

January 9, 2017

The regular meeting of the Royalton Hartland Community Library Board of Trustees was held on Monday, January 9, 2017

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

Prior to the meeting, the board and public honored long-time library grounds keeper, George Tamblin. A plaque was presented by Ken to George in honor of his many years of volunteer service in keeping the library's lawn mowed and the sidewalks shoveled in the winter. We wish him well in his retirement.

The meeting was called to order at 7:00 followed by the Pledge of Allegiance.

Secretary's Report: The minutes of the November 21<sup>st</sup> meeting were read and approved with a motion from Debbie and a second from Regina.

Treasurer's Report: Our finances are right on track.

Audit Update: Nicole Ryan, CPA with Freed Maxick presented a draft and an overview of the audit process to date. The draft identified some areas where we need to write policies. Nicole will continue to work with Sonora and the board to identify areas we may need to improve.

Discussion of our roles as Trustees: In our continuing review of the Handbook for Library Trustees of New York State, we read through and discussed the section concerning library laws and regulations.

Library Director's Report:

- Sonora reported on patron traffic, collection development, and programming.
- Sonora also reported on some students who were banned from the library and premises due to multiple incidences of behavior violating the Library's code of conduct. A motion was made by Gretchen Lang and seconded by Melane that the students would be banned from the library and premises until September 1<sup>st</sup>, 2017. From July 1<sup>st</sup> until September 1<sup>st</sup>, 2017, there will be a probationary period during which the students may attend the library only with direct parental supervision. The motion was approved.
- A motion was made by Debbie and seconded by Melane that we approve the hiring of Donna Snyder as Custodian and Gary Snyder as Grounds Maintenance person. The motion was carried.
- The complete Director's Report is on file at the library.

Friends: Rebecca sends thanks to the Beautification Committee and the Book Sorting Committee for their work. The Friends Holiday party will be held on January 30<sup>th</sup> at 7:00. The cost will be \$10.00 to cover the cost of the materials for the craft they will be doing.

A motion was made by Regina and seconded by Melane to adjourn. The motion was approved and we adjourned at 9:00.

Respectfully submitted,

Margaret Allen

