

Royalton Hartland Community Library Trustee Meeting
January 14, 2019

1. Attendees: Margaret Allen, Keith Bond, Debbie Brown, Regina Brown, Carole George, Gail Kester, Gretchen Lang, Linda Pickreign, Gretchen Schweigert, Director. Michele Smith-Link representing friends of the Library.
2. Call to order and pledge to the flag 7:05 pm.
3. Welcome to public and ten-minute comment session. None.
4. Secretary's report-Debbie. Minutes from the Nov. 19, 2018 meeting were read and approved by a motion from Regina, seconded by Gail.
5. Treasurer's Report-Gail. Money from school district received. Everything looks good. Report accepted and on file.
6. Director's Report-Gretchen. Hot water tank issue resolved with a new tank at an excellent price. Weeding books that have not been used in 7 years or more. Full report on file.
7. Friend's report by Michele. Middleport Tree lighting was a great thing for the community. Meeting soon to discuss upcoming book fair, etc.
8. Discussion items:
 - a. Grant updates-any estimates. Not at this time.
 - b. Sexual harassment training and policy info-Margaret and Gretchen. Workshop had a large component of dialogue examples of what is and isn't harassment. Thought it was very good. Board observed that this reflects the change in society and we need to be aware of this.
 - c. Active shooter policy- do we need one? Gretchen will investigate what NIOGA libraries are doing and look for a template.
 - d. NIOGA board opening. If you or someone you know is interested, the application deadline is April 1.
 - e. Trustee newsletter subscription. Accepted with motion by Linda and second by Carole.
 - f. Workshop for funding part 1 info- attended by Gretchen, Regina and Margaret. Informative. Recommend we go for the money every year. Need to have lots of visibility and publicity for the library. The budget should be available and we need business cards and or magnets to get the word out. This is the library's 90th year so we need to get the word out, invite lots of dignitaries, etc. A further recommendation is to advertise the library computers for use in the 2020 census since it will be online this year to get people using the library.
 - g. Retirement info-Gail. We need to balance the good of the library with the good of the employees. Two% from employee minimum to participate, 3% from library. Gretchen is meeting with the employees to discuss and plan.
 - h. Receipt of Trust-announcement. A very generous donation from the trust of Fern White and Neva Jackson has been gratefully accepted by the library. Margaret shared some of their background with the board to appreciate their lives and the purpose of this gift.
9. Ten-minute comment session
10. Adjournment: 8:12 by motion by Gretchen Lang, second Carole
11. Next Meeting: March 18, 2019

Respectfully submitted by Deborah Brown, Board secretary.