



Red Jacket Community Library

MINUTES

8 JULY 2013

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL (PRESENT; ABSENT)

- | | |
|--|---|
| <input type="checkbox"/> JANINE BOOR | <input checked="" type="checkbox"/> ANGELA PAYNE |
| <input type="checkbox"/> BEV CHRYSLER | <input checked="" type="checkbox"/> SALLY SCHAERTL |
| <input checked="" type="checkbox"/> NICOLE COYNE, VICE-PRESIDENT | <input checked="" type="checkbox"/> CHELLIE VANAKEN |
| <input checked="" type="checkbox"/> ANN GULICK | |
| <input checked="" type="checkbox"/> ROXIE MERITHEW | |
| <input checked="" type="checkbox"/> RUBY MORRISON, PRESIDENT | |
| <input checked="" type="checkbox"/> KIM MOYER | |
| <input checked="" type="checkbox"/> RANDALL OTT, SECRETARY | |

OTHERS PRESENT:

- | |
|--|
| <input checked="" type="checkbox"/> STACEY WICKSALL, DIRECTOR |
| <input checked="" type="checkbox"/> RITA LONNEVILLE, TREASURER |

THE ANNUAL MEETING WAS CALLED TO ORDER BY PRESIDENT R. MORRISON AT 7:20 P.M.

MEETING MINUTES

DRAFT MINUTES FROM THE JUNE MEETING WERE PRESENTED.

RESOLVED, THAT MINUTES OF THE 10 JUNE 2013 REGULAR MEETING ARE APPROVED AS PRESENTED; MOTION BY R. MERITHEW, SECOND BY C. VANAKEN, AND UNANIMOUSLY CARRIED.

FINANCIAL REPORTS

TREASURER R. LONNEVILLE PRESENTED THE FINAL FINANCIAL REPORT OF THE FISCAL YEAR ENDING JUNE 2013. WE ARE IN GOOD SHAPE AFTER THE FIRST FULL YEAR USING ESTABLISHED ACCOUNTING PROCEDURES AND WE ARE IN SIGNIFICANTLY BETTER SHAPE THAN ONE YEAR AGO. TOTAL INCOME FOR 2012-13 WAS ABOUT \$16 295 OVER BUDGET, MOSTLY DUE TO GRANTS. TOTAL EXPENSE WAS ABOUT \$7 894 UNDER BUDGET, MOSTLY DUE TO STAFFING CHANGES.

RESOLVED, THAT THE JUNE FINANCIAL STATEMENTS DATED 30 JUNE 2013 ARE RECEIVED AND SUBJECT TO AUDIT; MOTION BY R. MERITHEW, SECOND BY C. VANAKEN, AND UNANIMOUSLY CARRIED.

RESOLVED, TO APPROVE EXPENDITURES AND AUTHORIZE PAYMENT OF INVOICES FOR JUNE IN THE AMOUNT OF \$971.98; MOTION BY C. VANAKEN, SECOND BY A. GULICK, AND UNANIMOUSLY CARRIED.

DIRECTOR'S REPORT

S. WICKSALL PRESENTED THE DIRECTOR'S REPORT, DATED 8 JULY 2013 AND HIGHLIGHTED THE FOLLOWING ITEMS:

- SHE HAS ATTENDING ROTARY MEETINGS AND WOULD LIKE TO JOIN.

- IN RECONCILING ACCOUNTS, WE DISCOVERED THAT PAYCHEX MADE AN ERROR AND OVERPAID EMPLOYEES IN JUNE. THE TOTAL AMOUNT WAS ABOUT \$157. SHE WILL CONTACT PAYCHEX.
- WE INTEND TO DIGITIZE LOCAL HISTORIC BASEBALL GAMES FROM OUR COLLECTION AND ENTER THEM INTO AN ONLINE ARCHIVE WITHIN NEW YORK HERITAGE. WE ARE SEEKING AND MAKING CONTACTS FOR OTHER RELATED ARCHIVES TO BE PART OF A BASEBALL EXHIBIT.
- WE HOPE TO PARTNER WITH BUDDING READERS BEFORE THE AUGUST BOARD MEETING.

RESOLVED, TO APPROVE EXPENDITURE OF \$150 TO COVER MEMBERSHIP FEE TO ROTARY; MOTION BY N. COYNE, SECOND BY R. MERITHEW, AND UNANIMOUSLY CARRIED.

COMMITTEE REPORTS

PERSONNEL: RECOMMENDED STAFF RAISES WERE MADE AND DISCUSSED AT THE JUNE MEETING. THEY RANGE FROM 2.5% TO 3.0%.

RESOLVED, TO APPROVE NECESSARY FUNDS FOR LIBRARY STAFF WAGE INCREASES AND LIBRARY DIRECTOR SALARY INCREASE PER RECOMMENDATION AND RETROACTIVE TO 1 JULY 2011; MOTION BY N. COYNE, SECOND BY R. MERITHEW, AND UNANIMOUSLY CARRIED.

FACILITIES: S. SCHAERTL INDICATES THAT REPLACEMENT OF CEILING LIGHT FIXTURES IS SCHEDULED FOR THIS SUMMER. QUESTIONS REMAIN ON WHEN THE CARPET WILL BE CLEANED.

NEW BUSINESS

R. MORRISON ANNOUNCED THAT DURING THE PRESENTATION BY CASSIE GUTHRIE ON TRUSTEE ROLE AND RESPONSIBILITY THAT A SEPARATE AND DESIGNATED E-MAIL ADDRESS FOR LIBRARY COMMUNICATION IS ENCOURAGED. PLEASE SUBMIT ANY ADDRESS, TELEPHONE, OR E-MAIL CHANGES SO THEY MAY BE ADDED TO THE LIST.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 7:52; MOTION BY A. GULICK WITHOUT OBJECTION.

RESPECTFULLY SUBMITTED,

10/22/2013

X 

R. Ott
Secretary
Signed by: Ott