

Royalton Hartland Community Library

Minutes of Special Meeting of Board of Trustees

August 14, 2023

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

1. Call to order 6:05 followed by Pledge to the Flag
2. Public comment session offered
3. Secretary's report: The minutes of the Annual Meeting of July 17<sup>th</sup> were approved as read
4. Treasurer's Report: Things are tracking normally
5. Director's Report: Gretchen's Report was brief as the figures for August are not complete yet. The Summer Reading Program will end in late August. The full report will be made in September. Patron count and circulation are both improving.
6. Friends Report: There will be a meeting of the Friends of the Library on August 22 at 3:30 to discuss a future book sale and upcoming events.
7. Old Business:
  - a. National Night Out- Diana reported that the Library had a table in the park during the Night Out where children could make buttons and bookmarks. It was well attended with at least 50 children and adults visiting the table. There was also a Story Walk set up on Vernon Street.
  - b. Construction Aid Grant Update: More estimates for the back stairs and basement lighting will be sought.
  - c. A motion was made by Keith and seconded by Regina that we will accept the estimate of \$1890 from Home Town Gutters to replace the gutters on the front portion of the Library.
  - d. A motion was made by Diana and seconded by Carole that we accept the estimate of \$825 from Mark Schwartz for a window insert in the back door and aluminum trim around the door.
  - e. Discussion on the draft of the Collection Policy. A motion was made by Carole and seconded by Keith that we accept the policy as corrected.
8. New Business:
  - a. Estimates are being sought to remedy the water problem in the basement. There have been issues with water coming in during the last few rainstorms.
  - b. In-house trustee member education. Lisa from NIOGA may be available to provide training that will count toward the required two-hour in-service for trustees.
9. A motion was made by Keith and seconded by Linda to enter Executive session re: Employee benefits. Motion to adjourn from executive session and return to regular meeting made by Carole and seconded by Linda.
10. The following recommendations were voted on:

Ellen-increase of \$1.20 per hour. Motion from Linda, second from Regina, motion carried.

Terry-increase of \$1.00 per hour. Motion from Diana, second from Michele, motion carried.

Increases to begin in September.

Vacation time for library clerks will start January 2024 and will be based on the number of hours worked during 2023 and years of service.

Sick time as per state law.
11. Ten-minute public comment session offered.
12. Motion to adjourn from Keith, second from Carole. Meeting adjourned at 7:57.

Respectfully submitted,

Margaret Allen