

MINUTES  
RICHMOND MEMORIAL LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING

December 6, 2017

PRESENT: Michelle Quincy; Lisa Seethaler; Karen Langlois; Jann Parker; Joanne Buck; Sarah McGuire; Nancy Wood.

ABSENT: Mark Dursin; Donald Kuerner; Audrey Skorski. (Michelle Quincy to contact Donald Kuerner who has not attended a Board Meeting since being elected.)

CALL TO ORDER: Meeting called to order by Michelle Quincy at 7:00 PM.

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: Add "Office Chairs" to "Other."

MINUTES: The minutes of the October 25, 2017, meeting were moved to be accepted, with the correction of the name "Marj Woerle," by Lisa Seethaler; seconded by Joanne Buck. Minutes were approved.

CORRESPONDENCE: None.

TREASURER'S REPORT: Treasurer Karen Langlois went over her Treasurer's Report (on file). Vanguard funds are up almost \$2,500 over last six weeks; the investment mix remains good. Lisa Seethaler moved to accept the report; seconded by Jann Parker. Motion was approved. Nancy Wood shared the Profit/Loss statement (on file).

COMMITTEE REPORTS:

1. FINANCE COMMITTEE: Did not meet.
2. FRIENDS COMMITTEE: Holiday Auction brought in \$3,122, the best result in a number of years. Winter Book Sale starts at the end of the week.
3. BUILDING AND GROUNDS: The Building and Grounds Committee did not meet, but Barbara Monstream has been maintaining planters, weeding, and using leaf blower.

SPECIAL COMMITTEES: None.

DIRECTOR'S REPORT: Director Nancy Wood's report is on file. She emphasized that new computers were needed due to age of current computers (see New Business).

OLD BUSINESS:

A. HPFG: November meeting with Deborah Rothstein of HPFG, Nancy Wood, Michelle Quincy, Karen Langlois, Brad Buck, and Jann Parker. Some information differed from what had been heard at the October workshop. A group will be formed after the holidays to investigate further.

B. 2018 Meeting dates (Sept through December 2018): Only half the year was scheduled at October meeting; remainder of the dates are September 12, 2018; October 24, 2018; and December 5, 2018.

NEW BUSINESS:

A. 2018-2019 Budget: Town still is awaiting state funds and may be looking for givebacks from departments. Nancy is working on a budget that is essentially the same as and incorporates many of the savings from 2017- 2018. Fewer programs are scheduled and materials fees will be charged. Although the number of visitors to the library is up, the number of items borrowed is down. Marlborough has one of the highest rates of e-book downloading per capita in the State.

B. Computer replacements: The thirteen library computers need to be replaced; four could "die" any time. Nancy has received estimates ranging from \$4,700 to replace the four worst to \$17,160 to replace all thirteen. She expressed concern over additional unknown costs for set-up and installation. Another possibility might be to completely wipe the existing computers, invest in an upgraded server, and run all programs through the server. She is going to continue to look into hardware and labor costs. Funding for new computers would have to come from library as there is no available Town support.

OTHER: New office chairs are needed due to loss of pneumatics. Nancy does not have any estimates yet.

PUBLIC FORUM: None.

ADJOURNMENT: Joanne Buck made a motion that the meeting be adjourned; motion was seconded by Karen Langlois. Motion passed. Meeting was adjourned at 7:49 PM.

Respectfully submitted,

Jann Parker

December 27, 2017