

MINUTES  
RICHMOND MEMORIAL LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING

April 26, 2017

PRESENT: Michelle Quincy; Dave Wagner; Kathy O'Neil; Jann Parker; Mark Dursin; Brendon Montstream; Nancy Wood

ABSENT: Rich Storrs; Joanne Buck; Lisa Seethaler.

CALL TO ORDER: Meeting called to order by Michelle Quincy at 7:01 PM.

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: None.

MINUTES: The minutes of the February 8, 2016 meeting were moved to be accepted by Brendon Montstream; seconded by Dave Wagner. Minutes were approved.

CORRESPONDENCE: None.

TREASURER'S REPORT: Treasurer Kathy O'Neil discussed the recent performance of the Library's investments. Her report is on file. There is one new investment fund, a small cap investment fund. Another fund, a Vanguard International fund has decreased to a four star Morningstar rating, which is still within the Finance Committee's directives. Mark Dursin moved to accept the report; seconded by Brendon Montstream. Motion was approved. Nancy Wood reviewed the Profit/Loss statement; some items reflect the continuing uncertainty of this year's state and local budget process. The P/L statement also reflects a Pfizer grant of \$1,000 and two \$1,000 donations for RMLA membership which helped that fundraising. P/L does not reflect new Hoopla charges, but in first month use was over \$500 for the month.

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: The Finance Committee met in October, 2016.
2. FRIENDS COMMITTEE: Nancy Wood reported that the previous week's wreath making session had been fully booked and brought in a small profit. Book collection is underway for the 6/3/2017 book sale.
3. BUILDING AND GROUNDS: No meeting. A library patron has volunteered to clean up an unsightly weed and brush area on the property.

SPECIAL COMMITTEES:

NOMINATING COMMITTEE: The proposed slate of directors for the upcoming election is President, Michelle Quincy; Vice-President, Lisa Seethaler; Treasurer, Karen Langlois; Recording Secretary, Jann Parker; Corresponding Secretary, Joanne Buck; and Members at Large, Don Kerner, Sarah Maguire, Mark Dursin, and Audrey Skorski. Brendon Montstream moved to accept the proposed slate of directors, Mark Dursin seconded. Motion was approved.

DIRECTOR'S REPORT: Director Nancy Wood's report is on file. New color copier is in operation; staff and public feedback has been positive. Nancy discussed the fact that the State Library is ceasing its present courier service as of June 15. The cost of the new service, and whether the new system will deliver to individual libraries or to a hub within a consortium has not yet been determined. Richmond belongs to the "Library Connection," a 30

library consortium. Nancy is encouraging out of town users to return our materials directly to our library.

**OLD BUSINESS:**

- A. **AUDIT:** Nancy Wood reported that she hasn't heard from auditors, but she will contact them after "busy season."
- B. **LIBRARY FIBER CONNECTION:** Fiber connection installation has begun.
- C. **2017/18 BUDGET:** Nancy reported that at Monday's Town Meeting a former library president had questioned the increased utility fees for the library. The Town Finance chair also requested that residents vote down the proposed town budget in order to obtain additional time and hopefully clarification about the state budget. The town budget currently includes \$50,000 to pave the library parking lot which is in the capital expenses portion, not the operating budget.
- D. **BY-LAWS REVISION:** Nancy distributed a red-lined copy of the proposed By-Law revisions. Changes are primarily grammatical, with some substantive changes from Finance Committee. Dave Wagner moved that the proposed By-Law revisions as set forth in the red-lined copy be presented to the library association membership for a vote. Mark Dursin seconded the motion. Motion passed. The proposed By-Laws will be posted in the foyer of the library and online on the library website before the Annual Meeting as per our By-Laws, and the proxy ballot will include a space for voting on the By-Laws.

**NEW BUSINESS:**

- A. **Banning Policy:** The library currently has no policy in place to deal with patrons who exhibit bad behavior. Although this is not a big concern, other libraries have such policies. Michelle Quincy and Jann Parker volunteered to work with Nancy on drafting a policy for banning patrons.
- B. **Reorganization of Adult Collection:** Nancy explained that the library has no feasible strategic or long term plan at this time due to our failed expansion attempts. She would like to do a major weeding of the adult collection and delete approximately 1,500 items with the goal to move the current DVD collection and restore seating to that area. She estimates 1,500 items will need to be weeded in order to eliminate two bookcases and open up room for some seating, which is currently stored in our attic. Some of the weeded items may be donated to the book sale or other charities.

**OTHER:** RMLA Annual Meeting is scheduled for May 17, 2017 at 7:00 p.m. Board Meeting will immediately follow, at 7:30 p.m. If the budget is not finalized, a summer board meeting may be necessary.

**PUBLIC FORUM:** None.

**ADJOURNMENT:** Dave Wagner made a motion that the meeting be adjourned; motion was seconded by Brendon Montstream. Meeting was adjourned at 7:51 PM.

Respectfully submitted,

Jann Parker

May 2, 2017

Approved: \_\_\_\_\_