

MINUTES  
RICHMOND MEMORIAL LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING

December 14, 2016

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

ABSENT: Rich Storrs; Lisa Seethaler; Brendon Montstream

CALL TO ORDER: Meeting called to order by Michelle Quincy at 7:00 PM.

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: None.

MINUTES: The minutes of the October 26, 2016 meeting were moved to be accepted by Dave Wagner; seconded by Kathy O'Neil. 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. Certain funds are slated to be moved to the Vanguard account but have not yet been moved. Joanne Buck moved to accept the report; seconded by Dave Wagner. Motion was approved. Nancy Wood shared the Profit/Loss statement.

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: The Finance Committee met in October.
2. FRIENDS COMMITTEE: Nancy Wood reported that Silent Auction brought in \$2,705; \$2.00 less than in 2015. A Book Sale currently is underway in the children's room. The Friends are scheduled to meet 1/4/2017.
3. BUILDING AND GROUNDS: The Building and Grounds Committee has not met. Nancy Wood reported that there have been two instances of lack of heat in parts of the building; "Combustion Mechanical" found a lack of pressure on one side of the furnace and was able to restore proper pressure. Selectman Amy Traversa introduced Nancy to the new full-time town employee responsible for the library heating system, Tony Gallicchio; he is going to investigate whether library personnel can receive the ability to regulate the library heat directly from the library. His cell phone number is 860-682-7067.

SPECIAL COMMITTEES: None.

DIRECTOR'S REPORT: Director Nancy Wood's report is on file.

OLD BUSINESS:

- A. AUDIT: A questionnaire from the auditors was distributed for Board members to complete.
- B. LIBRARY FIBER CONNECTION: Grant has been approved and funds in the approximate amount of \$22,500.00 should be received soon.
- C. BOARD TERMS: Vice-President Dave Wagner will not be returning for the 2017-2018 year. The term of Recording Secretary Rich Storrs expires this year. One lead for a new Treasurer did not pan out; Nancy Wood now is investigating a new lead. For the 2017/18 year we need at new Vice-President, Treasurer and Recording Secretary.

NEW BUSINESS:

- A. 2017/18 BUDGET: Nancy Wood distributed a draft 2017-18 budget that calls for just over a 3% increase. Nancy expects to meet with Amy Traversa early in 2017 to review the proposed budget.
- B. 2017/18 MEETING CALENDAR: The following dates were proposed for RML Board meetings in the hopes of avoiding conflicts with local school calendars: Wednesdays, February 8, 2017; March 15, 2017; April 26, 2017; May 17, 2017; September 6, 2017; October 25, 2017; and December 6, 2017. The Annual Meeting will take place on May 17, 2017 just prior to the Board meeting.
- C. USE OF ATTIC BY RESIDENT: Nancy Wood has had a request from an artist to use the attic for painting. Liability and precedent concerns were discussed. Nancy is going to check with the insurance carrier.
- D. DONATIONS FOR PROGRAM SUPPLIES: Nancy explained that craft programs were popular but that some required materials were costly. A "materials fee" will be charged for more expensive craft programs in the future.

OTHER: None.

PUBLIC FORUM: None.

ADJOURNMENT: Dave Wagner made a motion that the meeting be adjourned; motion was seconded by Joanne Buck. Meeting was adjourned at 7:56 PM.

Respectfully submitted,

Jann Parker

December 14, 2016

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