

Richmond Free Library Trustees
Minutes – Monday, January 12th, 2025 6:30-7:30 pm

Present: Matt Crabb, Laurie Dana, Amy Klinger, Amy Wardwell

Guest: Marshall Paulsen

Vote to approve December Minutes

Amy Wardwell moved to approve the December minutes, Laurie seconded the motion which passed unanimously.

Vote to approve December Warrants

Laurie moved to approve Warrant # 22808 in the amount of \$25,624.67 and Warrant # 22821 in the amount of \$3,018.73. Amy Klinger seconded the motion which passed unanimously.

Library Director's Report

- Still working on correcting installation issues with new flooring in the second-floor bathrooms. A Flooring America representative came today to remeasure and look at whether they could lay new floor on top of the existing floors to fix the install problems. This is not going to be possible as it creates problems with door swing and threshold transition. This means that they will have to take up the new flooring. Suzanne observed that, since the toilet was also not replaced correctly, there could be some subfloor damage to repair. Dave Evarts, owner of Flooring America, has said this is an install issue and they will correct it at their cost. This agreement was made in a phone call between Laurie and Dave. He said that he has ordered the new material for the floor.
- Painting is going well, new color in the stairwell has made it a lot brighter. They plan to finish up in the community room in the middle of next week and then move on to the hallway and children and youth book rooms on the 2nd floor. They will finish the stairwell after that. She reported that they have been great to work with.
- Elevator stopped working again. An emergency call is \$750 for them to come out. This time they said there had been power fluctuations and the elevator is programmed to stop functioning when that happens. A tech needs to reset. This is the first time that problem has happened so hopefully it won't happen again.
- Chess tournament at the end of the month – hopefully in the big room.

Grant Update

Laurie reported on looking at whether we could get an Environmental Review done before the application deadline, which would give us more points in the grant. The Department of Libraries basically said that, if we didn't have it by the time of grant period opening, we were unlikely to be able to do that. She looked at HUD website and the process seems complicated, even if our project ends up exempt as it is a simple replacement of with same materials. We will likely need a consultant to complete, but this will only need to be done if we get the grant.

We still need the information from Alex on costs and Laurie will reach out to him to see where he is at and what he needs from us.

Discuss Upcoming Trustee Opening

Laurie reported that Dave Healy has decided not to pursue the Library Trustee opening at this time so we need to put out another call. Laurie also has another potential candidate that she will reach out to. Library newsletter went out today but Suzanne can do a "special" newsletter with just this call for candidates.

Circ Desk Renovation and Staff Meeting

Suzanne feels it is time to move the project to change the Circulation Desk configuration forward. She said that the hope is to change the space so that library staff are actually facing the public as they enter

the building. This would make the library feel more welcoming and also allow them to see who is coming in. The desks and storage in the workspace was designed before computers so it is not the most efficient work space for staff and volunteers. We have also discussed a split (Dutch) door so that there could be a barrier to entrance into the staff space while still being welcoming.

Suzanne plans to have a discussion with staff members about ideas and dreams for a refreshed circulation desk area at the February 3 staff retreat. Matt, Laurie and Amy Klinger indicated they could attend and we agreed to meet at 1 p.m. with staff at the Library.

Friday Food Affair Next Steps

Amy Klinger has posted the sign-up genie for food sign up, there are some sign ups but we need to continue to recruit cooks. Suzanne said Gwen sent it out to the Friends volunteers just yesterday, so hopefully we will get more sign ups.

Suzanne said that Robin will make some table tops which promote the Vermont Reads book and events and we will have a raffle for a free copy of the book. Marshall recommended the library table, which we were planning to do which will have library information and raffle tickets. Suzanne and xxx will come over after the library closes at 5. Laurie offered to help with tabling.

Marshall mentioned that if people want to bring food down to church early or assemble and cook there, that was an option. He recommended reaching out to Gretchen about food and Amy Klinger has already been talking with her about this.

Thank you

Marshall thanked the library staff and trustees on behalf of the community for helping collect candy for the townwide Halloween celebration. It was a trial balloon and was really successful and he will be knocking on the doors next year.

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