

MINUTES
RICHMOND MEMORIAL LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING

December 5, 2018

PRESENT: Lisa Seethaler; Sarah McGuire; Karen Langlois; Jann Parker; Mark Dursin; Elise Kremer; Audrey Skorski; Rich Storrs; Nancy Wood.

ABSENT: Joanne Buck.

CALL TO ORDER: Meeting called to order by Lisa Seethaler at 7:03 PM.

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: None.

MINUTES: The minutes of the October 25, 2018, meeting were moved to be accepted by Rich Storrs; seconded by Mark Dursin. Minutes were approved.

CORRESPONDENCE: Lisa Seethaler noted the Library had received correspondence from the EPA about automobile fuel economy; Nancy Wood will handle.

TREASURER'S REPORT: Treasurer Karen Langlois reviewed her submitted report (on file) and noted that Vanguard funds were essentially the same as they were this time last year, which is not bad considering the recent volatility in the market. Investment Allocation remains at an acceptable 62% equities/38% Bonds. Jann Parker moved to accept the Treasurer's Report, Audrey Skorski seconded. Motion passed. Nancy Wood reviewed the Profit & Loss Budget. She is looking to see what the new state government will bring. She noted the Library is half-way through its budget year, and discussed the various on-line database options.

COMMITTEE REPORTS:

A. STANDING COMMITTEES:

1. FINANCE COMMITTEE: Karen Langlois hopes to have a meeting in January, 2019.
2. FRIENDS COMMITTEE: Michelle Quincy was elected Chair of the Friends Committee. Holiday auction is expected to bring in approximately \$3,500.00, down from last year but this year lacked the big prizes of the prior year. Lisa Seethaler raised the possibility of doing more activities with friends; suggestions included a spelling bee, and more daytime programs.
3. BUILDING AND GROUNDS: Lisa Seethaler has contacted the Town public works department with a list of action items and is awaiting a response from them. Items mostly involve areas that need to be cleaned up. Audrey Skorski was unanimously acclaimed "most creative" for her work decorating the outside planters.

B. SPECIAL COMMITTEES:

1. BY LAWS: Meeting scheduled for January 9, 2019 at 4:00 P.M..

2. POLICY: Meeting scheduled for December 12, 2018 at 4:00 PM.
3. LONG RANGE PLAN: Meeting scheduled for Wednesday, February 13, 2019 from 6 – 8 p.m.

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

OLD BUSINESS:

- A. AUDIT 17/18: Auditor is in Philippines due to death in family; audit is therefore slightly behind schedule.
- B. ENDOWMENT: Nancy Wood is trying to meet with a community member regarding a possible targeted donation.

NEW BUSINESS:

- A. ACLB CONFERENCE SUMMARY: Audrey Skorski presented a summary from the conference that she and Lisa Seethaler attended.
- B. CHECK SIGNERS – PAYROLL: Lisa Seethaler is on the account; Rich Storrs is trying to reschedule a cancelled meeting at the bank.
- C. 2019-20 LIBRARY BUDGET: Nancy Wood has drafted a very preliminary budget; she expects to meet with Town leaders early in 2019, possibly before the next Board meeting. Lisa Seethaler and Rich Storrs plan to attend with her.
- D. LIBRARY LONG RANGE PLAN: All Board members to attend February 13, 2019 meeting.
- E. SET 2019 MEETING DATES: Board meetings will commence on the following Wednesdays at 6:30 p.m. unless otherwise noted: January 2, 2019; March 6, 2019; May 15, 2019 Annual Meeting at 6:30 p.m. followed by Board meeting at 7:00 p.m.; September 4, 2019; October 23, 2019; and December 4, 2019.

OTHER: None

PUBLIC FORUM: None.

ADJOURNMENT: Lisa Seethaler made a motion that the meeting be adjourned; motion was seconded by Mark Dursin. Motion passed. Meeting was adjourned at 8:33 PM.

Respectfully submitted,

Jann Parker

December 8, 2018

THIS IS A DRAFT UNTIL APPROVED BY RML BOARD AT NEXT SCHEDULED MEETING