

DRAFT
**Rye Public Library Board of Trustees
Meeting Minutes**

Rye Public Library Board of Trustees Meeting

April 7, 2026 at 9am / Location: Rye Public Library Community Meeting Room

Please note these draft meeting minutes were written by the new secretary Caitlin Delaney with additional information included and highlighted in blue by Rachel McCann of the Rye Civic League.

On April 13, Caitlin Delaney in her capacity as the new secretary, posted on the Unofficial Rye FB page that the trustees' meeting agendas and minutes will now be made available on the RPL's website on the calendar page. In her post, she noted that the website is in need of an overhaul. Patrons have noted that this information is not accessible from a mobile device. The link to the livestream may also be found here.

<https://ryepubliclibrary.assabetinteractive.com/calendar/rye-public-library-board-of-trustees-monthly-meeting-9/>

Attendees

Board of Trustees: JoAnn Hodgdon (Chair), Victor D. Azzi (Vice Chair), Joe Marttila, Elizabeth Fairchild, and Caitlin Delaney, Library Staff: Sandra Licks, Director

Call to Order & Pledge of Allegiance

Chair JoAnn Hodgdon called the meeting to order at 9:05AM.

Public Comment - There was no public comment.

Approval of Prior Minutes

The Board reviewed the prior meeting's draft minutes of March 3, 2026. No discussion.

Victor makes a motion to approve the minutes; seconded by Joe Martilla; JoAnn, Victor, and Joe vote to approve; Caitlin and Elizabeth abstain, as they were not presently Trustees at the last meeting.

Acceptance of Cash Donations

\$637.98 in donations were made, some in honor of Joseph Hayes.

The Rye Driftwood Club also made a grant to the Library for the pollinator garden. The Board thanks the Club and members, Sara Quinn and Joanne Kalet, in attendance at the meeting.

Election of Officers

Open positions: Chair, Vice Chair, Secretary, and Treasurer.

Discussion:

- JoAnn is interested in remaining Chair for her final year on the Board, given some significant projects underway and as Sandra transitions in as Director.
- Victor is interested in remaining Vice Chair and would serve as Chair in JoAnn's absence.

- Joe has not previously held an Officer role but would be willing to serve as Treasurer; Elizabeth is willing to sit alongside Joe and learn the processes.
- Caitlin is willing to serve as Secretary and will seek support from other members in preparing these minutes.
- Joe raised the question of getting building keys to new Trustees. To date, all Trustees have been given building keys, should they need to help in an emergency when the Director, senior staff, or Chair are not available. Sandra does not see this is necessary and suggests we consider this at a future meeting. Along with Sandra, Caitlin brought up the issue of security and the overall management of key distribution. A brief discussion was held regarding security in general with noted acknowledgement that there are “panic buttons” at each front desk; general agreement that overall security could be improved.

Nominations:

- Victor nominates **JoAnn to serve as Chair**; seconded by Caitlin; all in favor.
- Caitlin nominates **Victor to serve as Vice Chair**; seconded by JoAnn; all in favor.
- Elizabeth nominates **Joe to serve as Treasurer**; seconded by JoAnn; all in favor.
- Victor nominates **Caitlin to serve as Secretary**; seconded by Joann; all in favor.

Note: during the nomination discussion, Victor highlighted his desire to share with the new trustees “what we have worked on in the past” and highlighted the importance of the strategic plan and his hope “that it can be picked back up”. The Board acknowledged Victor’s insights, expertise and dedication and that he has been on the RPL BOT continuously since 1998.

Introduction of Board Committees

Sandra has spoken with JoAnn about the idea of creating Board Committees to help focus the work on specific areas – specifically:

- Policy & Personnel (to address board governance, library policies and training, personnel and staff, etc.)
- Finance (to cover annual budget prep and review, working with the Library’s accountant and Trustees of the Trust, etc.)
- Facilities (to cover larger building projects, operating practices, etc.)
- Ad-hoc Committees, such as Strategic Planning, as needed.

Discussion:

Trustees are in favor of the Committee structures and agree it can be an efficient way to advance Library work between meetings. It was noted that should a Committee have more than two Trustees on it, meetings would need to be noticed, in accordance with RSA: 91-A. Sandra noted that these board committees will provide “advice and guidance” and that they may help ensure that moving forward there is a “respect of roles” which speaks to the important distinction between the responsibilities of the trustees and those of a director.

Action:

JoAnn makes a motion for Sandra to continue developing her suggested Committee outline and

purpose and bring it to the Board at the next meeting.

Future Meeting Schedule

Special Meeting on Staff Rates and Changes: Sandra would like to present her recommendations to the Trustees on current staff rates and proposed changes. She is in the process of documenting current wages and rates for full- and part-time staff, as well as adjustments and increases she'd like to implement.

Discussion:

Victor noted the most recently passed Town budget included 3.1% COLA increases for all Town employees and a small pool for bonus payments. JoAnn suggests Sandra also speak with Lindsey Murphy, Deputy Town Clerk, who may know more.

Action:

Sandra will prepare her recommendations for the next Trustee meeting in May. Trustees will begin the meeting a half-hour early in nonpublic session to allow for Sandra's presentation.

Future Monthly Meetings: JoAnn and Sandra wonder if Trustees are interested in another date or time for future monthly meetings, and if changes will increase public attendance.

Discussion:

Sandra notes meeting the first week of the month often means the previous month's statistics are being gathered and puts pressure on getting her report out in time. Moving to the second Tuesday of the month is problematic, as well, as The Friends of Rye Public Library meet that evening and would make a very long day for Sandra, who attends both meetings. General discussion that day of the week may vary by person and that history has shown mornings and evenings can be equally challenging for attendance, based on personal commitments and professions. Caitlin noted that early evenings are equally challenging for families with children in sports. Joe suggests Saturday mornings could be an opening where the public may be more available to attend.

Action:

Trustees agree to try the second Thursday morning for the next meeting and consider the date and time of future meetings as they go.

Reports

Financial Report, Director's Report, and Youth Services Report - not reviewed or discussed due to time constraints.

Upcoming Meetings and Events

Committees:

- Friends of the Rye Public Library are hosting a Staff Appreciation / Open House Event on Sat., April 18, 12-2.

Trustees Meetings:

- Next Meeting: May 14, 2026, at 8:30 am.

JoAnn makes a motion to adjourn; Joe seconds; all approve the motion and the meeting adjourns at 10:05 am.

Respectfully Submitted,
Caitlin Delaney, Secretary, RPL Board of Trustees