

Royalton Hartland Community Library

September 18, 2023

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

1. President Michele Smith-Link Called the meeting to order at 6:00 followed by the pledge to the flag.
2. A ten-minute public comment session was offered.
3. Secretary's Report: The minutes of the August 14<sup>th</sup> special meeting were approved as read.
4. Treasurer's Report: The treasurer's report was approved as corrected.
5. Director's Report: Gretchen reported that our attendance, circulation, and programming are all increasing. Gretchen also attended the National Night Out as well as Back-to-School events with a story walk and button making activities. The full Director's Report is on file at the library.
6. Friends' Report: Rebecca reported that the book sale on September 10<sup>th</sup> netted nearly \$300. Ten of the new reusable bags were also sold. Upcoming Friends events include a Witches' Tea on October 19<sup>th</sup> and Mischief Night on October 30<sup>th</sup>.
7. Old Business:
  - a. Keith is still researching a lock for the shed.
  - b. Basement update: Gretchen and I reported that we had Halstead Plumbing and Waters Basement Services look at the basement to assess the water situation. Both agreed that the problem seemed more likely to be with the gutters. Hometown Gutters has already been contacted to replace the front gutters.
  - c. Able Electric estimate: A motion was made by Carole and seconded by Regina that we accept the revised estimate for basement lighting from Able Electric. Motion was carried.
  - d. Construction aid Grant: Gretchen will finalize and submit the grant application to NIOGA.
8. New Business:
  - a. Carpet issue: A motion was made to contact J&D Carpets to see if the upstairs carpet can be stretched. Margaret will contact them.
  - b. Discussion on changing library hours after the time change: Many options were discussed. Gretchen will discuss the options at the next staff meeting and a decision will be made.
9. A motion was made by Keith and seconded by Regina that we enter Executive session re: Library Director's updated job description, including benefits and salary.  
Motion to adjourn from Executive session and return to regular meeting made by Carole, second from Kathy
  - a. Motion by Diana and second by Keith to accept an updated Director's Job Description with changes. Motion carried.
  - b. Motion by Carole and second by Regina to increase Director's salary 1% upon acceptance of contract. Motion carried
  - c. Motion made by Kathy and seconded by Keith to purchase a time clock. Motion carried.
10. Ten-minute public comment session offered.
11. Motion to adjourn made by Carole and seconded by Regina. Adjourned at 8:04.

Respectfully submitted,

Margaret Allen