

Richardson Memorial Library

Library Trustees Meeting

4/14/22, 5pm - 6pm, Library

Attending: Irene A., Alice C., Jason T., Joanna S. Public attendance: none

1. Library & patron report: Irene
 - Issue with people leaving donated books in the book drop - decided to put a sign on the drop box that donations need to be turned in inside so librarian can review and decided whether or not to keep them
 - Once a year book sale at fall festival
2. Budget report process review: open discussion - Alice will take over treasurer duties and will become signatory on 2 checking accounts. She will review the budget that was given to her of expenses up to now in 2022.
 - a. The information on expenditures comes from Jennifer. We will discuss the budget at each meeting
3. **Irene out starting 4/19**
 - a. Substitute info and contact
4. [Review Library and Trustee contacts](#) - everyone will fill out their information on this document
5. Discuss restarting the After School Reading Program
 - a. Jason will contact insurance company to see if we are covered for this program under our current insurance policy
 - b. We will draft a policy for a children's program once we hear back from the insurance company about what may need to be in this policy
 - c. We will start it at age 6 and children must stay in the library room.
 - d. Plan to start this program in the Fall of 2022
6. Goals for the year
 - a. Draft more policies throughout the year as we determine what would best support the librarian and our goals
 - b. More children interaction
 - c. Increased patronage

Library Report as of 4/14/22

Patrons as of 4/14: 25

We are seeing an uptick in patrons and numbers of books. Let's hope it continues !

Apollo:

We grind forward. We are live. We checkout books wherever possible using the system but I can't see that it has changed the process much. We are still noting due dates on the picket as many patrons have requested that their number be on the pocket so they will know if they have already read it. Older patrons especially request this and I do not see them ever getting on the system and reading their account to see if they have read something.

Acquisitions: People are leaving books in the book drop with no notes or indications that they are donations. Suggestions?

Summer Reading Program: we are partnering with LRS to utilize their client base (right after Rec program) and our collections of books. It will run June 28 through August 5. It will be 3:00-4:30 two days a week and I am working on trying to figure out which days will work best. It is a win-win situation for us. We get credit for running a large program and perhaps even attract more patrons! The theme is: "Oceans of Possibilities.

The Selectmen's office is planning an ice cream social as a goodbye party for Judy. No date has yet been selected.

Expenditures have been minimal. We have a fairly steady flow of new books and patron requests coming in. Sara Daley, my substitute, will be here from 4/19. She is well versed in library procedures, has

a manual that I wrote for her (copy in desk middle drawer at librarian's desk).