

September 21, 2015

## Royalton Hartland Community Library Quarterly Meeting

The quarterly meeting of the Royalton Hartland Community Library Board of Trustees was held Monday, September 21, 2015.

Members present were: Ken Belfield, Gretchen Schweigert, Carole George, Gretchen Lang, JoAnne Swick, Debbie Brown, Sonora Miller, and Margaret Allen. Melane Shuttleworth and Amy Monti were excused.

The meeting began at 7:05, followed by the Pledge of Allegiance led by Ken. A public comment session was offered.

The minutes of the previous meeting had been read at the Annual meeting in July.

### Library Director's Report

Sonora presented a very comprehensive report of library activities from the past quarter. She also discussed actions taken on her primary and secondary goals as stated in her previous report.

Many programs have been revamped-presently 45 programs are in place. These include both adult and children's programs. Safety upgrades to technology have been put in place. A grant for digitizing records is on hold for the present. Outreach to the schools and area business partnerships have begun. New library cards will be purchased in the future displaying our new name. The library has also purchased a new website, [www.royhartcomlibrary.org](http://www.royhartcomlibrary.org). The library received a \$5,000.00 grant check from Senator Robert Ort to be used to enhance educational programs. The director's report is on file at the library.

### Treasurer's Report

JoAnne reported that the transfer of accounts to the Medina Key Bank has been done. Our accountant has advised that there are no guidelines for excess funds from last year due to the unexpected death of our former director. She advised that the money not be used for general operating expenses.

### Friends of the Library

Amy and Melane reported (in absentia) on activities of the Friends. The Friends helped with the set up and assisted with the Car Cruise Used Book Sale. Julie Rizzo coordinated the Boy Scouts from Gasport who helped carrying books and tables on set up day. Used books, weeded books from the library and raffle tickets for baskets were sold. \$379.00 was made on the baskets and \$440.00 was made on books. The remainders of the books were donated to the Buffalo City Mission. The Friends also assisted at the library with staffing the desk, shelving books, movie afternoon and Lego Club. The Friends will be sponsoring Karen Cavanaugh, a Master Gardener with Cornell Cooperative Extension, on Wednesday, October 14<sup>th</sup> at 7:00 at the library. Her program will be Organic Gardening and Composting.

### Rose's Memorial

The committee consisting of Sonora, Melane, Amy and Sue Ann Palmer have selected chairs and shelving for the area in the library designated as a memorial for Rose. An area rug, lamps and table will be selected soon. There will also be a display of knitting and crocheting books.

### Building and Grounds

Ken Has stained the handicap ramp and replaced lights. The planks on the ramp will most likely need to be replaced next year. The Koala Kare diaper changing table has been installed in the rest room. A clock has been hung in the Community room and a weatherproof sign placed on the drop box.

### Discussions

- A part time library position will be advertised soon.
- Job descriptions, pay scales, and evaluations will be updated.
- Sonora will be attending workshops on audits.

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Motion made by Debbie and seconded by Gretchen L. stating that if schools is closed for weather related reasons, the Library will also be closed. The motion was passed.

Our next quarterly meeting will be December 14, 2015.

After a public comment session and board roundtable, a motion was made by Debbie and seconded by Carole to adjourn. The meeting was adjourned at 8:40.

Respectfully submitted,

Margaret Allen