

# THE RICHARDS LIBRARY



**“A GATEWAY TO KNOWLEDGE AND ADVENTURE”**

ESTABLISHED 1901

36 ELM STREET

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## **Richards Library Board of Trustees Meeting 6 December 2018**

The meeting was called to Order at 11:15 AM by acting President Esther McTague

Roll Call of Members:

John Giotto, Suzanne Glebus, Esther McTague, Sue Matzner, John Schroeter

Excused Members Absent: Bridgette Connelly-Howe, Suzanne Marthins

Unexcused Absence: Suzanne Tyler

Non-voting Members: Elaine Cowin, Secretary, Becky Lawler, Treasurer, Gina Colburn, Treasurer-Elect, Michael Sullivan, Director

Period of Public Expression: None

Correspondence: None

Consent Agenda Motion: John S. Second: Sue M. Unanimous

- Adoption of Agenda
- Approval of Prior Meeting Minutes
- Treasurer/Financial Officer Report
  1. Report of Receipts and Disbursements - See Monthly Financials
  2. Warrants - See Monthly Financials

Director's Report:

Accepted as presented. Discussion ensued as to: Dog House Carpenters Program and food for fines and books for Operation Santa Claus donations.

Committee Reports:

- Personnel: Will be discussed in Executive Session
- Budget/Finance: Will be discussed in Old Business
- Building & Grounds: Nothing to report
- Long Range Planning: meeting biweekly and progressing smoothly
- Outreach: only 2 patrons at the moment
- Fundraising: Nothing to report

Old Business:

Groundskeeper Derek Hanchett will keep us in his limited clientele, so no need to find replacement.

Elevator: so far, so good

Proposed Fiscal year 2020 Library Budget:

A Motion to Override 2% tax cap was made by John S. Second: Sue M. Unanimous

A motion to pursue a Budget Referendum to the Tax Levy was made by Sue M. Second Suzanne G. Unanimous.

2019 SALS Challenge Grant. Mike regrets that he missed the deadline this year.

National Business Technologies Proposal: Mike will meet with them 12/11/18 for a demo.

Email Accounts: We now have 5 of 8 trustees with library accounts. (One member on leave that we haven't discussed it with yet.)

New Business:

CINTAS Janitorial Supplies:

Waiting for Written Proposal not to exceed \$600.

December Board Officers' Election:

Financial Officer: John Gitto

Treasurer: Gina Colburn

Secretary: Elaine Cowin (Non-voting)

VP: Bridgette Connelly-Howe

President: Esther McTague

Motion on the Slate was made by John S. Second Suzanne G. Unanimous.

Period of Public Expression: None

Next Board Meeting: January 10, 2019 at 11:00 am to be followed successively on the Second Thursday of each month.

Other Business:

Motion to enter Executive Session: Sue M. Second. John G. Unanimous

Motion to Adjourn Executive Session at 12:22 PM made by Sue M. Second John G. Unanimous

Motion to Adjourn Meeting at 12:22 PM John S. Second: Sue M. Unanimous.