

MINUTES
RICHMOND MEMORIAL LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING

April 4, 2018

PRESENT: Michelle Quincy; Karen Langlois; Jann Parker; Joanne Buck; Mark Dursin; Elise Kremer; Sarah McGuire; Nancy Wood.

ABSENT: Lisa Seethaler; Audrey Skorski.

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 March 14, 2018 meeting were moved to be accepted by Joanne Buck; seconded by Mark Dursin. Minutes were approved.

CORRESPONDENCE: None.

TREASURER'S REPORT: Treasurer's Report is on file. Investment funds are healthy and keeping with the recent market movements. Equities/cash ratio remains about 60/40. Jann Parker moved to accept the report; seconded by Mark Dursin. Motion was approved. Nancy Wood shared the Profit/Loss statement (on file). Membership goal has almost been reached for the fiscal year. Spring book sale may be down slightly due to the short time available for collecting books. Received \$2,700 from State for CCARD reimbursements. Spending this 4th quarter has been very, very conservative. Payroll costs are down to the high number of snow days.

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: Has not met but hopes to meet before the Annual Meeting in May.
2. FRIENDS COMMITTEE: Book sale scheduled for May 12, 2018. Summer reading theme has been set as "Music" and ukulele classes will be offered. Friends fund raising paid for the ukuleles. On May 7, 2018 a gardening program is scheduled at 6:30 PM on Growing Edible Perennials, also paid for by the Friends. Committee will meet again on May 10, 2018.
3. BUILDING AND GROUNDS: Nancy Wood has planted pansies (which survived a snow storm the following day).

SPECIAL COMMITTEES: None.

DIRECTOR'S REPORT: Director Nancy Wood's report is on file. Annual Meeting notices and ballots are being mailed out soon. Nancy, Michele Quincy, Jann Parker, and Audrey Skorski will be attending Hartford Foundation program April 5, 2018 on fundraising from individuals.

OLD BUSINESS:

A. 2018-2019 Budget: Town's budget for library is almost flat funded, showing a \$1,500.00 decrease in the Town grant to the Library. The Board of Finance has not finalized the Town budget. At this time, Capital Expenditures shows the library parking lot scheduled for repaving next fiscal year.

B. Computer replacement project: Nancy Wood presented two proposals. Two vendors bid on the project, for replacement computers and server and network installation, setup and configuration. Bids differed by \$678. A few questions remain regarding the need for cloud storage, computer protection, licenses, and the cost of additional labor and Nancy will clarify with vendors.

NEW BUSINESS: None.

OTHER: Program presented for teens by husband and wife authors Mark and Sheri Dursin to high school students was very well received.

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

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