

Royalton Hartland Community Library

Minutes from Regular Board of Trustees meeting

September 19, 2022

Members Present: Margaret Allen, Regina Brown, Carole George, Diana Bragg, Katherine Henninger, Director Gretchen Schweigert, President Michele Smith-Link

Excused absences: Keith Bond, Linda Pickreign

1. Call to order at 7:00, followed by the Pledge to the Flag
2. There was no public present for the comment session.
3. Secretary's report: The minutes of the Annual meeting of July 18, 2022, were approved as read.
4. Treasurer's report: Carole presented the budget report and will amend it with corrections from Gretchen. She will also talk to the bookkeeper as to placement of line item for grant money in the budget.
5. Director's report: Gretchen said the Cricut machine and chrome books have been purchased. (from Washington Grant) Gretchen also presented ideas for the use of the remaining Washington Grant. She is working on weeding and ordering non-fiction books.
The Summer Reading Program was not as successful as hoped for, but children's circulation is up. Gretchen is attending the school open houses and providing activities for the children. The final payment from the Construction Aid Grant was received. The complete Director's report is on file at the library.
6. Friends Report: There will be a Friends meeting September 29th at 7:00 at the library to plan October events.
7. Old Business:
 - a. Michele is continuing to investigate aquarium, zoo or museum passes to be used by patrons.
 - b. Michele reported on our updated insurance coverage with recommendations from our insurance broker. Katherine made a motion to pay an annual premium of \$568 for cyber/privacy liability coverage. Second was made by Regina. The motion passed.
 - c. Shed update: Linda Pickreign researched three different companies and presented the information to the Executive Board previously. Michele presented the information to the Board. A motion was made by Carole and seconded by Regina that we purchase the 8 x 10 Tuff Shed through Home Depot. The motion passed. A motion was made by Carole and seconded by Diana that the shed will be paid through the Grant from Mike Norris and any balance to be paid from the Building and Grounds budget. A motion was made by Katherine and seconded by Regina that we obtain a Home Depot credit card. The motion was approved.
8. New Business:
 - a. A motion was made by Carole and seconded by Katherine that we purchase a gift for Gretchen Lang in honor and recognition of her years on the Board of Trustees. The motion passed.
 - b. Michele reported that she and Gretchen met with Dennis Seekins, an expert on old books, to determine if there was any value to the old books in the upstairs meeting room. This was to determine if we needed additional insurance coverage. No additional coverage is needed at this time.
 - c. Discussion of placement of a "Little Free Library." Diana will investigate places in the Gasport area.
 - d. Michele discussed a marketing plan that she and Gretchen have been working on. This will help make the Library more visible in the community through social media, and event announcements.
 - e. Payroll concerns were presented by Gretchen and discussed.
 - f. Revisions were made to the hours we will be open on Special Holidays. We will now be open 11-8 on Martin Luther King Day, Presidents' Day, Juneteenth Day, Columbus (Indigenous people's day) and Veteran's Day.
9. There was no public present for the ten-minute comment session.
10. Motion to adjourn was made by Carole and seconded by Michele. Adjourned at 9:15.

Respectfully submitted,
Margaret Allen
Secretary