

MINUTES  
RICHMOND MEMORIAL LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING

May 11, 2016

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

ABSENT: Rich Storrs

CALL TO ORDER: Meeting called to order by Michelle Quincy at 7:22 PM.

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: None.

MINUTES: The minutes of the March 30, 2016, meeting were moved to be accepted by Dave Wagner; seconded by Joanne Buck. Minutes were approved.

CORRESPONDENCE: None.

TREASURER'S REPORT: Treasurer Kathy O'Neil gave report at Annual Meeting. Her report is on file.

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: Has not met, but is tentatively scheduled to meet in June.
2. FRIENDS COMMITTEE: Report given at, and attached to, Annual Meeting.
3. BUILDING AND GROUNDS: Has not met.

SPECIAL COMMITTEES: NOMINATING COMMITTEE: Mark Dursin moved to disband this committee. Brendon Montstream seconded. Motion passed.

DIRECTOR'S REPORT: Director Nancy Wood gave report at Annual Meeting. Her report is on file.

OLD BUSINESS:

- a. INSURANCE: Town will no longer be covering library contents, worker's comp, general liability and director's and officers under town policy. Library has received three quotes. Nancy Wood and Jann Parker will be reviewing quotes.
- b. 2016/2017 BUDGET: Nancy Wood explained long lead time required to prepare budget and possible further cuts to grants usually made by State of Connecticut. Dave Wagner moved that Director Nancy Wood be authorized to spend up to \$5,500 to purchase insurance as directed by the Town of Marlborough. Brendon Montstream

seconded. Motion passed.

c. AUDIT: No material yet, but will be provided soon.

d. U.S. DEPT OF EDUCATION OFFICE OF CIVIL RIGHTS, ACCESSIBILITY COMPLAINT: No further information from government.

NEW BUSINESS:

A. LIBRARY FIBER CONNECTION: Nancy Wood explained possible options and associated costs.

B. LIBRARY AIR FILTERS: Nancy Wood has obtained quote for duct cleaning of \$3,000. Has been eight years since last cleaning.

C. EXPENDITURES: End of year expenditures to include duct cleaning, replacement of outdated laptop and iPad

D. INTERLIBRARY LOAN: Nancy Wood included discussion in her report at Annual Meeting. Her report is on file.

OTHER: None.

PUBLIC FORUM: None.

ADJOURNMENT: Brendon Montstream made a motion that the meeting be adjourned; motion was seconded by Joanne Buck. Meeting was adjourned at 7:54 PM.

Respectfully submitted,

Jann Parker

August 5, 2016

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