

Royalton Hartland Community Library Trustee Meeting

November 18, 2024

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

1. The meeting was called to order at 6:02PM, followed by the Pledge to the Flag.
2. A ten-minute public comment session was offered.
3. Secretary's Report: The minutes of the October 7th meeting were approved as read.
4. Treasurer's Report: The treasurer's report will be adjusted to reflect the placement of the grant money. The report was accepted as adjusted.
5. Director's Report: Ellen reported that books are once again being ordered. The Library Automation Association budget from NIOGA projects an increase from \$7180.00 to \$7419.00 for next year. Mini grants from NIOGA have arrived for Youth and Adult services. Angelina has begun purchasing materials for the One Thousand Books before Kindergarten program and a Memory Care collection. Ellen also reported that 102 third grade students and their teachers from the elementary school visited the library for a tour and mini-Lego session. The full report is on file at the library.
6. Friends Report: Liz Winters of the Friends group reported that there is a Friends meeting on Wednesday, November 20th at 2:00 at the library. Plans are being discussed for the Meet and Greet the new Director on December 7th and Santa's visit on December 14th.
7. Old Business:
 - a. Mark Schwartz was contacted with questions about the upstairs door. The new door will have a full, tempered glass insert with grids like the other doors.
 - b. The final version of the sick time policy will be added to our internal policies.
 - c. Credit Card update: A new credit card should be arriving shortly.
 - d. Richard Williams Estate Bequest: Michele will speak with Tompkins Bank as to the best investment opportunity for the money. Possible uses for the money will be explored.
8. New Business:
 - a. Our CPA Jenn Thom will be switching from QuickBooks Desktop to QuickBooks Online.
 - b. Michele presented the service contract from Jenn Thom for 2025.
 - c. A motion was made by Keith and seconded by Regina that we have Drum Oil service our furnace at a cost of \$244.00. Motion carried. A motion was made by Carole and seconded by Michele that we also have Drum check the air conditioning units in the spring. Amount to be determined. Motion carried.
 - d. Strategic plan: Angelina, Michele, Linda, and I will meet on Monday, November 25th at 12:00 at the library to develop the Strategic Plan.
 - e. Staff Christmas Gifts: A motion was made by Keith and seconded by Regina that we purchase gift cards for the staff in the amounts as in the past. A motion was made by Carole and seconded by Regina that we purchase a gift certificate from Zambistro's for our CPA, Jenn Thom .
 - f. Staff Salary increases: A motion was made by Diana and seconded by Katherine that we switch from the calendar year to fiscal year when increasing staff salaries. The motion carried.

- g. A motion was made by Keith and seconded by Regina that we go to an Executive session to discuss staff salary increases. The motion carried.
- h. A motion was made by Keith and seconded by Regina that we return to the regular meeting. The motion carried.
- i. Executive session discussion was tabled until our next meeting. Motion by Michele second by Carole. Motion passed.
- j. A ten-minute public comment session was offered.
- k. Motion to adjourn from Linda, second by Michele. Meeting adjourned at 8:10.

Respectfully submitted,

Margaret Allen