

## LYME PUBLIC LIBRARY BOARD MEETING MINUTES

### UNAPPROVED

October 25, 2023

**Present:** Judith Ulrich, chair; Laura Mooney, vice chair; Joan Motyka, secretary, John Kiker, Ralph Lewis, Michael James, Lynn Richmond

**Ex Officio:** Melissa Fournier, Director

- 1. CALL TO ORDER:** Laura called the meeting to order at 5:07 p.m.
- 2. REPORT FROM THE DIRECTOR:** Melissa said circulation (print and digital) was up in September, compared with September 2022, as was general attendance, attendance at children's and adult programs well as computer use and meeting room use. Discussing installation of front doors that would be accessible for all, Melissa led a "field trip" to illustrate the difficulties in reconfiguring the current doors. Possibilities include installing sliding doors, bigger doors or an automatic door. John said the town would have to put such a project out to bid. Melissa said the library possibly could get a grant for this work but a strategic plan would need to be in place first. She said the top three items on her facilities wish list were: a handicapped-accessible door, enhanced security, and a building power wash. She also said that if the board wanted to make the library a "safe space" for residents during extremely hot or cold weather "we'd need a functional" HVAC system. Discussing the FY 2024-2025 budget, Melissa said she was studying four possibilities.
- 3. APPROVAL OF MINUTES:** Mike made a motion, seconded by Lynn, and approved unanimously, to approve the minutes of August 2023. Ralph made a motion, seconded by John, and approved unanimously, to approve the minutes of September 2023.
- 4. COLLECTION DEVELOPMENT POLICY:** John made a motion, seconded by Lynn, and passed unanimously, to approve the revised Collection Development Policy, with two appendices, as presented by Melissa and discussed at the last board meeting. The two appendices are the Library Bill of Rights and the Right to Read.
- 5. GUEST POLICY:** A motion was made by John, seconded by Ralph, and approved unanimously, to approve a guest policy for board meetings,

which had been discussed previously and distributed electronically before this meeting to board members.

- 6. REPORT FROM THE FRIENDS:** None. Judy said she was told by Jeanne Rutigliano, chair of the Friends, that they were seeking a vice chair.
- 7. REPORT FROM THE FOUNDATION:** None.
- 8. OLD BUSINESS: STRATEGIC PLAN:** Laura thanked Lynn and John for their hard work on the Strategic Plan and said board members should send comments to them. Ralph suggested that there be an organization chart included in the plan to clarify the roles of the groups involved with the library, and Lynn said she would take that on.
- 9. OLD BUSINESS: UPDATE ON BYLAWS REVISION AND BOARD HANDBOOK REVISION:** Laura said work was underway on both efforts but the priority now is to finalize the Strategic Plan.
- 10. MEETING DATES:** Judy said the next board meeting would be November 29, there would be no December meeting unless necessary, and that a January party would be discussed at the next meeting.
- 11. ADJOURNMENT:** A motion was made by Lynn, seconded by Ralph, and approved unanimously, to adjourn the meeting at 6:10 p.m.