

Richmond Free Library Trustees
Minutes – Monday, August 11th, 2025 6:30-7:30 pm
Location: Library Community Room with Zoom option

Present: Matt Crabb, Laurie Dana, Rafael Kennedy, Amy Klinger, Wendy de Forest

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

Vote – Warrants:

- 6/16 (FY 25) Warrant #22635 - \$1,977.78
- 7/7 (FY 25) Warrant #22647 - \$3,065.75
- 7/21 (FY 25) Warrant #22661 - \$332.00
- 7/21 (FY 26) Warrant #22675 - \$1,822.25
- 8/4 (FY 26) Warrant # 22685 - \$1,135.21

Motion to approve above warrants by Amy K. Seconded by Matt. Unanimous approval.

Treasurer's Report -- We're still in line with projected spending. We anticipate getting a quarterly report from Connie on expenditures rather than monthly going forward. This is in line with what other groups receive. Laurie doesn't have a problem with this.

Library Director's Report

- We have a new substitute coming on board soon. Our new staffing plan is designed to reduce the impact of absences and reduce the need for substitutes, but it's still an unavoidable necessity.
- The Friends of the Library meeting was held in June. Gwen Landis was elected President. Mary will remain as treasurer. Other new officers are on the younger side suggesting new energy in the group.
- The building is doing fine. The elevator and fire alarm passed inspection. Air system was just serviced. Still looking for work on the door. We're still looking at replacing one of the bathroom sinks.
- Suzanne is taking a sign language class which will cause a conflict with October and November meetings. She'll be able to either join late or we can move it to a different day.
- Summer reading programs have wrapped for youth and are wrapping up for adults. We're starting to switch gears to thinking about things like story time and lego club.

Discussion and Vote - Updates to Space Use Contract

- Removed music room as a room that can be requested use of in the form.
- Added that reservation time should include time devoted to setup and teardown.
- Added language to specify that returning the room to a clean condition requires either sweeping or mopping.

- Fees: added a piece about piano tuning specifying that if users need the piano tuned immediately before, that they need to arrange (and pay) for that separately.
- There is a note about requesting rates for recurring meetings.
- Added that rental payment is due before or on the day of use.
- The name of the contract is being updated to "Space Rental Contract"

Motion to approve changes to the Space Rental Contract by Amy K. Seconded Matt. Unanimous approval.

Painting/Lead Testing Update

- Interior window sills and covers in the hallway in the second floor, and the sills in both children's rooms and in Suzanne's office contain lead.
- The initial plan was to do the community room first, but we may want to resequence the phases to do lead abatement first.
- The goal will be to have a special meeting at the end of August for the RFP.
- Is anyone interested? So far only Green Mountain Painters. They are lead paint certified.

Discuss - It looks like there is HUD money for small rural libraries. A likely use of this funding would be roofing / slate. We may want to get a new inspection done (by blackrock inspections perhaps) or other heritage slate specialists prior to a grant application. The bids are stronger if you have real numbers.

Discuss - Due to conflicts with Indigenous peoples' day and Suzanne's schedule, we are looking to move the Trustees meetings on October 14th and November 4th.

Next meeting – Monday, September 8th 2025 at 6:30 p.m.
