



Red Jacket Community Library

MINUTES

10 DECEMBER 2012

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL (PRESENT; ABSENT)

- JANINE BOOR
- JOAN CAPRON
- BEV CHRYSLER
- NICOLE COYNE, PRESIDENT
- ANN GULICK
- ROXIE MERITHEW
- RUBY MORRISON
- RANDALL OTT, SECRETARY

- ARLENE REEVES
- SALLY SCHAERTL
- CHELLIE VANAKEN

OTHERS PRESENT:

- STACEY WICKSALL, DIRECTOR
- RITA LONNEVILLE, TREASURER
- FRANK STOWELL, ANDERSON-VANHORNE

THE MEETING WAS CALLED TO ORDER BY PRESIDENT N. COYNE AT 7:00 PM.

INSURANCE PRESENTATION

FRANK STOWELL FROM ANDERSON-VANHORNE ASSOCIATES EXPLAINED A PROPOSAL AND QUOTES FOR EMPLOYMENT PRACTICES LIABILITY INSURANCE AND ANSWERED QUESTIONS. THE PROPOSED COVERAGE IS THROUGH SCOTTSDALE INSURANCE AND WOULD UPGRADE AND REPLACE THE CURRENT COVERAGE FOR DIRECTORS AND OFFICERS THROUGH UTICA INSURANCE. CYBER COVERAGE WAS ALSO DISCUSSED WITH RESPECT TO NON-PUBLIC OR COMPROMISED INFORMATION. BOND COVERAGE EXISTS, BUT MR. STOWALL WILL NEED TO CHECK IF VOLUNTEERS ARE INCLUDED UNDER THE COVERAGE. NO ACTION WAS TAKEN.

ELECTIONS

THE NOMINATING COMMITTEE PRESENTED RUBY MORRISON AS A CANDIDATE FOR ELECTION AT THE LAST REGULAR MEETING.

RESOLVED, THAT RUBY MORRISON IS ELECTED TRUSTEE AND IS APPOINTED TO FILL THE VACANCY OF THE UNEXPIRED TERM OF CAROLE MINK, WHICH RUNS THROUGH 30 JUNE 2013; MOTION BY A. GULICK, SECOND BY R. MERITHEW AND UNANIMOUSLY CARRIED.

MEETING MINUTES

DRAFT MINUTES FROM THE NOVEMBER MEETING WERE PRESENTED.

RESOLVED, THAT MINUTES OF THE 13 NOVEMBER 2012 REGULAR MEETING ARE APPROVED AS PRESENTED; MOTION BY A. REEVES, SECOND BY R. MERITHEW, AND UNANIMOUSLY CARRIED.

FINANCIAL REPORTS

R. LONNEVILLE PRESENTED NOVEMBER FINANCIAL REPORTS. INCOME REFLECTS THE NOZZOLIO MONEY FROM NYS AND THE ANNUAL TAX REVENUE. OUR BILL FROM NEW YORK STATE AND LOCAL RETIREMENT SYSTEM IS ABOUT

\$4000 OVER OUR BUDGETED AMOUNT AND APPEARS TO BE DUE TO EMPLOYEE CHANGES THROUGHOUT THE YEAR. THE MONTHLY LIST OF EXPENDITURE VOUCHERS WAS REVIEWED.

RESOLVED, THAT THE FINANCIAL STATEMENTS DATED 30 NOVEMBER 2012 ARE RECEIVED AND SUBJECT TO AUDIT; MOTION BY A. REEVES, SECOND BY A. GULICK, AND UNANIMOUSLY CARRIED.

RESOLVED, TO APPROVE EXPENDITURES IN THE AMOUNT OF \$20 005.19 AND AUTHORIZE PAYMENT OF INVOICES FOR DECEMBER; MOTION BY C. VANAKEN, SECOND BY R. MERITHEW, AND UNANIMOUSLY CARRIED.

DIRECTOR'S REPORT

S. WICKSALL PRESENTED THE DECEMBER LIBRARY REPORT. HIGHLIGHTS INCLUDE THE FOLLOWING:

- POLICY CHANGES REGARDING USE OF COMPUTERS ARE RECOMMENDED AND MAY REQUIRE AMENDMENT TO POLICIES #400-4, #400-7.
- PROPOSED PURCHASE OF TWO NEW COMPUTERS, A PRINTER, AND A NET HUB FOR THE PRINTER.
- PROPOSED PURCHASE OF CASSIE TO MONITOR AND TRACK COMPUTER USE.

COMMITTEE REPORTS

PERSONNEL: COMMITTEE NEEDS TO MEET TO REVIEW EVALUATIONS OF THE LIBRARY DIRECTOR.

POLICY: POLICY 500-1 FISCAL PROCEDURES REQUIRES UPDATING.

LONG RANGE PLAN: COMMITTEE OF COMMUNITY PARTICIPANTS FOR 5 –YEAR PLAN IS FORMED AND WILL MEET JANUARY 7, JANUARY 22, AND FEBRUARY 4, 2013.


JOINT: CARPET CLEANING REQUIRES AT LEAST A DISCUSSION WITH THE SCHOOL IF NOT A COMMITTEE MEETING.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 8:47; MOTION BY A. REEVES AND SECOND BY A. GULICK WITHOUT OBJECTION.

RESPECTFULLY SUBMITTED,

1/16/2013

X 

R. Ott
Secretary
Signed by: Randall Ott