

Minutes of Royalton Hartland Community Library Board of Trustees Meeting

April 29, 2024

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

1. President Michele Smith-Link called the meeting to order at 5:05 followed by the Pledge to the flag.
2. A ten-minute public comment session was offered.
3. Secretary's Report: The minutes of the March 18th meeting were approved as read.
4. Treasurer's Report: The treasurer's report was approved as read.
5. Director's Report: A final Director's Report will be available at the end of the week.
6. Old Business:
 - a. Richard reported that the two contractors he spoke with concerning the replacement of the outside back stairs were not interested at this time. We will put this project on hold for the present.
 - b. Memorial books: A motion was made by Regina and seconded by Carole adopting an internal Board policy that a book will be purchased and donated in memory of a past or present Board member upon their passing. The motion was carried. A book will be purchased in memory of long-time board member Herb Koenig.
 - c. A motion was made by Linda and seconded by Katherine that work on the three-year strategic plan be put on temporary hold. Motion passed.
 - d. Discussion without resolution on how best to use the donation from the Richard Williams estate. One suggestion was that we contact Waters and Halstead again for recommendations on possibly having the basement waterproofed.
7. New Business:
 - a. Community Garden: Michele has been in contact with Mr. Sweeney, R-H High School agricultural teacher, regarding the community garden, which will be located in the backyard of the library. He indicated that he met with the Middle School agricultural teacher and FFA advisors. They agree that they are interested in the project but would not be able to commit until the 2024-2025 school year.
 - b. Annual NIOGA dinner. Michele asked that anyone interested in attending the dinner on May 23, please let her know as soon as possible.
 - c. PTO policy for clerks: A motion was made by Diana and seconded by Linda that we adopt the following internal PTO policy:
PTO for part-time clerks will be based on hours worked from the previous year. All PTO hours must be used during the calendar year (no roll-over of hours) and must be taken in one-hour increments. The motion passed.
Ellen will receive 27 hours of PTO this year and Terry will receive 18 hours.
 - d. A motion was made by Carole and seconded by Regina that we accept Gretchen Schweigert's letter of resignation as Director of the Royalton Hartland Community Library, effective May 4th, 2024. Motion carried.
With permission from NIOGA, we were able to ask Ellen to become the Interim Library Manager. Ellen has agreed to take on this role and will increase her weekly hours to thirty-five. A motion was made by Diana and seconded by Katherine to appoint Ellen as Interim Library Manager effective May 20th. The motion was carried.

Terry has agreed to work an additional 6.5-7 hours weekly. A motion was made by Linda and seconded by Diana to immediately increase paid hours for Terry. Motion passed.

- e. Personnel schedule: A schedule for the month of May was developed to reflect the change in staff coverage with temporary adjustments in the library's hours of operation.
- f. A motion was made by Linda and seconded by Carole that we move into Executive Session to discuss personnel changes including matters relating to hiring a new Library Director. The motion was carried. Motion to adjourn from Executive Session and return to the regular meeting was made by Carole and seconded by Regina.
- g. The following recommendations were voted on:
 1. Temporary pay rate for clerks
 - Ellen will remain at her current hourly rate with an additional weekly stipend. Motion from Diana, second from Michele, motion carried
 - Terry will remain at her current hourly rate with an additional weekly stipend. Motion from Regina, second from Katherine, motion carried
 2. New director job description
 - a. Salary range offered-\$40,000-\$50,000
Hours 35 per week, no hours from home
Motion from Regina, second from Diana, motion carried
 - b. Benefits offered include:
 - PTO
 - Paid holidays
 - Simple IRA
 - Sick leave
 - Family leave
 - Funeral leaveMotion from Katherine, second from Margaret, motion passed
 - c. Qualifications:
 - Based on New York State Education lawMotion from Carole, second from Regina, motion carried
 - d. Performance evaluation:
 - Scheduled for six months after start date, then yearly thereafterMotion from Katherine, second from Carole, motion carried
 - e. Review of job description listing specific duties, no changes made
Motion from Katherine, second from Regina, motion carried
8. Ten-minute public comment session offered
9. Motion to adjourn made by Carole and seconded by Regina Meeting adjourned at 7:25PM.

Respectfully submitted,

Margaret Allen