

MINUTES

RICHMOND MEMORIAL LIBRARY ASSOCIATION

EXECUTIVE BOARD MEETING

September 14, 2016

PRESENT: Michelle Quincy; Dave Wagner; Kathy O'Neil; Jann Parker; Lisa Seethaler;; Nancy Wood

ABSENT: Rich Storrs; Joanne Buck; Mark Dursin; Brendon Montstream

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 May 11, 2016, meeting were moved to be accepted by Dave Wagner; seconded by Lisa Seethaler. Minutes were approved.

CORRESPONDENCE: Nancy Wood shared thanks from the Connecticut Fly Fisherman's Association Education Fund for a library donation made in memory of Bruce Rich. Michelle Quincy expressed thanks on behalf of the Pan Mass Challenge for a library donation made in memory of Mike Quincy's mother.

TREASURER'S REPORT: Treasurer Kathy O'Neil reported that the CD covering Director Nancy Wood's unused sick days to be paid out at retirement has not been renewed due to low interest rates. Kathy plans to meet with Finance Committee in October and discuss the possibility of moving \$10,000 into a Vanguard Fund. Her report is on file. Director Nancy Wood explained that the Profit and Loss statement shows more than half of budgeted funds being expended already because many bills are due in full near the beginning of the fiscal year. Donations have been up recently due to gifts in remembrance of Helen Crossley, and in honor of the 50th wedding anniversary of Brendon Montstream's parents.

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: Kathy O'Neil is trying to schedule a meeting in October.
2. FRIENDS COMMITTEE: Will be meeting September 20.
3. BUILDING AND GROUNDS: Nancy Wood will be speaking to Town about painting the underside of the upstairs windows which are peeling along with issues concerning the current cleaners. Because of mice problems, Nancy is cracking down on outside groups bringing food and drinks into the library.

SPECIAL COMMITTEES: None.

DIRECTOR'S REPORT: Director Nancy Wood thanked those who helped out the library table on Marlborough Day. The annual Ice Cream Social had over 200 attendees this year. Her report is on file.

OLD BUSINESS:

- a. INSURANCE: Total insurance costs came in at approximately \$5,000. Library now has coverage for directors and officers, but declined auto insurance and terrorism coverage.
- b. AUDIT: Financial Statements were presented. Contract for 2015-2016 year at a cost of \$3,200 - \$3,400 is available for Michelle Quincy's signature. The possibility of seeking quotes for future fiscal years was discussed.
- c. U.S. DEPT OF EDUCATION OFFICE OF CIVIL RIGHTS, ACCESSIBILITY COMPLAINT: Director Nancy Wood presented a meeting room policy. After discussion, Nancy Wood decided to revise the policy and distribute the revised policy to the Board via email. She will discuss with OCR Attorney Sandy Lin for her review.
- d. LIBRARY FIBER CONNECTION: Nancy Wood stated that 100% of construction costs would be covered by the Connecticut State Library. The annual maintenance fee will be \$1800 and the library can apply for partial reimbursement through the federal erate program. The Board discussed the library's non-compliance with CIPA and decided the CIPA-required filters were not well-targeted and resulted in too much censorship of desirable material.

NEW BUSINESS: None.

OTHER: Board Committee Responsibilities were tabled until a future Board meeting where more Board members are in attendance.

PUBLIC FORUM: None.

ADJOURNMENT: David Wagner made a motion that the meeting be adjourned; motion was seconded by Kathy O'Neil. Meeting was adjourned at 8:05 PM.

Respectfully submitted,

Jann Parker

September 14, 2016

Approved: _____