

Royalton Hartland Library Special Meeting Minutes
July 26, 2017

1. Attendees (all present)

Margaret Allen
Regina Brown
Gretchen Lang
Gail Kester

Keith Bond
Linda Pickreign
Carole George
Debbie Brown

Gretchen Schweigert,
Librarian

2. Call to order 7:08. No public attendees, no presentation of minutes.

3. Budget Discussion

- a. Budget was thoroughly discussed.
- b. Vote to use funds from the Wells Fargo Investment account not to exceed 5% of the fund balance in accordance with our policy to balance the proposed budget for fiscal year 2017-2018. Motion to approve by Carole George, second by Regina Brown. All in favor. Motion passed. Board requested the manager of the fund to attend a future meeting to ask three things: how to get a monthly statement to our treasurer, how to appease the audit concerns about how the fund is presented, and how to answer any questions about how the fund is doing.
- c. Vote to approve the budget for 2017-2018. Motion by Regina Brown, second by Carole George. All approved. Budget passed.

4. Other Financial matters

- a. Motion to approve Rousch Accounting contract for 2017-2018. Motion by Keith Bond. Second by Gretchen Lang. All approved.
- b. Motion to switch banks from Key Bank to Castile Bank. Motion by Carole George. Second by Keith Bond. All approved. The Key Bank account will be closed as soon as all outstanding checks are cleared. Our treasurer Gail will begin the process of opening the account at Castile as soon as possible.

5. Discussion of two recent problems for the library

- a. The lift chair is repaired and in working order. The bill has not been turned in yet so there is no determination of the cost at this time.
- b. Multiple break-ins to the library were discussed.
 - i. Our Librarian, Gretchen and the staff are determining the monetary loss. The board recommended we discuss the loss with our insurance company.
 - ii. The need for new security measures was discussed.
 1. Each person is to have a key to whatever needs keys. Outstanding keys need to be recovered.
 2. Money needs to be locked up and secured each time the library is closed.
 3. Security cameras will be purchased. Keith Bond and Gary the maintenance man will install them. Motion: Carole George. Second: Gretchen Lang. Motion approved.
 4. A procedure for locking up and securing windows, cash, etc. needs to be established by the staff.
- c. Discussion was made to investigate if grant money could be secured to pay for necessary gutter work and the security cameras.

Next meeting Sept. 11 at 7pm. Motion to adjourn – Linda Pickreign, second Regina Brown. Meeting adjourned at 8:00pm..