

Royalton Hartland Community Library

November 20, 2023

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

1. President Michele Smith-Link called the meeting to order at 6:05, followed by the Pledge to the Flag
2. A ten-minute public comment session was offered.
3. Secretary's Report: The minutes of the September 18<sup>th</sup> meeting were approved as read.
4. Treasurer's Report: The treasurer's report was approved as corrected. Everything is tracking well.
5. Director's Report: Gretchen reported that programming is increasing with the Witches' Tea and Mischief Night being very successful. She also reported on continuing education events that she and the staff have attended. The full report is available at the library and on-line.
6. Friends Report: Rebecca reported on two upcoming events being planned, Santa's visit on December 9<sup>th</sup> and a Noon Year Eve Party for children on December 30<sup>th</sup>. There will also be a Friends Christmas tree in the park this year.
7. Old Business:
  - a. The gutters have been replaced on the front of the building
  - b. The rug in the meeting room has been stretched
  - c. A lock has been placed on the shed
  - d. A motion was made by Keith and seconded by Carole that we have Able Electric install an electrical outlet of the back of the library. The motion was approved.
  - e. A motion was made by Keith and seconded by Regina to contact Mast Construction for another estimate on the back stairs with specifications the same as Granzow's estimate. We will follow up accordingly.
  - f. The library hours will remain the same through the winter.
8. New Business:
  - a. New Payroll process: A time clock has arrived. Carole will follow-up with installation and monitoring. All staff will use the new system as soon as possible.
  - b. A motion was made by Diana, seconded by Regina, and approved that we give the staff Christmas bonuses in the same amount as last year.
  - c. Library training certificates are due to Michele.
  - d. Michele tasked the board to come up with ideas for inclusion in our three-year plan. A committee will be formed to review all suggested options, select the top three options and work on creating a three-year plan to present to the board.
9. A ten-minute public comment session was offered.
10. Motion by Carole and second by Regina to adjourn. Motion passed.
11. Meeting adjourned at 7:10.
12. Next meeting is January 15<sup>th</sup>, at 6:00 PM

Respectfully submitted,

Margaret Allen