

Royalton Hartland Community Library  
Minutes of Regular Board of Trustees Meeting  
March 21, 2022

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

Absent: No one

1. Call to order at 7:02 and Pledge to the Flag
2. Public Comment Session: There was no public present.
3. Secretary's Report:
  - a. Regina read the minutes from our January meeting. They were accepted as read.
4. Treasurer's Report:
  - a. Carole said there was no significant income.
  - b. The Treasurer's report was accepted and is on record.
5. Director's Report:
  - a. The Lego Club will be coming back next month.
  - b. Gretchen is planning the Summer Reading Program now so she can advertise it in June.
  - c. Take and Make projects will be available in the summer.
  - d. The Director's report is on file at the library.
6. Old Business:
  - a. Margaret Allen led a discussion in regards to how to spend the Washington Grant. Keith Bond made a motion to use the grant money for purchasing five chromebooks, a fireproof file cabinet, mounting the projector and passes to the Zoo, Science Museum and Aquarium. Gretchen Lang seconded the motion. The motion was approved. Michele Smith-Link will call on passes.
  - b. Margaret Allen updated the patio situation. She said the survey is done and markers are up. Brian Belson has the paperwork and will contact the village lawyer about the variances.
  - c. The generator is installed and working.
7. New Business:
  - a. Begin thinking about people that would make good trustees. Margaret Allen, Regina Brown, Kathy Henninger, Carole George and Gretchen Lang have terms that are up. If anyone is not going to continue as a trustee, they will need to write a letter stating this.
  - b. Diana Bragg led a discussion about the library's ventilation system. Margaret Allen will ask Gary Snyder to put in HEPA filters every three months.
  - c. Masks will be optional for the Lego Club attendees.
  - d. A special thank you goes to Margaret Allen, Michele Smith-Link and Kathy Henninger for all the hard work with reviewing library policies. Michele said a booklet will be made with separate sections for policies and procedures as recommended by NIOGA.

- e. Thank you also goes to Kathy Henninger for organizing the event notebook for the Friends of the Library. This will be very helpful with ideas for future programs.
  - f. Sexual Harassment Training will be at the library on April 13<sup>th</sup> from 5:30-8:00. This is mandatory for all trustees. A certificate will be kept on file for each trustee.
  - g. We will sign the Conflict of Interest statement at our annual meeting in July.
  - h. Diana Bragg motioned to accept the First Amendment/ Photography Policy and Carole George seconded it. The policy was approved.
  - i. Margaret Allen stated that the staff reviews will be done soon.
  - j. A public survey was designed to help in updating our Long Range Plan. The survey was reviewed, changes made and approved. A motion to accept the survey was made by Kathy Henninger and seconded by Keith Bond. The motion was approved. Surveys will be placed in area businesses and the library next Monday, March 28<sup>th</sup>. Results will be looked at in two weeks.
8. Ten Minute public comment session offered. No comments
  9. The meeting was adjourned at 8:44. Motion was made by Keith Bond and second by Gretchen Lang. Motion carried.
  10. The next meeting is on Tuesday, June 21, 2022.

Respectfully submitted,  
Regina Brown