

Royalton Hartland Community Library

Minutes from Regular Board of Trustees meeting

November 21, 2022

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

1. Call to order at 7:00, followed by Pledge to the Flag
2. There was no public present for the comment session.
3. Secretary's Report: The minutes of the September 19th meeting were approved as read.
4. Treasurer's Report: There was no Treasurer's Report but Gretchen and Carole stated that things are tracking as normal.
5. Director's Report: Gretchen stated that attendance is down for Lego and STEAM activities as the school also has these after school activities. December and February activities are planned for school breaks. The Greystone Manor program was successful, with many attending. The Director and staff have been attending in person as well as Zoom meeting as part of their continuing education and professional development. The full Director's Report is on file at the library.
6. Friends' Report: Two programs presented by the Friends were well attended. The Mischief Night and Witches Tea were both successful. A Noon Year Eve program is scheduled for December 31st.
7. Old Business:
 - a. The Washington Grant has been finalized and a report has been submitted to them. Purchases made with the grant include Chromebooks, a cricut machine, a button maker, as well as adult and children's non-fiction books.
 - b. Aquarium passes: A motion was made by Carole and seconded by Regina that we purchase two membership passes from the Aquarium. These passes will be available for families of four to sign out as admission to the Aquarium. More information will follow when the passes are purchased. The motion passed.
 - c. Shed final report: The new shed is up and filled. The old shed has been removed.
 - d. Plans to recognize retired Board member Gretchen Lang were updated.
 - e. RHCL "Little Free Library" update: Diana and Gretchen along with Jeff Brown of Gasport finalized a location for the "Library" near the Post Office in Gasport. The "Library" was donated previously by the Gasport LEOs. A motion was made by Keith and seconded by Katherine that we purchase naming rights to "Little Free Library" for \$40.00. The motion passed. The "Library" will be placed in the next couple of weeks.
8. New Business:
 - a. The state has mandated trustee training to begin in 2023. This will consist of two hours of training each year for all trustees. NIOGA will be offering sessions at their headquarters as well as on Zoom. Certificates of attendance will be required and submitted to the state.
 - b. Michele led a discussion as to the benefits of switching from our fiscal year (July to June) to a calendar year. Pros and cons were discussed. Michele has contacted our bookkeeper as to the feasibility of doing this. She assured her that this would be an easy change. It would also make record keeping easier for Gretchen. Our by-laws would need to be amended. A motion was made by Diana and seconded by Carole. The motion was passed.
 - c. A motion was made by Katherine and seconded by Diana to purchase Christmas gift cards for the staff. The motion was passed.
9. No public was present for the ten-minute comment session.
10. A motion was made by Linda and seconded by Regina to adjourn. The meeting was adjourned at 8:15.
11. Executive session: The Director's evaluation process was discussed.

Respectfully submitted,
Margaret Allen