Rye Public Library
Board of Trustees Meeting Minutes
October 15, 2026 at 9am
Location: Rye Public Library Community Meeting Room

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

Please note that the notes in blue denote additions included by Rachel McCann for the Rye Civic League while watching the meeting livestream: https://s3.amazonaws.com/ai-assets/ryepubliclibrary/draft-rpl-board-meeting-minutes-10-15-26_368_orig.pdf

Call to Order & Pledge of Allegiance Chair JoAnn Hodgdon called the meeting to order at 9:07. Public Comment No comments.

Approval of Prior Minutes The Board reviewed the prior meeting's public minutes from September 17, 2026. Minutes are revised to reflect a process point to err on the side of caution on all expenses. One typo correction on page 2. JoAnn makes a motion to approve the minutes as amended; seconded by Caitlin; all in favor, with Elizabeth abstaining due to her absence, minutes are approved.

Acceptance of Cash Donations: No donations.

Reports Financial Report & Discussion: Trending the same as last month - over budget in facility maintenance and legal - but otherwise on track. Fin Com still needs to get in front of the Trustee of the Trust Funds to discuss RPL and disbursement. There is a new Finance Director in town who will begin at the end of October.

Facilities Report & Discussion: Tree work is scheduled for October 20th - the dead Maple tree will be removed, the dead limbs from the Maples on the common, and the stump will be ground down. Joe will also address a willow that has overhanging branches that reach to the sidewalk.

Directors Report & Discussion: September showed strong numbers, which is great to see the momentum from summer attendance. The elementary school is sending a field trip to RPL and will get a library card when here. Sandra will update the website with Trustee email addresses. Staff professional development day on Oct 12 went very well and included CPR training provided by the Rye Department. The Youth Services Director position is in its final stages. Interviews were held yesterday and will continue next week. Elizabeth has participated as a board representative. Here is the job description from the RPL website: https://ryepubliclibrary.org/employment/ Sandra is seeking a third quote for sprinkler repairs. The Friends group has agreed to cover the painting of the fireplace room, with the condition the library removes the books and shelves and then reinstalls upon completion. The book drop was

hit / dented and Sandra requested Board guidance on how to proceed. RPL needs to file a police report in order to move ahead with an insurance claim.Trustees and staff will also explore if there is an interim solution that can keep it usable until it is repaired or replaced.

Youth Department Report & Discussion: No report.

Old Business: Adoption of guidelines for meetings: Joe makes a motion to rename and adopt the, "Rye Public Library Board of Trustees Public Meeting Policy," Elizabeth seconds; all in favor; guidelines are approved. Sandra will post to the website for public access and they can be on hand during gatherings to inform attendees. Director Licks indicated that a future board could change this document; link to adopted policy from the RPL website:https://ryepubliclibrary.assabetinteractive.com/calendar/rye-public-library-board-of-trustees-monthly-meeting-15/. Update on the Farmers Market: RCC decided not to move ahead for this fall, but is exploring a holiday market at another location. No update on the Community Meeting Room capacity conversation.

New Business:
2027 Budget Discussion: Executive Summary:

- The budget request is approximately the same as last year, which may seem positive but is a concern because it does not account for COLA or merit increase. Director Licks indicated that if the town does not approve a COLA increase for town employees that the trustees do not have to follow suit and can make a different decision. Other noted areas for increase will be health insurance and dental. Sandra has adjusted the budget since meeting with Fin Com on line item for fuel - to account for 12 months vs. 9 month; vendor is DF Richard at $2.39/gal. (last year was $2.19/gal) Victor asks if the Town has a purchase agreement (bundled for a lower rate) of fuel for other town departments; the Rec Dept is the other entity that uses gas so Sandra will ask Dyanna if she has a better rate that we can explore. The process going forward will be to submit this initial budget to the town, then move through the town budget process. Trustees and Sandra will adjust and defend the budget as needed. Next meeting: Oct 27 with Select Board at 12:15pm at RPL; and then with Budget Committee on Nov 2 at 12:15pm at Town Hall.
- Capital Improvement Plan (CIP): This narrative document includes our long-term needs and projects to consider as we make requests for capital reserve funds this year. Currently noted priorities that are not yet complete, include:
    - Painting & carpeting, new windows, parking lot improvements, a new roof
        - Sandra is seeking Trustee input on these improvements as she doesn't have enough history alone to determine what would be most urgent. Victor notes that consideration of our capital improvements should also be part of a larger process of strategic planning to determine the highest priority. Trustee Azzi emphasized the importance of returning to a strategic planning mindset and the previously completed allocation studies when considering projects rather than taking a piecemeal approach that is expensive; "we need to get back on track".

        - Open Questions: Are there additional projects RPL would like to add? What amount would we like to request from the Town for the capital reserve fund?
        - Action Item: Sandra will update last year's narrative / memo and then meet with the Facilities Committee to review.
- Building Security: JoAnn asks if RPL should explore getting cameras outside the building. Joe shares these would need to work in daytime and night, are typically motion-activated, and can be wireless. The cost could be approximately $1,000.
    - Action Item: Move this item to the Facilities Committee and Joe will take the lead on gathering a few options.
- Upcoming Meetings and Events Trustees Meetings: Schedules have changed for November and December with meetings set for the third Wednesday of the month at 9am.

JoAnn makes a motion RSA 91-A:3 II (c) - related to matters which, if discussed in public, would likely adversely affect the reputation of any person other than a member of the public body itself, unless that person requests an open meeting; Joe seconds; all in favor. Please find the meeting minutes to the non-public meeting below. Of note, during non-public the trustees discussed two very important issues of public concern: parking and the building's accessibility for all patrons and ADA compliance.
https://s3.amazonaws.com/ai-assets/ryepubliclibrary/draft-rpl-board-meeting-non-public-session-minutes-10-15-26_367_orig.pdf

The meeting adjourns at 10:50 am.
Respectfully Submitted,
Caitlin Delaney, Secretary, RPL Board of Trustees