

MINUTES
RICHMOND MEMORIAL LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING

January 24, 2018

PRESENT: Michelle Quincy; Lisa Seethaler; Mark Dursin; Karen Langlois; Audrey Skorski; Sarah McGuire; Nancy Wood; Elise Kremer (Board candidate)

ABSENT: Jann Parker; Joanne Buck; Donald Kuerner

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

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: Add "Nominating Committee as "D" under "10 - New Business" and "Endowment Committee" under "11 - Other"

MINUTES: The minutes of the December 6, 2017, meeting were moved to be accepted, with no corrections," by Lisa Seethaler; seconded by Audrey Skorski. Minutes were approved.

CORRESPONDENCE: Notice of resignation from the Executive Board by Donald Kuerner effective immediately for personal reasons.

TREASURER'S REPORT: Treasurer Karen Langlois went over her Treasurer's Report (on file). Vanguard funds continue to increase. The investment mix is within range but if the investments increase to 65%, we may need to reallocate to bonds to keep the mix within the target range between equity funds and bonds. Audrey Skorski motioned to accept the report, seconded by Lisa Seethaler. Motion was approved. Nancy Wood shared the Profit/Loss statement (on file). Reminder letters were sent to Association members. Spending has been conservative. The maintenance amounts remain worrisome due to technology costs.

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: Did not meet. Karen will reach out to schedule a meeting preferably by March 7th if schedules will allow, otherwise will target by May.
2. FRIENDS COMMITTEE: Total raised as of 1/16: \$3982.50, made up of the following: Holiday Auction (\$3,122), book cart (\$266) and winter book sale (\$594.50), which was lower than expected. Expenditures currently total \$1398.80, which includes ALA Friends Membership (\$50), People Counter (\$409.12), Consumer Reports online (\$843), Call Button (\$15.99), and the Ice Cream Social (\$80.69). RML Friends are planning a spring program on edible perennials, which may be held during daytime hours. Thank you notes for the auction were completed.
3. BUILDING AND GROUNDS: The Building and Grounds Committee did not meet. Multiple calls were placed to Town Hall to ensure the side door exit was shoveled out properly for safety.

SPECIAL COMMITTEES: None.

DIRECTOR'S REPORT: Director Nancy Wood's report is on file. An older computer was placed in Nancy's office with expensive Heating and Cooling software installed to allow control over H&C. No training or manual provided to date. Budget roadshow held with First Selectman and Town Assistant Treasurer where a flat

budget was presented. The next day Michelle and Nancy attended a Board of Finance meeting where Chair Doug Knowlton state that due to the state of Marlborough with a recently reduced bond rating and high level of debt, all town entities are being asked to reduce budgets by 5% by the Board of Finance. No date as of yet on the budget review meeting – Nancy will inform board members to ensure good representation.

OLD BUSINESS:

- A. 2018/2019: Nancy reviewed the proposed budget to align with the requested 5% reduction. Due to state funding cuts, the proposed budget reflects a 6% decrease with difficult choices made which will impact collections and programs significantly. Options to be considered are reduction of hours and other cost cutting measures.
- B. Computer Replacement project: Nancy has bids on two of the current options, both of which are higher than anticipated. Nancy will be pursuing another bid to see if a more cost effective option is viable, as well as to checkpoint the current bids for comparison.

NEW BUSINESS:

- A. HPFG Listening Tour: Nancy attended the session along with Marlborough representation by the First Selectman and Robin Green (State Representative and Marlborough resident/business owner). Nancy spoke about the positive aspects of the town and residents.
- B. Review of Library Fines: Although two surrounding towns have opted to eliminate fines, RML will continue to charge fines. The Library Consortium allowed towns to vote on an auto renewal option which RML voted to participate in. Materials eligible for material will auto renew 3 days prior to the due date if the material has not been returned or renewed by the patron. Libraries that have instituted this have seen favorable increases in circulation rates, however there will be an impact to library fines (reduction) due to the auto renewal feature. The price of copies will increase in July to 20 cents per page for Black and White and 50 cents per page for color.
- C. Board Vacancy: Elise Kremer has volunteered to join the Executive Board to replace Donald Kuerner. Elise filled the board in on her background as a long time Marlborough resident, and expressed her desire to find a volunteer opportunity that fits in with her availability and interest in the library. A vote will occur prior to the next board meeting.
- D. The Nominating Committee filled by Sarah Pierz, Ann Grybko, and Richard Phillips has been formed for May elections. A new President is needed as Michelle Quincy has been a member for the maximum 6 years allowed. Lisa Seethaler will step into the President role and Rich Storrs has expressed interest in the Vice President position next year. Other existing Board members' desire to continue on the Board needs to be confirmed.

OTHER: Endowment Committee: Board decided to create the committee during the March meeting to ensure a full board is available to discuss.

PUBLIC FORUM: None.

ADJOURNMENT: Audrey Skorski made a motion that the meeting be adjourned; motion was seconded by Mark Dursin. Motion passed. Meeting was adjourned at 8:16 PM.

Respectfully submitted, Sarah McGuire, January 24, 2018