

MINUTES  
RICHMOND MEMORIAL LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING

January 2, 2019

PRESENT: Lisa Seethaler; Sarah McGuire; Karen Langlois; Joanne Buck; Mark Dursin; Elise Kremer; Rich Storrs; Nancy Wood.

ABSENT: Jann Parker; Audrey Skorski.

CALL TO ORDER: Meeting called to order by Lisa Seethaler at 6:33 PM.

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: None.

MINUTES: The minutes of the December 5, 2018, meeting were moved to be accepted by Lisa Seethaler; seconded by Rich Storrs. Minutes were approved.

CORRESPONDENCE: Correspondence received from Christine Czuj with check enclosed for \$1,000, towards establishing a library endowment fund. Additional correspondence received from James Monstream with check for \$5,000. Thank you letter sent with request regarding use towards endowment fund (no response to date).

TREASURER'S REPORT: Treasurer Karen Langlois reviewed her submitted report (on file) and noted that Vanguard funds were down due to market volatility, with the Bond account slightly up (Bonds are good balance to have during market volatility). Will need to monitor market and determine if we need to increase investment in Bonds if necessary. Investment allocation is on target at 60% equities/40% Bond/Cash. Cash is low but next installment of grant from town is due. Joanne made a motion to accept the Treasurer's Report, which Mark Dursin seconded. Motion passed. Board commented on the quality of the Treasurer's Report paper. Nancy Wood reviewed the Profit & Loss Budget. Remaining conservative with spending as waiting to see whether new governor will restrict spending further. Price of stamps is increasing so will purchase before EOM increase. EOY spending on children's collection occurred. Currently spending level for computer maintenance is half of budgeted amount – this is due to new equipment and new computer company has been able to support via help desk emails vs on site support. Very happy with speed of responses and monitoring of the help desk emails. Programming budget on track as trying to host adult programming during the day when staff is already on site and to provide programs for Marlborough's fast growing demographic – over 65. Keeping close eye on supplies to contain spending. Auditor was on site Wednesday, January 2<sup>nd</sup>, 2019, for about 3 hours. No issues are expected with audit (ETA March).

COMMITTEE REPORTS:

A. STANDING COMMITTEES:

1. FINANCE COMMITTEE: Karen is planning to hold a meeting prior to the next Board meeting.
2. FRIENDS COMMITTEE: Meeting scheduled for tomorrow night to write auction Thank You

notes. Income to date: \$16 (bags), \$75 (used monitor sold), \$37.92 (Amazon Smile), \$273 (book cart), and \$3,309.68 (Auction) for a total of \$3,711.60. Friends plan to sponsor a program in the spring.

3. BUILDING AND GROUNDS: Patron put a wreath on the library. Nancy Wood sent a thank you to the individual. No response to date from Town Public Works Department. Lisa Seethaler to send follow up.

#### B. SPECIAL COMMITTEES:

1. NOMINATING: No meetings held yet.

2. BY LAWS: Rich Storrs, Lisa Seethaler, Elise Kremer. No meetings held yet. Meeting scheduled for January 9, 2019, at 4:00 PM.

3. PERSONNEL: Lisa Seethaler, Rich Storrs and possibly Joanne Buck.

4. POLICY: Rich Storrs, Jann Parker, Audrey Skorski, Nancy Wood. Meeting held December 12, 2018. Rich Storrs is completing the updates discussed and performing some follow ups. Committee will meet again to review and approve once the updates are complete (meeting not scheduled yet) and then will review with Executive Board in March for final approval.

5. LONG RANGE PLAN: All Board members to be on committee; Nancy Wood will send sample plans and the most recent RML plan. Meeting scheduled for February 13, 2019, from 6-8 PM.

LIBRARY DIRECTOR'S REPORT: No report provided – updates included above in correspondence (donations) and Treasurer's Report/Finance (auditor visit).

#### OLD BUSINESS:

A. AUDIT 17/18: No discussion.

B. ENDOWMENT: No discussion.

C. ACLB CONFERENCE SUMMARY: Summary discussion not continued as Audrey Skorski has most of the notes. Recommendation to reach out to State Representatives for story time appearance in the spring. May want to engage Robin Green as she was a speaker at the ACLB Conference.

D. 2019/20 Library Budget: Nancy Wood and Lisa Seethaler to meet with 1<sup>st</sup> Selectman and Assistant Treasurer on January 10, 2019. Town budget meetings will start around mid-March and will need Board members to attend in support.

#### NEW BUSINESS:

A. LIBRARY LONG RANGE PLAN: Nancy Wood has made informal inquiries around viability of a lift to be installed which would be ADA compliant for access to 2<sup>nd</sup> story. Combined with attic storage area usage for study areas, this would expand library space without the investment of a library addition. Lift installation estimate might be around \$30,000-40,000

and would result in decreased space for monitors downstairs, but would allow building to be ADA compliant. Will include line item in town budget as part of their capital plan to get this on the radar for long range planning.

OTHER: Meeting with potential candidate for treasurer to be scheduled by Lisa. Discussion on other suggestions which will be provided to Nancy. Will have 3 possible openings so Lisa is asking other individuals to consider joining the board. Nancy is out on 1/11/19, as well as the last week of February.

PUBLIC FORUM: None.

ADJOURNMENT: Mark Dursin made a motion that the meeting be adjourned; motion was seconded by Joanne Buck. Motion passed. Meeting was adjourned at 7:32 PM.

Respectfully submitted,

Sarah McGuire

January 2, 2019