our upcoming meetings on the website. Suzanne is posting meeting recordings and minutes publicly. Matt will also start posting our Trustee meeting agenda on Front Porch Forum as well.
- We decided on how the Library Director's report will be presented at meetings going forward.
- Suzanne updated us on some flaws in the available digital service Palace.
- The Friends book sale has resumed. Books are available for purchase in the foyer.
- We had an update on our pest removal services contract and upcoming work.
- We had an update on upcoming programming and events.
- Suzanne is expanding our Spanish language collection and bought some tools for our library of things.

Planning - March 21 Gather & Friday Food Affair Planning (Suzanne & Laurie)

- Laurie sent out a SignUp Genius to get volunteers to bring food and help out at the event. We may need to add spaces since last week's event was VERY well attended. We don't want to run out of food.
- We can use Marshall's welcome and some tables at the event as a time to promote *Gather* and/or other upcoming events at the Library.
- We discussed whether or not to have a raffle
- Ellen and Judy from Radiate will lead a community art project related to *Gather* to create a piece that will be displayed in the library.

***Discuss** Adopting the Vermont Department of Libraries *Model Vermont Public Library Collection Development Policy*

- Some of the Trustees watched a webinar from the Dept. of Libraries to be better informed on the needs for these policies.
- We discussed the state model policy and how our current policies compare and contrast. There was discussion on whether RFL should adopt the State's model policy on Collection Development.

Vote: Motion to adopt the Model Vermont Public Library Collection Development Policy, with Richmond Free Library inserted, as well as the Library Consideration of Materials Form by Matt. Seconded by Laurie. Unanimous approval.

Vote: Motion to remove the existing Materials Selection and Reconsideration section from the RFL policies by Laurie. Seconded by Matt. Unanimous approval.

***Discuss Library Building Capital Needs** – Possible presentation to Town Center & Library Building Committee

- The Town Center and Library Committee has access to the Library Capital plan spreadsheet.
- Amy will continue to be the liaison to the TCL committee as needed, even though she is not a permanent member of that group going forward.
- Laurie will reach out to Adam to explain our project needs for the entrance door repairs. The TCL may be in the process of hiring someone who can help with this work.

Return to Tabled items from last meeting:

- Senior Center Room Rental Fee – *Changes for July 1, 2025. **We will return to this next month.***
- Library Contribution to Town Plan– Matt and Amy K. will come in to meet with Suzanne to work on our contribution to this document.
- Library Building Security Update- We will put a lock on the basement door for additional security. Laurie suggested reaching out to Dion's.

Motion to adjourn at 7:51 PM

Next meeting – Monday, April 14, 2025 at 6:30 p.m.
