

## Royalton Hartland Community Library Board of Trustees Meeting

May 19, 2025

### Members Present:

Margaret Allen, Keith Bond, Diana Bragg, Regina Brown, Richard Crafts, Carole George, Katherine Henninger, Michele-Smith-Link, Director Angelina DiMascio, Excused, Linda Pickreign

1. President Michele Smith-Link called the meeting to order at 6:00, followed by the Pledge to the Flag.
2. A ten-minute public comment session was offered.
3. Secretary's Report: The minutes of the April 28<sup>th</sup> meeting were approved as read.
4. Treasurer's Report: Carole reported that things are tracking well. Increases in some services will be reflected in the new budget. The report was approved.
5. Director's Report: Angelina reported increases in patron visits, new library card sign-ups and library card renewals. Angelina applied for a \$5,000 grant to purchase educational materials. Friends donated \$1,000 toward the Summer Reading Program. Angelina also reported on many programs, both stand alone and ongoing. Thirty-seven attended the Author visit with Jennifer Coburn who wrote The Girls of the Glimmer Factory. The full Director's Report is on file at the Library.
6. Friends Report: Both Ila and Liz were in attendance and reported that the recent book/garage sale netted \$480.00. The Friends bank account is being transferred to Ontario Shores Credit Union.
7. Old Business:
  - a. Project updates:
    - New office chairs have been purchased and assembled.
    - The clock is being repaired.
    - The gutters have been extended on the north side of the building.
    - Michele will sign the contract with Waters Basement Service. Work will begin mid-July.
    - The cupboards from the office have been moved upstairs. Michele will contact Don to repair the office wall and floor.
    - A grab bar has been purchased and will be mounted on the inside front door.
  - b. Unattended Children Policy

A draft of the policy was reviewed. After discussion, revisions will be made, and the policy will be reviewed by NIOGA for approval at the June meeting.

8. New Business:

- a. A motion was made by Keith and seconded by Regina to approve the hiring of Keri Owen as part time clerk. The motion passed.

A motion was made by Carole and seconded by Richard that we approve the hiring of Abby Lemke as Senior Clerk. The motion passed.

- b. A committee was formed consisting of Michele, Carole, Angelina, and Margaret to draft the 2025-2026 budget which will then be presented to the board at the June meeting. The committee will meet Wednesday, June 4<sup>th</sup> at 6:00.
- c. A motion was made by Carole and seconded by Katherine that we compensate Christa for the beautiful Erie Canal themed basket to be raffled at the NIOGA dinner. A \$50.00 amount was approved.

A motion was made by Michele and seconded by Keith that we enter Executive Session to discuss the Director's evaluation, and a staff benefit proposal. The motion passed.

Motion to exit Executive session by Carole and seconded by Katherine. Motion passed.

- d. A motion was made by Carole and seconded by Regina that we offer the clerks the option to make up holiday hours within the two week time period or forfeit those hours. The motion passed.

- 9. A motion to adjourn was made by Carole and seconded by Regina. The motion passed. The meeting was adjourned at 7:45.

The next meeting is June 16<sup>th</sup>.

Respectfully submitted,

Margaret Allen