

Royalton Hartland Community Library  
Minutes of Regular Board of Trustees Meeting  
July 18, 2022

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

Absent: Gretchen Lang

1. Call to order at 7:10 and Pledge to the Flag
2. Oath of Office was administered by Rebecca Schweigert for Margaret Allen, Regina Brown, Carole George and Katherine Henninger.
3. The Conflict of Interest form was signed by all.
4. Public Comment Session: Rebecca Schweigert said the Fairy Tea Party was very successful. Thank you to all who volunteered.
5. Secretary's Report:
  - a. Regina read the minutes from our June meeting. A motion was made by Carole George to accept the minutes as read. Katherine Henninger seconded it. The minutes were accepted as read.
6. Treasurer's Report:
  - a. Carole said there was nothing out of the ordinary.
  - b. The Treasurer's report was accepted and is on record.
7. Director's Report:
  - a. The Fairy Tea Party was very successful.
  - b. Gretchen is excited about the Summer Reading Program entitled "Oceans of Possibilities". It is going very well so far.
  - c. Gretchen said numbers are climbing.
  - d. The Take and Make is going very well.
  - e. Lego Club has an average of 15 children of all ages. Drop in program has nine children.
  - f. The Tea of the Month is a suggestion for a future plan.
  - g. The Director's report is on file at the library.
8. Friends Report
  - a. Rebecca Schweigert reported that eighteen children came to the Fairy Tea Party.
  - b. A book sale will take place if the Fire Department has a car show.
  - c. An Agatha Christie Mystery Birthday Party will take place on Saturday, September 10<sup>th</sup>.
9. Old Business:
  - a. Washington Grant: Gretchen is going to order the cricut machine, 5 Chromebooks and books for the adult and children's non-fiction section. Michele is going to recheck on Aquarium pass information.
  - b. News on the Shed: Keith found out that BOCES does not build sheds. Linda will check on permits and placement of the shed. They will continue to research prices of sheds that are 8x10.

10. New Business:

- a. Bylaws review and approval: Katherine Henninger made a motion to approve the Bylaws as revised and amended. Diana Bragg seconded the motion. Motion was approved.
  - b. Budget considerations: Carole George reviewed prior approved minimum wage increases for the staff. The first went into effect January 2022, the second, July 2022. A new form for recording all staff hours, including the Director, has already begun. Linda Pickreign made a motion that Gretchen may work remotely five hours a week. This motion was seconded by Keith Bond. The motion passed. Gretchen will work 35 hours per week in the library. Other staff hours were discussed and revised. Carole George made a motion that the library be open 11-5 and have special programs on the following days; Martin Luther King Day, President's Day, Juneteenth Day, Columbus Day and Veteran's Day. Keith Bond seconded the motion. The motion was approved.
  - c. Budget review and approval: Katherine Henninger made a motion to accept the budget. Diana Bragg seconded the motion. The motion was approved.
  - d. Director's evaluation process: All trustees were given an evaluation form to take home and fill out.
  - e. Election of officers for 2022-2023: President is Michele Smith-Link, Vice President is Keith Bond, Secretary is Margaret Allen and Treasurer is Carole George. Diana Bragg made a motion for the secretary to cast one vote for the 2022-2023 slate of officers. Linda Pickreign seconded the motion. The motion passed and the secretary, Regina Brown, cast one vote for the new slate of officers.
  - f. Set meeting dates for 2022-2023: The following are the dates; September 19, November 21, January 9, March 20, May 8, June 12 and July 17.
  - g. Newspaper article from patron: A newspaper article was submitted to the board from a patron requesting board action. As the article referenced the American Library Association, it will be referred to NIOGA for consideration.
11. Ten Minute public comment session: No public comments
12. The meeting was adjourned at 9:12. Motion was made by Linda Pickreign and second by Carole George. Motion carried. The next meeting is on Monday, September 19, 2022.

Respectfully submitted,  
Regina Brown