

MINUTES

RICHMOND MEMORIAL LIBRARY ASSOCIATION

EXECUTIVE BOARD MEETING

October 26, 2016

PRESENT: Michelle Quincy; Kathy O'Neil; Jann Parker; Rich Storrs; Lisa Seethaler; Brendon Montstream; Joanne Buck; Nancy Wood

ABSENT: Dave Wagner; Mark Dursin

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 September 14, 2016, meeting were moved to be accepted by Rich Storrs; seconded by Brendon Montstream. 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. Lisa Seethaler moved to accept the report; seconded by Jann Parker. Motion was approved. Nancy Wood shared the Profit/Loss statement. \$12,000 has already been donated as part of the Membership Drive; the goal for the Drive is \$19,000. A grant of \$1000 was recently received from Pfizer; this money will be used to purchase new chairs for the library. There will be expenses related to the installation of the new fiberoptic internet connection, but those expenses are not known at this time.

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: The Finance Committee met tonight. The money from the CD that the Board has used to sequester money to pay for Nancy Wood's unused sick time will be reallocated into the Board's Cash and investment accounts, based on recommendations from the financial planner that Kathy O'Neil consulted. The Finance Committee also approved a statement on the intended uses of the Library's investments: "Investment funds are set aside for any future Library obligations that may arise, including facility improvement." Rich Storrs moved that the statement be forwarded as an Amendment to the Library By-Laws for the Library Association to approve at the 2017 Annual Meeting; Brendon Montstream seconded. Motion passed. Kathy O'Neil also reviewed the changes the committee made to the investment policy, which will be discussed for a potential vote at the December meeting.
2. FRIENDS COMMITTEE: The Friends have not met. They are well underway in their plans for the annual Silent Auction, running from November 1 to December 1. They will also be holding their indoor Book Sale in December.

3. BUILDING AND GROUNDS: The Building and Grounds Committee has not met.

SPECIAL COMMITTEES: None.

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

OLD BUSINESS:

- a. AUDIT: No word has been received from the auditor. Nancy Wood will contact his office to inquire about the upcoming annual audit.
- b. U.S. DEPT OF EDUCATION OFFICE OF CIVIL RIGHTS, ACCESSIBILITY COMPLAINT: Director Nancy Wood distributed the updated Meeting Room Responsibilities policy and the Relocation of Event Policy. Both are on file. She informed the Board that the Office of Civil Rights would be monitoring the Library for a period of one year to ensure that the Library is compliant with its laws and policies. Rich Storrs moved to approve the new policies to comply with the recommendations made by the Office of Civil Rights; Kathy O'Neil seconded. Motion passed.
- c. LIBRARY FIBER CONNECTION: Nancy Wood explained the costs and coverage of costs for the upcoming fiberoptic installation.
- d. CIPA FILTERING: Based on the previous meeting's discussions, Lisa Seethaler moved to have the Library not filter internet content at the Library. Jann Parker seconded; motion passed.
- e. BOARD TERMS: Nancy reviewed RML Board terms in order to plan toward the 2017-2018 year. The Board also discussed committee placements for the 2016-2017 year. Rich Storrs, Lisa Seethaler, and Jann Parker will serve on the By-Laws committee. Kathy O'Neil, Rich Storrs, and Brendon Montstream will serve on the Finance Committee. Brendon Montstream and Dave Wagner will serve on the Buildings and Grounds Committee. Non-Board members will also serve on boards.

NEW BUSINESS: None.

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 7:53 PM.

Respectfully submitted,

Rich Storrs

October 26, 2016

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