Royalton Hartland Community Library

Board of Trustees Minutes

March 15, 2021

Attendees: Margaret Allen, Regina Brown, Debbie Brown, Keith Bond, Diana Bragg, Carole George, Kathy Henninger, Gretchen Lang, Michele Smith-Link, Linda Pickreign, Director Gretchen Schweigert

1. Call to order and pledge to the flag 8:08pm
2. Ten-minute public comment session – none present
3. Secretary’s Report-Debbie
   * Minutes from the last meeting read. Motion to approve Keith, second Carole. All in favor.
4. Treasurer’s Report-Carole
   * Some corrections and questions presented which will be examined and adjustments made.
   * Overall, financial report is very good.
   * The corrected report will be on file.
5. Director’s Report-Gretchen
   * Of course, the numbers are way down due to COVID
   * “take and make” crafts very successful
   * Plans for summer reading underway, although it is unknown if in person is possible. The theme is animals.
   * Report on file
6. Friends Report-
   * No meetings have occurred due to the ongoing pandemic.
   * President Rebecca Schweigert’s letter discusses a potential association with the New York State Library Commission which acts as a clearinghouse of information for Friends of the Library groups. She is exploring this option and will update us down the road.
7. Old business
   * **Finalization of Grant**. The ramp is done and the security cameras installed and working which completes all the grant work. All that is left is to take pictures and the final 10% will be funded.
   * **Petty Cash Policy update**: Linda has been working on a policy regarding petty cash. Motion to accept as written by Diana, second by Regina. Motion carried.
   * **Pandemic policy** info from NIOGA. Although it seems late in the game, there may be a need for a policy moving forward. The important elements such as face mask, 72 hour returned book quarantine, etc. in place currently but is this policy? We could simply state that we must follow state mandates, but will look into the policy Medina has presented as a model for us.
8. New Business
   * **Do we want to do a trustee search**? No term is up and as we currently have 10 members so there does not seem to be a need. The number can range from 4 to 15 so 10 seems good.
   * **Budget committee** needs to be formed. The meeting will be April 19 at 7pm for anyone interested.
   * Correspondence from our **investment counselor, Eric O’Neal**. He is separating from Wells Fargo into an independent dealer, with the encouragement of Wells Fargo. If we want to stay with the new company, the information and service will be uninterrupted See no reason not to stay with Eric.
9. Ten-minute public comment session – none present
10. Adjourn at 7:45. Motion by Diana, second by Keith.
11. Next Meetings: Budget meeting April 19 at 7 pm, general meeting June 21 at 7 pm, and annual meeting on July 19 at 7 pm.

Respectfully submitted by Debbie Brown, Secretary