

June 20, 2016

### Royalton Hartland Community Library Quarterly Meeting

Prior to the meeting the board presented a plaque to the Swick family in honor of JoAnne who passed away recently. JoAnne was a valued member of our board serving as the treasurer. We will all miss her quiet, kind ways.

The Quarterly Meeting of the Royalton Hartland Community Library Board of Trustees was held on Monday, June 20, 2016.

Members present: Ken Belfield, Gretchen Schweigert, Debbie Brown, Melane Shuttleworth, Amy Monti, Gretchen Lang, Margaret Allen, and Library Director, Sonora Miller.

The meeting was called to order at 7:00 followed by the pledge to the flag. A public comment session was offered.

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

Director's Report: Sonora reported on the electrical updates done so far. These include six new outlets in the front part of the library and outside lighting for the flag. More work will be done in the future in the computer area. Planting and beautification outside has been completed by the Friends. New door knobs and locks have been installed. Sonora's report included information on collection development, continuing education for staff and programming for adults and children. The Director's Report is available at the library. Hiring of a new cleaner for the library was approved pending a background check. A motion was made by Melane and seconded by Gretchen Lang.

Treasurer's Report and Audit update: The 2016-2017 budget was reviewed and is on track for approval at the Annual Meeting. Requests for bids for an audit were sent to three firms. The board approved the firm of Freed Maxick to proceed with an audit in the amount of \$4000.00 with \$2000.00 for reasonable consultation fees. The motion was made by Amy and seconded by Gretchen Lang.

Friends: There was no report due to illness.

Library Director's Evaluation: Discussion of two items on the evaluation. Also Sonora shared information from Paychex on the Fair Labor Standards Act.

The meeting was adjourned at 8:40 .A motion was made by Debbie and seconded by Gretchen Lang.

Respectfully submitted,

Margaret Allen

