RICHMOND MEMORIAL LIBRARY
Board meeting – September 3, 2025
Library meeting room – 7:00 PM

MINUTES

Present – Board members: Helen Malinka, Amanda Matthews, Aubrey Muscaro, Pam Thompson, Gail Whitney, John Carey, Shana McDermott

Absent: Laura Feliciano, Nancy Gianetti, Patti Maroney

1. Call to Order: Helen Called the meeting to order at 7:05.

2. Public Forum: None

3. Additions to the Agenda:

a. Old business - Discuss the Clark Consulting contract and the plan on how to spend the money being donated to the library.

4. Correspondence: None

5. Minutes from the last meeting (annual meeting) there was a motion to make 1 correction. Need to change 'Agenda' to 'Minutes'. Helen made a motion to move forward with approval for change. Gail approved, Pam seconded.

6. Treasurer's Report and Profit/Loss Statement: John said he changed the format slightly from what Chris gave him. He has included months from 2025 - comparative to the prior year of 2024. As it was stated in the meeting in May and then with the finance committee (Pam & Brad) they talked about allocations. They're getting close to maximums but it was discussed in the prior meeting that the maximums were acceptable based on what's going on in the markets today. They'll meet again and discuss further but based on where the funds are (index, money market) - it's all looking fine. The committee is open to tweaks so we can see returns & allocations and how they're changing over time. Towards the beginning of the year the market was hit and it's recovered; now we're going strong. For profit/loss Aubrey said on the report it looks like the Library is not spending money on programming, but the Library pre-pays for summer programs when possible. The library received a first check from the town and will get a second check from the town in January. It is too early in the year to see where we will end up. Everything is status quo. John asked if we can see the budget - month, year to date, comparatively to the budget so we can see where we stand. Aubrey will ask the bookkeeper if we can do that.

7. Committees
   a. Standing Committees
      i. Finance – Met with Pam, Chris and Brad. John asked how the committee usually works for reference on a go forward. There was a question on if there are supposed to be 2 meetings or quarterly meetings. It is confirmed the committee has to have at least 3

people on the committee and have to meet at least 2 times a year. The committee has been working on bank accounts. John is all set up with Vanguard - as an FYI they're transitioning their platform - they're moving customers over including us. John is working with Vanguard to make sure everything is in order. Aubrey & John are finalizing bank accounts. They need to remove Chris & Rich from the accounts.

ii. Friends – Nancy absent. Aubrey gave the summary. The Friends are scheduled to meet tomorrow. They will be working on the holiday auction, as well as discuss National Friends of the Library week. The Friends have a new corkboard (previously a spare bulletin board). The committee plans to share information about meetings, upcoming fundraisers, etc. Patrons have already commented on it positively. The Puzzle & board game sale is coming up and donations are still being accepted. The sale was bumped up a week due to the date of the upcoming flu clinic. Sept 23rd 4-7PM there will be a fundraiser with Jessica's Garden. The Friends did the ice cream social at the end of the summer. Spent $100 on ice cream but it pretty much all went - well attended. For Marlborough Day both Gail and Barbara participated in the event.

8. Director's Report: Full report is on file. Following up from June - said goodbye to Jen & Laurie over the summer. Debbie has had to significantly reduce her hours because she accepted a full-time position in New Britain. Hired Leslie (started) & Jessica (starts soon) - they both have past library experience. Also hired Elliot for Outreach & Technology - works P/T in Hebron as well. Thanked Patti who joined the team on the interviews which was helpful. The summer reading program ended, working on putting together the summer statistics that needed to be provided to the CT State Library. It was a busy summer at the library. Aubrey oversaw all the adult programs - all programs were full! Bonsai program, ravioli program, jewelry making program, hands-on art programs. The black bear program was a huge hit. September is 'National Library Card Sign Up Month.' The theme this year is 'Reading makes you one smart cookie.' Have a partnership with Shop Two coffee - if you register or show your card - you get a coupon for a free cookie. Aubrey served on the Marlborough Day committee. There were 49 vendors this summer - Farm at Carter Hill did an event on the same day and took patrons. Parks & Rec - organizing family movie nights. Working with Ray on movie viewing licensing rights - also did a craft or wordsearch with the kids - also brought yard games - Elliot will represent the Library in September at the next event. 250th U.S. birthday this year - Aubrey joined the town's committee. She is also applying for a CT Humanities grant and the deadline is October 1st. Last fiscal year they only granted 33% of applications. Update on Blackstone Unlimited which rolled out July 1st: 22 people registered & 67 audiobooks checked out so far. Will work with Elliot on training patrons on how to use it. Buildings & grounds updates - 2nd lamppost was hit by a vehicle. Aubrey let public works know - they assessed the situation - the post pushed backwards but it is structurally sound. The Library building was powerwashed last week. Town Manager looking for feedback on how he can support different departments including us - Aubrey had mentioned the overall building maintenance. She also mentioned that the story-time room could use patches, paint, and ceiling tiles need to be replaced. Also discussed cleaning.

9. Old Business:

a. Helen & Olivia cannot attend on October 8th. Olivia will run the meeting on October 1st, then the meeting will get back to the second Wednesday of the month.

b. Cat Clark Consulting - the contract in place. John asked if the Library uses a lawyer, he feels the contract is very open-ended. Aubrey did do reference checks and discussed

that Cat would work on capital project grants; which is beyond Aubrey's scope at this time. Olivia will reach out to her contact Ken Barber, John has an attorney who can look at it as a backup to Ken if needed.

10. New Business

a. The annual support campaign is in progress. Aubrey is working with the post office on routes and is getting a quote from the printer. Expectations are that the quote will be more than last year.

b. New library hours beginning November 2nd, the Library will close at 7PM for daylight savings time change. The meeting room is still accessible if it's reserved. Never been an issue with people reserving the room.

c. Union contract update: The Library's rate increase follows what the town does. The town and the union are in the process of negotiating. Aubrey will be following up with her contact at City Hall tomorrow to confirm if the vote passed. Anticipated a 3% increase, negotiated 2% and step increases. Step increases are dependent on reviews. (Aubrey's review would be done by Helen & Olivia, President and Vice President of the board). Pam asked if the 2% is typical with other libraries. Aubrey mentioned the minimum wage is increasing in January to $16.94. Pam wants to know if we are in the market for comparable salaries.

d. New Statutory Requirements for Collection Development & Maintenance. Aubrey shared with the board that she has no issue with the state policies that the Library is adopting. She is submitting tomorrow so she will hopefully have them back by October 1st. The board is in agreement that there can be a special, electronic meeting before November 1st if needed if there's not a quorum. Shana motioned, Gail seconded. Voted - everyone in favor. Approved.

11. Other: John asked about the donation the Library is expected to receive for the expansion or enhancement project. The library can get the money released if there are board minutes that say the Library accepts the money and will definitely be putting it towards that project. Discussed a Vanguard cash account so that the Library could get some positive interest on the donation. Aubrey, Helen & Patti found out it's not ready yet because of the delay in probate court. We are not a beneficiary of the will, but the trust itself is. We can't move forward with anything until it is out of probate. Aubrey said she can reach out to the trustee to find out the status.

12. Adjournment: Amanda made a motion to adjourn the meeting and Aubrey seconded. Approved. The meeting adjourned at 8:35 pm.

Respectfully Submitted,

Amanda Matthews
Corresponding Secretary