



Red Jacket Community Library

MINUTES

14 MAY 2012

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

ROLL CALL (PRESENT; ABSENT)

- JANINE BOOR
- NICOLE COYNE, PRESIDENT
- MARLENE DEGLOMA
- ANN GULICK
- BRIDGET MCNABB MILLIMAN
- ROXIE MERITHEW
- CAROLE MINK, VICE-PRESIDENT
- RANDALL OTT, SECRETARY

- ARLENE REEVES
- SALLY SCHAERTL
- CHELLIE VANAKEN

OTHERS PRESENT:

- STACEY WICKSALL, DIRECTOR
- BEV CHRYSLER

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

APPROVAL OF MINUTES

DRAFT MINUTES FROM THE APRIL MEETING WERE PRESENTED BY R. OTT.

RESOLVED, THAT THE MINUTES OF THE 16 APRIL 2012 REGULAR MEETING ARE APPROVED AS READ, ON MOTION BY A. GULICK AND SECOND BY C. VANAKEN.

FINANCIAL REPORT

C. MINK PRESENTED THE FINANCIAL REPORTS AND DISTRIBUTED THE MONTHLY LIST OF EXPENDITURE VOUCHERS FOR PAYMENT.

RESOLVED, THAT FINANCIAL STATEMENTS DATED 30 APRIL 2012 ARE RECEIVED AND SUBJECT TO AUDIT, ON MOTION BY A. GULICK AND SECOND BY R. MERITHEW.

RESOLVED, TO APPROVE EXPENDITURE VOUCHERS AS PRESENTED AND AUTHORIZE PAYMENT OF BILLS TOTALING \$2299.92, ON MOTION BY R. MERITHEW AND SECOND BY A. GULICK.

LIBRARY DIRECTOR'S REPORT:

THE DIRECTOR'S REPORT DATED MAY 14, 2012 WAS PRESENTED BY S. WICKSALL AND INCLUDED THE FOLLOWING:

- WE ARE AWARDED A \$3000 DOLLAR GENERAL LITERACY FOUNDATION GRANT TOWARD THE SUMMER READING PROGRAMMING. LIBRARY ASSISTANT LIZ KING WROTE THE GRANT APPLICATION
- THE CURRENT E-RATE BROADBAND IN PEAK DEMAND IN LATER AFTERNOON HOURS. HEAVY USE DIMINISHES NETWORK SPEED. DISCUSSION ON NEXT LEVEL OF WIRELESS SERVICE (ABOUT \$80 MORE PER MONTH) WAS TABLED TO COMPARE CURRENT USE WITH SUMMERTIME USE.
- THE RECOMMENDATION OF CHANGING SUMMER HOURS BY EXTENDING HOURS ON SOME WEEKDAYS AND ELIMINATING SATURDAY HOURS WAS DISCUSSED WITH NO RESOLUTION.

COMMITTEE REPORTS

PERSONNEL:

RESOLVED, TO ACCEPT WITH REGRET THE RESIGNATION OF ELIZABETH KING AS LIBRARY ASSISTANT EFFECTIVE MAY 25, 2012, ON MOTION BY B. MILLIMAN AND SECOND BY R. MERITHEW.

POLICY:

THE POLICY COMMITTEE WILL NEED TO MEET TO RECONCILE THE OFFICE COPY AND WEBSITE VERSIONS OF POLICIES WITH THE MOST CURRENT POLICY MANUAL UPDATES. IT WAS ALSO DISCUSSED THAT ARCHIVED LIBRARY MINUTES AND MONTHLY FINANCIAL REPORTS BE FILED TOGETHER FOR ACCESS.

FINANCE:

C. MINK REPORTED THAT SANDY LIBERTY WILL NOT BE ABLE TO SERVE AS TREASURER DUE TO CONTINUING HEALTH REASONS.

AUDIT: J. BOOR WILL CHECK THE NYS COMPTROLLER SITE FOR INFORMATION ON INTERNAL CONTROLS AND FOR MONTHLY MEETINGS AND PERIODIC AUDITS.

LONG-RANGE PLAN: N. COYNE INDICATED WE NEED TO LOOK AT NEXT STEPS AFTER REVIEWING EXISTING PLAN.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 8:13 PM, ON MOTION BY J. BOOR WITHOUT OBJECTION.

RESPECTFULLY SUBMITTED,

X

Randall Ott
Secretary
