**Richmond Free Library Trustees**

**Minutes – Monday, September 8th, 2025 6:30-7:30 pm**

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

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

**Vote** -- Motion to approve August minutes by Laurie. Seconded Rafael. Unanimous approval.

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

**Vote** – Motion to approve warrants:

* #22708 in the amount of $4,372.22
* #22732 in the amount of $659.01

by Matt. Seconded Laure. Unanimous approval.

**Treasurer’s Report:** In lieu of the treasurer’s report we will discuss the calendar and budget timing.

* January
  + Review schedule for annual event(s):

Costume Swap

Book Sale (December)

Volunteer Recognition

* February
  + Prepare for Town Meeting
  + Review 2nd Quarter Budget report
* March
  + Welcome new Trustee (if elected) and Elect Officers
  + Review library budget as voted
* April
  + Welcome new Trustee (if not already done) and Elect Officers
  + Review by-laws
  + Project & meeting topic planning
* May
  + Conduct Director's Evaluation (Chair)
  + Review 3rd Quarter Budget report
* June
  + Approve Director’s Evaluation (Executive Session)
  + Letter to Town Manager with Salary for Lib Dir
* July
  + Start of new FY
  + Ethics Policy
* August
* September
  + Finance Dir. sends budget planning worksheets for next FY to Directors
  + Review 4th Quarter budget report (may not be final nos.)
* October
  + Selectboard first budget planning meeting for next FY
  + Review policies
  + Standards due November 1st
  + Review Capital Plan
* November
  + Plan for next Trustee election
  + Review 1st Quarter budget report
* December
  + Friends of RFL Booksale
  + Final budget planning meeting for next FY

**Library Director’s Report**

* Rotary is giving the library $500 for youth materials
* Kanopy contract is up in the middle of next month. We still consider it a good investment given the cost of alternatives, but usage patterns suggest we would be better suited by a pay per use contract rather than a bulk upfront cost.
* Friday Food Affair - We’re planning again to host in conjunction with Vermont Reads. There are three possible dates that would make sense: January 16, February 6th, February 20th. Vermont Reads will be reading “The Light Pirate”
* The Friends are meeting on October 6th. Gwen is President, Kate is Vice President. They are wondering if there are things other than the Book Sale that they could do.
* Richmond Art Crawl will use the back lawn at the end of the month. A local artist would like to solicit library donations and give prints as a thank you.
* VOSHA came on the 29th. The town will receive a report. There are things that the library will need to address.
* There was an uneventful elevator service.
* The 3rd floor heat pump was serviced. It’s in good working order.
* Windows 10 support ends at the end of October.
* Library Yoga will continue and has been well attended. Upcoming events will aim to be self-sustaining from donations. The most recent one seems to have been.
* Local Educator Tyler Alexander is going to do a reading about his new book: If I Can Get Home This Fall: A Story of Love, Loss, and a Cause in the Civil War.
* Costume Swap will again run concurrently with the farmer’s market.
* There’s a Twilight Party on October 3rd, celebrating the 20th anniversary.

**Discuss/Approve Policies**

Motion to approve the modified policies by Matt. Seconded by Laurie. Unanimous approval.

**Discuss RFP Next Steps**

During the unsealing of the bids on September 25th we will enter the information into a spreadsheet as a visual.

**Next meeting – Tuesday, October 14th 2025 at 6:30 p.m.**