

Royalton Hartland Community Library Trustee Meeting

October 7, 2024

Members Present: Richard Crafts, Carole George, Diana Bragg, Margaret Allen, Regina Brown, Katherine Henninger, Linda Pickreign, Michele Smith-Link, Interim Manager Ellen Gagne.
Excused absence, Keith Bond

1. President Michele Smith-Link called the meeting to order at 6:00 PM, followed by the pledge to the flag.
2. A ten-minute public comment session was offered
3. Secretary's Report: The minutes of the Annual meeting of July 15th were approved as read.
4. Treasurer's Report: The treasurer's report was approved as presented
5. Director's Report: Ellen reported on two possible items for inclusion on the next Construction Aid Grant. These included updating exit signs with LED lights and replacing some galvanized piping in the basement. She also acknowledged receipt of Local Library Service Aid. The full report is on file at the Library.
6. Friends Report: No report was presented but the Friends have events planned for October.
7. Old Business:
 - a. Back Stairs update: Michele contacted DTV and confirmed warranty of materials to be used in the stair replacement. DTV was paid one half of the total cost to purchase supplies which are on back order.
 - b. Basement update: The sump pump has been installed and the storm drain plugged. The basement has remained dry.
 - c. Handyman: Michele has contacted Don Duncanson who is willing to be our on-call handyman. He will be paid per project.
 - d. Construction Aid Grant: One project included in the grant application was replacing the door to the Community Room with a door that has a window. Discussion on the placement of the window. No decision reached. Will contact Mark Schwartz for input as he has given us an estimate.
 - e. Update on stocks from Williams Bequest: I sent the required information to the executor of the estate requesting the stocks be transferred to the library. The board will decide further action once we have the stocks.
8. New Business:
 - a. Sick time Policy: Discussion and adoption of RHCL Sick Time Policy. This will be retroactive from January 2024 for Ellen and Terry. Motion from Kathy, second from Regina. The motion carried.
 - b. SIMPLE IRA: Ellen had some concerns about the SIMPLE plan so we will contact Erik O'Neill. Our new Director will be eligible to join the plan in January 2026.
 - c. Budget review: Carole motioned, and Diana seconded that \$1000.00 of interest in the endowment fund be directly deposited monthly into the library's checking account starting in November. Motion carried.
 - d. New Library Director: The board reviewed the new Director's agreement. A motion was made by Regina and seconded by Kathy that we approve the hire of Angelina DiMascio as the Director of Royalton Hartland Community Library. Motion carried.

- e. Follow up on building damage: The damage to the northwest corner of the Library's property has been repaired. The downspout and grounding rod have been replaced. The neighbor who caused the damage has reimbursed the library for all expenditures.
- f. Trustee training dates: Final trustee training dates for 2024 were given. Board members are required by New York to attend a two-hour training session every year.
- g. Reminder of future board of trustee meeting dates was given.
- h. Ten-Minute public comment session was offered.
- i. Motion to adjourn from Carole, second from Regina. Motion passed. Meeting adjourned at 7:40.

Respectfully submitted,
Margaret Allen