

Royalton Hartland Community Library
9 Vernon St. Middleport, NY 14105
Minutes for the regular board of trustees meeting
November 18, 2019 7:00 pm

Attendees: Regina Brown, Debbie Brown, Keith Bond, Linda Pickreign, Carole George, Gretchen Lang, Kathy Henninger, Michele Smith from Friends of the Library, Director Gretchen Schweigert

1. Call to order and Pledge to the Flag 7:06 pm
2. Ten-minute public comment session - no public present
3. Secretary's Report-Debbie. Minutes 9/16/2019 accepted as read . Motion Keith, second Carole.
4. Treasurer's Report-Carole. Report accepted and on file
5. Friends' Report-Michele Smith.
6. Director's Report-by Director Gretchen – on file
7. Old Business
 - Staff Annual reviews: Director Gretchen reports they are complete and all went smoothly.
 - Grant for renovations updates:
 - Windows. They are installed and they actually work and look good! Money will be reimbursed.
 - Sink still in process
 - Ramp (see new business) and doors still being finalized and quotes sought.
 - Desk needs to be moved a bit so that there is a view of the door and then flooring can be done.
 - Retirement
 - There was a glitch but that has been taken care of and the retirement option is in place for employees.
 - Safe
 - It has arrived.
 - There is a cosmetic dent, but it is fully functional.
 - 2 payment of taxes from RHCS
 - Director Gretchen contacted the RH School District and the first payment, the majority of the amount due the library, will arrive soon, hopefully within the next billing cycle. The 2nd payment won't be until 2020.
 - New Computers
 - Purchase approved but no decision yet.
8. New Business
 - Gail's Resignation. Margaret accepted Gail's resignation for health reasons. Motion for Carole George to become treasurer by Keith. Second by Gretchen Lang. Motion carried.
 - Days closed. Concern expressed for the library closed too long if it is not open the day after Christmas. Gretchen will discuss at the next staff meeting.
 - Christmas Gifts: approved and Margaret will oversee.
 - Ramp: Discussed some options and ideas. Decided that electric needs to be done first, then carpet, then door.
 - Date of next meeting: due to Martin Luther King holiday, next meeting is 1/13/20.
9. Executive Session re: Director's Annual Performance Review motion, Regina and second by Marge.
10. Adjournment. Meeting adjourned at 8:17.

Respectfully submitted by Debbie Brown.