

Royalton Hartland Library Meeting Minutes
November 20, 2017

1. Attendees

Margaret Allen
Regina Brown
Gretchen Lang
Gail Kester

Keith Bond
Linda Pickreign, excused
Debbie Brown
Carole George

Gretchen Schweigert,
Librarian

2. Call to order 7:10pm.
3. Public Comment Session
4. Friends Report by Michele Smith-Link
 - a. Financial Report
 - b. Have developed a purpose statement to guide the group
 - c. Presented some upcoming activities/ideas
 - d. Imagination Library put on hold. Board member Keith Bond expressed his extreme disappointment at this.
 - e. Working to expand the group and find more “friends”
 - f. Michele and Gretchen Schweigert are attempting to determine if the Library would be involved in the lighting of the Christmas Tree Ceremony
5. Minutes
 - a. Minutes from the meeting on September 11, 2017 were read. and amended. Motion to approve minutes as amended by Carole George. Second by Gail Kester. All approved
6. Treasure’s Report
 - a. Treasurer Gail Kester presented the current financial report.
 - b. Credit Card at Castile refused for a third time. Still working on the problem.
 - c. Moved the money from the money market account at Key to Castile and closed the account. The checking account will be closed when the outstanding checks have cleared.
 - d. It was recommended that the board put \$75000 of the money from the school district into a interest bearing business account so it can earn money until it is needed. Our account Holly Rousch would then be able to move it over for us when needed. Motion to approve by Keith Bond, second by Regina Brown. Approved.
 - e. Gretchen Schweigert that she is personally picking up the annual check from the school district office on Wednesday, Nov. 22 and will take it directly to Castile for deposit.
 - f. Motion to approve treasurer’s report by Carole George, second by Gretchen Lang. Approved.
7. Director’s Report
 - a. Gretchen presented a summary of the report. Full report is on file at the library.
 - b. Gretchen provided several informative documents to the board:
 - i. **NIOGA Board members** which contains names and contact information.
 - ii. **Use of Alms Report** in order to explanation alms money that goes to NIOGA.
 - iii. **Open Meeting Rules of Order** as a reminder.
 - c. Gretchen put together a pamphlet which she has been disseminating with library information and current events.
 - d. Furniture has been rearranged to accommodate a plan for study in the back and quiet reading is in the front. There needs to be a no food and drink sign put up.
8. Old Business
 - a. gutter work completed. Seems to have fixed the water in the basement problem. There seems to be no need to worry about the front vestibule because the repair fixed the problem.
 - b. Door locks – replaced. Repairs made to two that were not working properly.
 - c. Endowment money has been received and deposited.
 - d. Cameras not purchased yet due to lack of credit card.
 - e. Donated cocktail ring report from Linda Pickreign. Several places had no interest in the ring except to extract gold out of it. Discussion followed as to the best solution. Tag Jewelry offered \$320 cash. Carole George motioned that we accept that bid and invest the money to

purchase the security cameras to in order to secure the library for years to come. Seconded by Debbie Brown. All approved.

9. New Business

- a. Rotary membership for the Director of the Library, whomever it is, was suggested as an opportunity for the Director to interact with the community. Motion to approve by Regina Brown. Second by Carole George. Approved.
- b. Paid Family Leave discussion.
 - i. The government has not finalized this yet so we are still waiting for more definitive information.
 - ii. Holly Rousch has begun this deduction from paychecks to begin accruing the required funds.
 - iii. It was noted that a rider needs to be added to insurance policy when it is finalized.
- c. Closing Dates for 2018 were proposed. Motion to accept by Gail Kester, second by Debbie Brown.
- d. Plaques of Past Board Presidents and Past Librarians need to be hung. President Margaret requested Keith Bond to help the maintenance man with building and grounds matters and he agreed.
- e. Posting of board minutes needs to be timely, according to Library Policy. So, we will post minutes after the meeting and note that they are “pending approval.” The minutes from September will be posted “as amended.”
- f. Committees need to be formed such as a budget committee and perhaps a committee to find out how to get an item ballot in May 2018 to request the maximum tax increase. Have not done this in the 5 years of the Public Library designation.
- g. **Approval to purchase gift cards for staff**
- h. Next meeting date, Jan. 22, 2018

10. Round Table comments invited from board members.

11. Final Public Comment

Motion to adjourn – Carole George., second Regina Brown. Meeting adjourned at 8:29pm.

Respectfully submitted,

Debbie Brown