

Royalton Hartland Community Library Trustees Meeting
November 19, 2018

1. Attendees: Keith Bond, Debbie Brown, Regina Brown, Carole George, Gail Kester, Gretchen Lang, , Gretchen Schweigert, Library Director. Excused: Linda Pickreign
2. Call to order and Pledge of Allegiance at 7:03.
3. Welcome to public and 10-minute comment session – no public present
4. Secretary’s report-September minutes-Debbie (prepared by Regina Brown). Motion to approve: Keith Bond, second Gail Kester
5. Treasurer’s Report-Gail: Everything seems to be on track. Accepted and on file.
6. Friends Report-Michele Smith-Link: 9/27/18 meeting report. Accepted and on file.
7. Director’s Report-Gretchen
 - Highlights:
 - Number of patrons looks good. Helps to have the counter working
 - Circulation is up
 - Summary of Fall Events
 - Gretchen attended school open houses to promote the Library
 - Gretchen’s gratitude to volunteers who helped make the events possible
 - Discussed need to move unsold books from the basement to make room for “weeding”
 - May have some mini book sales after the first of the year
 - Full report available at the Library
8. Discussion items:
 - a. Closing dates for 2019-approved. Motion Carole George, second Regina
 - b. Camera installation
 - c. Grant discussion
 - i. Grant pays 75% of the cost, Library pays 25%.
 - ii. Some ideas: Move the Library desk, replace rippled carpet with something like vinyl planks, add outlets, internet ports, shelving in basement, put in a sink upstairs, ramp replacement.
 - iii. Margaret will get quotes on ramp, Gretchen S. will check wiring quotes, and Carole will get flooring quotes.
 - iv. Proposal due in August so money can be put in next year’s budget.
 - d. Need an expert such as Eric O’Neal to discuss retirement for Gretchen. Could talk about matching in the future.
 - e. Sexual harassment policy discussion and adoption-All in favor. Motion accepted. Margaret will attend the training on Dec. 12 with the staff.
 - f. Committee formation-budget (Gail, Gretchen S. and Carole) and District vote (Regina & Debbie)
9. Other business
 - a. Question raised as to the need for an audit. Decided there is no need at this time.
 - b. Is there an upcoming adult art night> Gretchen S. says yes.
 - c. Notary public is available at a designated time in the library but no one has used it yet.
10. Ten- minutes public comment session. No public present.
11. Board roundtable
12. Adjournment at 8:10 pm. Motion Keith Bond, Second Gretchen Lang

Next meeting: January 14, 2019 Respectfully submitted by Debbie Brown