

September 19, 2016

Royalton Hartland Community Library Quarterly Meeting

Prior to the meeting the board presented a plaque to retiring Board member Amy Monti. Amy has served the library as a trustee for sixteen years. Her valuable insights and fiscal knowledge will be sorely missed. We congratulate Amy on her retirement and wish her luck in her future ventures.

The quarterly meeting of the Royalton Hartland Community Library Board of Trustees was held on Monday, September 19, 2016.

Members present were: Ken Belfield, Gretchen Lang, Melane Shuttleworth, Carole George, Debbie Brown, Gretchen Schweigert, Regina Brown, Margaret Allen, and Library Director Sonora Miller.

The meeting was called to order at 7:15 followed by the Pledge of Allegiance.

There was no public present.

Secretary's Report: The minutes of the June quarterly meeting were read and approved by a motion from Debbie and a second from Gretchen Lang.

Director's Report: Sonora reported on library traffic numbers thanks to a new door counter. Traffic averaged between 70 and over 100 per day for the months of June, July and August. She also reported on circulation and collection development. She is also investigating a new system of organization of our books. This method would group books of similar topics together instead of them being in multiple locations. An example would be that books on wine would be together instead of being found in gardening as well as with the cookbooks. Sonora's report also included continuing Education for staff, as well as adult and children's programming. The staff attended an active shooter workshop. The workshop discussed procedures to protect staff and patrons in the event of a shooting event. The complete Director's report is available at the library.

The library closing dates for 2017 were discussed and the calendar approved with a motion from Gretchen S. and a second from Melane.

Treasurer's Report: Sonora reported that the audit firm, Maxick is gathering financial information through a share file system. They will begin on site work in December.

Building a grounds: Ken reported that the village has our tree trimming on their schedule. He will also contact Drum Oil to do the annual inspection of the heating system.

Friends: Gretchen reported for Rebecca that the book and basket sale at the car show brought in about \$130 for books and about\$ \$240 for the baskets.

We continued our discussion of the FLSA. We will vote on one of three options at our November meeting.

The meeting was adjourned at 8:30 following a motion from Carole and a second from Gretchen Lang.

Respectfully submitted,

Margaret Allen