RICHMOND MEMORIAL LIBRARY
Board meeting – October 1st, 2025
Library meeting room – 7:00 PM

MINUTES

Present – Board members: Olivia Crabbe, Amanda Matthews, Aubrey Muscaro, Pam Thompson, Gail Whitney, John Carey, Shana McDermott, Nancy Gianetti

Absent: Laura Feliciano, Helen Malinka

1. Call to Order: Olivia called the meeting to order at 6:59PM.

2. Public Forum: None

3. Additions to the Agenda: None

4. Correspondence: None

5. Minutes from the last meeting: Aubrey made motion to approve minutes, Gail seconded, Nancy abstained.

6. Treasurer's Report and Profit/Loss Statement: For Treasurer's Report - John said that the operating account is running as usual. The account is at 65/35 maximums right now and the committee can discuss tweaking if needed. All the investment accounts are still gaining. For Profit/Loss Statement - Aubrey said the Library is where we need to be at this time. The bookkeeper was out last week so the statement was mostly updated by the end of September, so there may be a few things that are not reflected yet. The Library is a little over on the supply budget - had to purchase registration cards (haven't had to purchase since 2019) and lanyards for kids for their library cards. Both these orders will last several years. The Library is also fine tuning the budget for the fiscal year, and moved some money over to computer allocation which will be discussed during new business.

7. Committees
    a. Standing Committees
        i. Finance – No updates - will be meeting again before the end of the year.
        ii. Friends – Nancy gave an update on both fundraisers - Jessica's Garden fundraiser raised $95 and the puzzle sale has made $167.50 so far. The Friends will be purchasing a laminator and supplies for the library of things with the funds. The Scarecrow contest is happening from October 19th to October 25th. It will be $15 for a stake on the town green. People will be able to vote through a QR code and the contest will run through October 31st. Wednesday October 22nd there will be a 'Coffee with the Friends' event in the morning, and they will also be holding an event at night with the scarecrow contest. Also running a bookmark contest and there will be different categories. The Friends are also getting ready for the Holiday Auction which will run November 21st through December 8th.

8. Director's Report: Full report is on file. September was 'National Library Card Sign-up Month' and the Library partnered with Shop Two Coffee in town for the month (if someone showed their library card, they could get a free cookie.) They gave away 214 cookies. The Library also pumped up outreach this month. Staff attended the Elementary School open house and signed up 3 more (most people were already signed up) but were able to discuss library resources with positive feedback. Staff also attended open houses at Rham Middle (signed up 31) and Rham High (signed up 36). There was a positive response from the students. New Outreach & Tech Specialist Elliot attended an event with the Marlborough Food Bank and was able to share information on library resources and technology. The Food Bank is interested in continuing a partnership. The Annual report was due to the state on October 1st, and it was submitted successfully. This past fiscal year we had another 338 people sign up for a library card (on top of the 2K+ already signed up.) The Library has not had this many people in the community with library cards since before 2012. The Library also had more than 79K items circulated and has seen increases each year. The Marlborough Senior Center/Parks and Recreation newsletter will be setting aside a page and a half for the Library to promote our resources. The Marlborough Mom's Club is partnering with Jessica's Garden on October 12th from 4-7PM and would like to donate the money raised to the Library. The funds will go towards more Tonie figures and WonderBooks for the kid's section.

9. Old Business:

   a. Contract with Cat - Olivia reached out to Ken (lawyer contact) and he did agree the contract is bare bones but he did not see any major red flags. He suggested getting it in writing that Cat will give monthly updates. Aubrey and Cat agreed, and Aubrey will give regular updates to the board.
   b. Annual Support Campaign - The campaign has gone to the printing press. Aubrey is working with a new owner and he has been great. He can pull the numbers for routes through the post office and will also help by dropping everything off at the post office (will drop at the library as a backup if needed.)

   c. Library policy updates and board vote: The board voted to approve the following 5 policies:
      i. Collection Development and Maintenance Policy
      ii. Library Programming Policy
      iii. Library Display Policy
      iv. Material Review and Reconsideration Policy
      v. Request for Reconsideration

      Gail made a motion to approve all 5 policies, Pam seconded. Unanimous yays for all in favor.

10. New Business

   a. Audit - Aubrey hadn't heard from the auditor so she followed up on what documents he needed to complete the audit. He gave her a list and the bookkeeper was working on pulling what he needed. The board supports looking at new auditors for the future.
   b. New computers - Aubrey was able to replace 6 computers with a grant and then replace an addition 3 for staff. We need to replace the last 3 and they cannot be updated to Windows 11. The quote from the company the Library regularly works with for the 3 computers plus

installation, software, etc. is $4K. The board supports the decision to move forward with new computers (formal vote not needed).

11. Other: Wage analysis committee is in the process of being put together.

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

Respectfully Submitted,

Amanda Matthews
Corresponding Secretary