

Royalton Hartland Community Library

Minutes of Regular Board of Trustees Meeting

November 16, 2020

Members present: Regina Brown, Keith Bond, Diana Bragg, Kathy Henninger, Gretchen Lang, Linda Pickreign, Michele Smith-Link, Margaret Allen, Director Gretchen Schweigert

Absent: Carol George, Debbie Brown

Call to order at 7:00 and Pledge to the Flag

There was no public present.

Secretary's Report:

Regina read the minutes of the September Annual Meeting. Motion by Kathy and second by Linda to accept the minutes as read. Carried

Treasurer's Report:

There was no report as Carol was absent.

Director's Report:

- Gretchen reported that circulation numbers are beginning to pick up now that we are open. There continues to be no programming due to the pandemic.
- Gretchen has not received any feedback on the Summer Virtual Reading Program, even though there was some participation. Some craft take home bags have been picked up and Trick or Treat bags were taken. Thanksgiving Take and Make Bags of crafts have been provided by the Friends of the Library.
- The Niagara County Grant for \$8,877.00 was received and deposited.
- Friends: Discussion as to Christmas Tree decorating for the park. Decided it would be up to the Friends if they want to do it. The Library would be available if the Friends want to make ornaments. Michele will discuss this with Rebecca.

Old Business:

- The transfer to the new bookkeeper has gone smoothly. Gretchen is still waiting on final paperwork from our former bookkeeper.
 - Grant work: One camera has been installed and is up and running. The rest will be installed this week.
 - The ramp has been installed and will be expanded. Motion by Keith and second by Gretchen Lang. Carried
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New Business:

- Policies need to be written for emergency and pandemic response, petty cash and mileage. Linda and Michele will research and develop a first drafts of policies that pertain to our Library.
- Discussion of possible scenarios for COVID-19 closings.
- Received a \$1,000 check from the Middleport Firemen's Exempt Organization.
- Approved purchase of Christmas bonuses for the Director and Staff. Motion Keith, second Kathy, carried.

Public Comment Session

Motion to adjourn from Kathy, second by Diana.

Respectfully submitted,
Regina Brown
Margaret Allen