

Royalton Hartland Community Library Board of Trustees Meeting

March 17, 2025

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

1. President Michele Smith-Link called the meeting to order at 6:10 P.M. followed by the Pledge to the flag
2. A ten-minute public comment session was offered.
3. Secretary's Report: The Minutes of the December 16th meeting were approved as read.
4. The Treasurer's Report was approved as presented.
5. Director's Reports: Angelina presented two reports covering the period from December through March. The utilization of the Community Room and participation in programs are both on the rise. Angelina is partnering with the Montessori school in Gasport and will be presenting Story time and a craft once a month. The very comprehensive Director's Report is available at the library.
6. Friends of the Library Report: The minutes of the January Friends meeting were shared with the Board. The Friends continue to sort books for the May book sale. The Friends are providing refreshments for an upcoming author talk, as well as donating money to cover prizes for some programs.
7. Old Business:
 - A Smart TV has been purchased for the Meeting Room through the Richard Williams bequest. A mount will be ordered, and the TV will be installed by our Handyman, Don Duncanson.
 - Don will paint the new Meeting Room door.
 - Michele shared NIOGA trustee training dates. Two hours of training are required of trustees each year.
8. New Business:
 - The Display Case/Bulletin Board Policy was read and approved of by a Motion from Keith and a second from Regina.
 - Basement project: Don has suggested that we have the basement walls scraped and painted. Regina will call Bob Waters for an estimate. Decision on securing a second estimate will be made later.
 - A motion was made by Carole and seconded by Regina that we purchase a new vacuum. A limit of \$175 was set. The motion passed. Carole will search for a vacuum and Angelina will order.

- Director's Stipend: A motion was made by Katherine and seconded by Linda that we pay Angelina a stipend, at her hourly rate, for the extra hours she will work until clerks are hired. The motion passed.
- Temporary Employee: Lisa Thompson, the Barker Library Director has agreed to cover our Saturday hours for the month of March. A motion was made by Carole and seconded by Linda that we pay Lisa her current Barker hourly rate. The motion passed.
- New Library Clerk and Senior Clerk benefits were discussed. Both hires will receive: paid sick time after six months of employment at the rate of one hour for every 30 hours worked, paid PTO after one year of employment, and an optional SIMPLE IRA enrollment with matching employer contribution (3%) after one year of employment.
- Library Clerk job description, hourly rate of \$15.50 and range of 15-22 hours per week presented. Motion to accept from Katherine, second by Carole. The motion passed.
- Senior Clerk job description, hourly rate of \$16.50 and range of 23-29 hours per week were presented. Motion to accept from Linda, second by Carole. The motion passed.
- Motion from Katherine and second from Michele that grab bars be purchased for all three library entry doors. The motion passed.

Motion to adjourn made by Carole and seconded by Regina.

Meeting adjourned at 7:25.

Next meeting, Monday, April 28th.

Respectfully submitted,

Margaret Allen