**Richmond Free Library Trustees**

**Minutes – Monday, May 12th, 2025 6:30-7:30 pm**

**Location: Library Community Room with Zoom option**

**Present: Matt Crabb (via Zoom), Laurie Dana, Rafael Kennedy, Amy Klinger, Suzanne Krohn, Amy Wardwell**

**Vote** -- Motion to approve April minutes by Amy W. Seconded by Laurie. Unanimous approval.

**Vote** – Motion to approve warrant number 22574 in the amount of 1774.12 and warrant number 22585 in the amount of 2,176.76 by Amy K. Seconded by Laurie. Unanimous approval.

**Treasurer’s Report**

* We are broadly in line with where we project to be for the year with regard to expenditures. There are some existing items where we are above our annual projections but these are due to one-time payments for specific things.
* There is a line item for “restricted donation”. A conversation with Connie clarified that this meant restricted for use by the library, and can be carried over to the next year if not spent by an associated line item.

**Library Director’s Report**

* The Dept. of Libraries is optimistic about receiving full 2025 funding due to recent legal actions and rulings.
* Several new tools were added to the library’s collection this month including a knife sharpener.
* The next meeting of the Friends of the Library is scheduled for **June 18**. Trustees are encouraged to spread the word to potential new members.
* Annual maintenance was performed on the heat pumps and we’ve asked that it be added to normal maintenance.
* 56 People attended the chess tournament.
* 2 Beaver related programs are planned in collaboration with RCAC. Planning is nearly complete for Summer Reading.

**Discuss Town Center Committee Name Change**

* A recent Town Center Committee meeting saw the change of the name of the committee from the Town Center Building and Library Committee to the Town Center Building and Campus Committee. We’re unclear about the significance of this change. The video of the meeting included no substantive discussion.
* Laurie raised concerns about the lack of outside (non-library) staff and expertise on how construction and maintenance should go.
* Amy W feels that we should first reach out to the committee to understand why they made this change and what they see as the significance of it.
* Matt to reach out to Adam Wood & Cara LaBounty about if there is an existing rationale, and if we can be added to an upcoming agenda respectively.

**Approval of MOU for Senior Center**

* A minor change of wording to make “until terminated” into “until terminated by either party”.
* Motion to approve the Senior Center MOU as amended by Laurie. Seconded by Amy K. Unanimous approval.

**Painting Update**

* Paul, a painter, is accepting quotes for painting, and is currently working on painting other large buildings. This painting would require extensive work on the Library side, doing things like taking down drapes and moving books. Not all books would need to be moved, but most books on the second floor would.
* Paul’s wife will do a color consult.

**Change to Town Purchasing Policy**

* The selectboard recently voted to increase the threshold of purchasing authority that requires a purchase order has increased from 1,000 to 3,000 dollars. The trustees are fine continuing to follow the selectboard’s policy when the threshold increases.

**Discuss Donation Policy**

* We made minor changes to the proposed Donation Policy. Laurie is going to circulate updated language for approval next time

**Next meeting – Monday, June 9th 2025 at 6:30 p.m.**