

MINUTES  
RICHMOND MEMORIAL LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING

May 16, 2018

PRESENT: Michelle Quincy; Lisa Seethaler; Karen Langlois; Jann Parker; Joanne Buck; Mark Dursin; Elise Kremer; Audrey Skorski; Nancy Wood;

ABSENT: Sarah McGuire

CALL TO ORDER: Meeting called to order by Michelle Quincy at 7:30 PM.

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: Audit, under "Other".

MINUTES: The minutes of the April 4, 2018, meeting were moved to be accepted by Lisa Seethaler; seconded by Mark Dursin. Minutes were approved.

CORRESPONDENCE: None.

TREASURER'S REPORT: Treasurer Karen Langlois went over her Treasurer's Report (on file) at the Annual Meeting. Audrey Skorski moved to accept the report; seconded by Jann Parker. Motion was approved.

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: The Finance Committee met prior to the Annual Meeting and expressed strong interest in pursuing endowment information. A sub-committee was formed consisting of Michelle Quincy, Lisa Seethaler, Karen Langlois, Mark Dursin, Audrey Skorski and Nancy Wood.
2. FRIENDS COMMITTEE: Special shout out to Elise Kremer for bringing Ralph for going above and beyond in helping set up for last week's book sale! The Committee estimates the book sale will bring in \$1,000 - \$1,200. Thanks to co-chairs Elaine Castro and Chris Labas.
3. BUILDING AND GROUNDS: The Building and Grounds Committee has not met. Nancy noted that the salt bags had been moved from the front door area; chipmunks had been into it.

SPECIAL COMMITTEES: Audrey Skorski moved to disband the Nominating Committee; Karen Langlois seconded. Motion passed.

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

OLD BUSINESS:

- A. 2018/19 BUDGET: Town has decreased library requested funds by \$1,500. Overall, the budget is down \$5,000 in keeping with the disturbing downward trend of decreased fund raising and fine income of recent years. Lisa Seethaler wondered if some programs could be

presented by volunteers rather than paid presenters.

E. COMPUTER REPLACEMENT PROJECT. Nancy Wood presented proposals from “Company A” and “Company B.” Company A was slightly cheaper and included more equipment and services, including cloud storage. Lisa Seethaler moved that Nancy Wood be authorized to purchase computer goods and services from Company A as substantially presented; Mark Dursin seconded. Motion passed. Board acknowledges that Nancy expended a great deal of time and effort in bringing these proposals to the Board.

**NEW BUSINESS:**

A. COPIER FEES. Nancy explained that Library Connection has pressed for automatic renewal, and surrounding towns including Hebron and Colchester are essentially fine-free. Nancy’s concerns with auto renewal are that (a) items sitting in patrons’ homes are not seen by as many other patrons; and (b) it impacts the amount collected in late fines. To help offset the loss of fines, proposed raising the cost of black and white copies from \$.15 to \$.20; color copies would remain \$.50. Audrey Skorski moved that effective July 1, 2018 the price for black and white copies at the library be \$.20 per page; Karen Langlois seconded. Motion passed.

**OTHER:**

A. AUDIT: Library has received a “clean opinion” draft. Nancy stated that no one from O’Connell and Pace had been out to do checks. Board expressed its concern that local checks were not made by auditor. Nancy will contact firm and Board will not sign off on audit until those are completed. Nancy to obtain here official copies after completion. Karen Langlois to investigate other possible auditors.

**PUBLIC FORUM:** None.

**ADJOURNMENT:** Mark Dursin made a motion that the meeting be adjourned; motion was seconded by Audrey Skorski. Motion passed. Meeting was adjourned at 8:11 PM.

Respectfully submitted,

Jann Parker

June 1, 2018