

MINUTES  
RICHMOND MEMORIAL LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING

October 25, 2017

PRESENT: Michelle Quincy; Lisa Seethaler; Karen Langlois; Jann Parker; Joanne Buck; Mark Dursin; Sarah McGuire; Audrey Skorski; Nancy Wood.

ABSENT: Donald Kuerner

CALL TO ORDER: Meeting called to order by Michelle Quincy at 7:03 PM.

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: Add "2018 Meeting Schedule" to "Other." Add "2016/2017 Audit" to "New Business."

MINUTES: The minutes of the September 6, 2017, meeting were moved to be accepted by Audrey Skorski; seconded by Lisa Seethaler. Minutes were approved.

CORRESPONDENCE: None.

TREASURER'S REPORT: Treasurer Karen Langlois went over her Treasurer's Report (on file). Markets are up, the investment mix is good. Jann Parker moved to accept the report; seconded by Joanne Buck. Motion was approved. Nancy Wood shared the Profit/Loss statement and cautioned that the ongoing state and local budget uncertainty continue to impact future finances. Expenses have been cut back in anticipation of cuts or requests for cuts from Town. Donations include summer reading sponsorship and \$400 from a fundraiser conducted by an East Hampton resident.

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: Karen Langlois and Brad Buck met earlier this evening, October 25, 2017. Kurt Filosa remains on the Committee but was unable to attend. See Treasurer's Report.
2. FRIENDS COMMITTEE: Friends met October 24, 2017. Holiday auction will be set up early Monday morning, October 30 and end on November 30, 2017. Collecting for winter book sale will begin December 1, with the sale taking place the following week.
3. BUILDING AND GROUNDS: The Building and Grounds Committee did not meet, but Lisa Seethaler did some clean-up work in the rocky area. Nancy heard from two adults interested in volunteering – both of whom, Barbara Monstream and Maj Woerle have started. Nancy Wood has been complaining to Town about burnt out lights throughout adult area of library since last summer; the town is in a dispute with the installer, a subcontractor to Eversource, because Town feels the bulbs should have lasted longer.

SPECIAL COMMITTEES: None.

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

OLD BUSINESS:

A. 2015/2016 AUDIT: Library has received a clean opinion by auditors O'Connell & Pace.

B. LIBRARY FIBER CONNECTION: System has been connected; server has been moved. Acoustic tile is needed to muffle noise. Unlike present year when CEN was only company to bid on supplying fiber, the State expects to have at least three companies bidding in the coming year. Library is maintaining the Comcast business connection line due to its low cost. Wireless services probably will be moved to the Comcast line.

C. 2017-2018 BUDGET: See Profit and Loss discussion under Treasurer's Report.

D. PERSONNEL POLICY: Nancy Wood read revised policy on making tuition reimbursement to library science students in the form of loans to employees. Mark Dursin moved to approve the revised language; Lisa Seethaler seconded; Motion passed.

NEW BUSINESS:

A. HFPG WORKSHOP: Nancy Wood, Michelle Quincy, Karen Langlois, and Lisa Seethaler attended a meeting on "Endowment Readiness." Board expressed an interest in learning more about HFPG endowment services and Nancy Wood will try to arrange a meeting. Thank you letters to large donors now includes a request to consider a bequest to library.

B. 2016/2017 Audit is beginning.

OTHER: Board chose following Wednesday nights for Board meetings for remainder of fiscal year: December 6, 2017; January 24, 2018; March 7, 2018; April 4, 2018; and May 16, 2018. Annual Meeting will also take place on May 16, 2018.

PUBLIC FORUM: None.

ADJOURNMENT: Joanne Buck made a motion that the meeting be adjourned; motion was seconded by Mark Dursin. Motion passed. Meeting was adjourned at 7:55 PM.

Respectfully submitted,

Jann Parker

October 26, 2017