

MINUTES  
RICHMOND MEMORIAL LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING

September 12, 2018

PRESENT: Lisa Seethaler; Jann Parker; Joanne Buck; Elise Kremer; Sarah McGuire; Audrey Skorski; Nancy Wood.

ABSENT: Rich Storrs; Karen Langlois; Mark Dursin.

CALL TO ORDER: Meeting called to order by Lisa Seethaler at 7:06 PM.

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: None.

MINUTES: The minutes of the May 16, 2018, meeting were moved to be accepted by Joanne Buck; seconded by Sarah McGuire. Minutes were approved.

CORRESPONDENCE: Auditor survey from O'Connell, Pace & Co. was distributed.

TREASURER'S REPORT: Nancy Wood summarized Treasurer Karen Langlois's submitted report (on file). Nancy pointed out the sizable Vanguard increase over the last four months. Nancy then went over her Profit & Loss Budget. Fiscal year fundraising has not really started yet; the annual campaign letters are being mailed out tomorrow. Nancy noted that "Maintenance" is almost half of what it was last year, due to the change in computer company.

COMMITTEE REPORTS: Lisa Seethaler reviewed the existing committees and committee assignments:

A. STANDING COMMITTEES:

1. FINANCE COMMITTEE: Karen Langlois, Brad Buck, Kurt Filosa all expected to remain on committee.
2. FRIENDS COMMITTEE: First meeting is next week and preparation for Annual Auction is expected to move into high gear. Joanne Buck, Sarah McGuire, Jann Parker and Audrey Skorski will represent Board on a rotating basis.
3. BUILDING AND GROUNDS: Lisa Seethaler, Mark Dursin and Audrey Skorski to represent board. Nancy Wood and especially Barbara and Jim Montstream have been maintaining flowers and weeding. Nancy noted that following the repaving of the parking lot and installation of new curbing, the town did reseed behind the new berms.

B. SPECIAL COMMITTEES:

1. NOMINATING: Nancy Wood will ask Association members to serve on this committee in early 2019.

2. BY LAWS: Rich Storrs, Lisa Seethaler, Nancy Wood were appointed. Online voting needs to be reviewed and revised.
3. PERSONNEL: Tabled until February, 2019.
4. POLICY: Lisa Seethaler, Rich Storrs, Jann Parker, Nancy Wood were appointed. New fees have been changed in the online version; Sarah McGuire suggested that policy sections like “fees” that change frequently could be amended to read along the lines of “See most current schedule” to reduce the number of revisions to the RML Policy document.
5. LONG RANGE PLAN: To be discussed at the October Board meeting.

DIRECTOR'S REPORT: Director Nancy Wood's report is on file. Nancy added her thanks to those who staffed the library booth on Marlborough Day. She also reported that she sits on the Library Connection committee that calculates the member assessment, and notes that the Library Connection is over budget for the current year.

OLD BUSINESS:

A. COMPUTER REPLACEMENT PROJECT: Computer system has been upgraded! Nancy Wood will contact Mobius Computers to see if they would like some sort of public recognition in the library.

NEW BUSINESS:

A. REQUEST TO CARRY OVER UNUSED VACATION: Nancy Wood explained how she has acquired a significant number of unused vacation days. Jann Parker moved that Library Director Nancy Wood be allowed to carry over four vacation days into the next year. Joanne Buck seconded the motion. Motion passed.

B. ENDOWMENT: Finance sub-committee was formed last meeting

OTHER:

A. BOOK SALE: Board discussed possibility of linking an autumn book sale with the up-coming town-wide tag sale.

PUBLIC FORUM: None.

ADJOURNMENT: Joanne Buck made a motion that the meeting be adjourned; motion was seconded by Jann Parker. Motion passed. Meeting was adjourned at 8:27 PM.

Respectfully submitted,

Jann Parker

September 15, 2018