

MINUTES
RICHMOND MEMORIAL LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING

February 8, 2017

PRESENT: Michelle Quincy; Dave Wagner; Kathy O'Neil; Jann Parker; Rich Storrs; Joanne Buck; Lisa Seethaler; Nancy Wood; Karen Langlois

ABSENT: Brendon Montstream; Mark Dursin

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 December 14, 2016, meeting were moved to be accepted by Rich Storrs; seconded by Joanne Buck. Minutes were approved.

CORRESPONDENCE: None.

TREASURER'S REPORT: Treasurer Kathy O'Neil went over her Treasurer's Report (on file) and how the Finance Committee works. A separate investment account has been created to plan toward paying Nancy Wood (the library's only full time employee) for any unused sick time she has when she leaves the Library. Jann Parker moved to accept the report; seconded by Lisa Seethaler. Motion was approved. Nancy Wood shared the Profit/Loss statement.

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: The Finance Committee did not meet.
2. FRIENDS COMMITTEE: The Friends met to write thank-you notes for Auction donations. They also set dates for the Spring Book Sale (June 3) and their next meeting (March 23).
3. BUILDING AND GROUNDS: The Building and Grounds Committee has not met. Nancy Wood reported that the Library's lighting has been redone inside and out with LED bulbs; a great improvement has already been noticed. New flashing was installed under the Library's front windows. The heating issues are better, but have not been fully resolved.

SPECIAL COMMITTEES: The Nominating Committee has been formed. Ann Grybko will serve as Chair again, with Richard Phillips and Pat Cosgrove serving with her. This committee will submit nominee names to Nancy.

DIRECTOR'S REPORT: Director Nancy Wood's report is on file. Nancy described a possible change to Hoopla for digital content; the details are described in her report.

OLD BUSINESS:

- A. AUDIT: No new information.

B. LIBRARY FIBER CONNECTION: The grant money has been received, and half was sent as a down payment. The second half will be sent soon, at the request of the State.

C. BOARD TERMS: Michelle reviewed board terms and potential changes to officer positions. Nancy and the Board discussed potential new members.

D. 2017-2018 BUDGET: Nancy discussed the expected fallout from the state's budget proposal. Now that the Governor's proposed budget has been released, Nancy expects that there will be movement on the Library's budget from the town.

E. USE OF ATTIC BY RESIDENT: Nancy reported that the Library's insurance company does not have an objection to a resident using the attic space, as long as that use is confined to Library hours and is scheduled in advance. The resident must also have a cell phone for emergency use.

F. DONATIONS FOR PROGRAM SUPPLIES: The program that might need supplies has not yet happened, so discussion was tabled.

NEW BUSINESS:

- A. LIBRARY POLICY: Nancy distributed copies of the current policies, and discussed her recommended changes. Rich agreed to proofread the proposed draft once the changes are made.
- B. LIBRARY BY-LAWS: Rich reported from the By-Laws Committee meeting with recommended changes. Nancy will distribute an updated version of the By-Laws, with changes marked, so that the Board can review them and approve them at the next meeting, allowing for them to be voted on at the Annual Meeting.

OTHER: None.

PUBLIC FORUM: None.

ADJOURNMENT: Rich Storrs made a motion that the meeting be adjourned; motion was seconded by Dave Wagner. Meeting was adjourned at 7:46 PM.

Respectfully submitted,

Rich Storrs

March 8, 2017