



Red Jacket Community Library

MINUTES

7 JUNE 2010

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

ROLL CALL (PRESENT; ABSENT)

JANINE BOOR

NICOLE COYNE, PRESIDENT

MARLENE DEGLOMA

ANN GULICK

MARILYN HUDSON

CAROLE MINK

RANDALL OTT

ARLENE REEVES, TREASURER

SALLY SCHAERTL

MARK VAN BORTEL, VICE PRESIDENT

CONSTANCE ZONA, SECRETARY

OTHERS PRESENT:

ANDREA TILLINGHAST-THOMPSON, DIRECTOR

THE MEETING WAS CALLED TO ORDER BY ACTING PRESIDENT C. MINK AT 7:05.

APPROVAL OF MINUTES

DRAFT MINUTES FROM THE LAST MEETING WERE PREPARED BY C. ZONA.

RESOLVED, THAT THE MINUTES OF THE 3 MAY 2010 BOARD OF TRUSTEES MEETING ARE APPROVED AS PRESENTED, ON MOTION BY M. DEGLOMA AND SECOND BY A. REEVES.

FINANCIAL REPORT

FINANCIAL REPORTS FROM APRIL 2010 WERE PRESENTED BY A. REEVES.

RESOLVED, THAT FINANCIAL STATEMENTS OF APRIL 2010 ARE RECEIVED AND SUBJECT TO AUDIT, AND THAT APRIL 2010 EXPENDITURES ARE APPROVED AS PRESENTED ON MOTION BY J. BOOR AND SECOND BY S. SCHAERTL.

LIBRARY DIRECTOR'S REPORT

THE DIRECTOR'S REPORT DATED JUNE 7, 2010 WAS PRESENTED BY A. TILLINGHAST.

- PROGRAM HIGHLIGHTS INCLUDE AN INTERGENERATIONAL WII BOWLING PARTY AND A CREATIVE CUPCAKE WORKSHOP.
- CIRCULATION WAS UP IN MAY; 4646 TOTAL ITEMS WERE BORROWED.
- PERFORMANCE EVALUATIONS HAVE BEEN COMPLETED FOR ALL STAFF.
- EVERGREEN WILL BE THE NEW SOFTWARE TO SUPPORT OWWL AND SHOULD BE INSTALLED BY THE END OF AUGUST. STAFF TRAINING WILL BEGIN THIS SUMMER.
- THE REMAINING REPLACEMENT FURNITURE MUST BE DELIVERED BY THE END OF JUNE SO THE RECEIPTS CAN BE SUBMITTED WITHIN THE DEADLINE FOR THE STATE GRANT.

RESOLVED, THAT 75% OF THE COST OF TUITION PAID BY A. TILLINGHAST TOWARD HER MASTER'S PROGRAM FOR THE SPRING 2010 SEMESTER IS REIMBURSED IN THE AMOUNT OF \$2355.75, ON MOTION BY A. REEVES AND SECOND BY S. SCHAERTL.

COMMITTEE REPORTS

PERSONNEL: M. DEGLOMA INDICATED THAT A. TILLINGHAST HAS COMPLETED THE ANNUAL SELF-EVALUATION AND THE PERSONNEL COMMITTEE WILL MEET TO COMPLETE THE DIRECTOR’S EVALUATION REPORT.

POLICY: THE CONTRACT BETWEEN THE LIBRARY AND SCHOOL DISTRICT HAS BEEN FINALIZED. IT WAS REPORTED THAT N. COYNE INTENDS TO SIGN THE CONTRACT FRIDAY (6/11/10).

FACILITIES: S. SCHAERTL PROPOSED CONSIDERATION OF THE PURCHASE OF PROPERTY, IF SOME SHOULD BECOME AVAILABLE, NEAR THE CORNER OF LEHIGH AVENUE AND ROUTE 21 FOR THE PURPOSE OF INSTALLING SIGNAGE. SHE WILL LOOK FURTHER INTO THIS POSSIBILITY. A DISCUSSION ON APPROPRIATE SIGNAGE CONTINUED.

NOMINATING: A. REEVES PRESENTED THE SLATE OF OFFICERS NOMINATED FOR ELECTION AT THE ANNUAL JULY MEETING AS FOLLOWS: N. COYNE FOR PRESIDENT, C. MINK FOR VICE-PRESIDENT, A. REEVES FOR TREASURER, AND R. OTT FOR SECRETARY.

NOMINATIONS AND ELECTIONS

RESOLVED, THAT THE RESIGNATION OF M. VAN BORTEL, VICE-PRESIDENT FROM THE BOARD OF TRUSTEES IS ACCEPTED WITH REGRET, ON MOTION BY A. REEVES AND SECOND BY S. SCHAERTL.

RESOLVED, THAT CANDIDATE BRIDGET MILLIMAN IS APPOINTED TO FILL THE VACANCY ON THE BOARD OF TRUSTEES FOR THE BALANCE OF THE UNEXPIRED TERM OF M. VAN BORTEL (JUNE 2012) ON MOTION BY A. REEVES AND SECOND BY S. SCHAERTL.

UNFINISHED BUSINESS

PAYROLL SERVICE: C. MINK RAISED THE QUESTION OF KEEPING OR CHANGING PAYROLL SERVICES. J. BOOR WILL REVIEW AND COMPARE QUOTES RECEIVED FROM PAYCHEX AND USA PAYROLL.

OTHER BUSINESS

MEETING DAY: BEGINNING IN JULY 2010 BOARD OF TRUSTEES MEETINGS WILL BE HELD ON THE FIRST TUESDAY OF THE MONTH.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 7:58 PM, ON MOTION BY J. BOOR AND SECOND BY S. SCHAERTL.

RESPECTFULLY SUBMITTED,

X

Randall Ott
Acting Secretary