



Red Jacket Community Library

MINUTES

21 OCTOBER 2013

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL (PRESENT; ABSENT)

- | | |
|--|--|
| <input checked="" type="checkbox"/> JANINE BOOR | <input checked="" type="checkbox"/> ANGELA PAYNE |
| <input checked="" type="checkbox"/> BEV CHRYSLER | <input checked="" type="checkbox"/> SALLY SCHAERTL |
| <input checked="" type="checkbox"/> NICOLE COYNE, VICE-PRESIDENT | <input 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 MEETING WAS CALLED TO ORDER BY PRESIDENT R. MORRISON AT 7:04 P.M.

COMPLIMENTS AND COMPLAINTS

B. CHRYSLER PASSED ALONG A COMPLIMENT FROM A TRUSTEE FROM A NEIGHBORING LIBRARY REGARDING STACEY'S FORMAT FOR ADVERTISING PROGRAMS IN *THE MERCHANTISER*.

MEETING MINUTES

R. OTT PRESENTED DRAFT MINUTES FROM THE SEPTEMBER MEETING.

RESOLVED, THAT MINUTES OF THE 9 SEPTEMBER 2013 REGULAR MEETING ARE APPROVED AS READ; MOTION BY J. BOOR, SECOND BY S. SCHAERTL, AND UNANIMOUSLY CARRIED.

FINANCIAL REPORTS

R. LONNEVILLE PRESENTED FINANCIAL REPORTS FOR SEPTEMBER AND REPORTED THAT LIBRARY TAXES WERE RECEIVED FROM THE SCHOOL ON 2 OCTOBER 2013. VOUCHERS FOR OCTOBER WERE REVIEWED.

RESOLVED, THAT THE FINANCIAL STATEMENT DATED 30 SEPTEMBER 2013 IS RECEIVED AND SUBJECT TO AUDIT; MOTION BY R. MERITHEW, SECOND BY A. GULICK, AND UNANIMOUSLY CARRIED.

RESOLVED, TO APPROVE EXPENDITURES AND AUTHORIZE PAYMENT OF INVOICES FOR OCTOBER 2013 IN THE AMOUNT OF \$1504.99; MOTION BY N. COYNE, SECOND BY B. CHRYSLER, AND UNANIMOUSLY CARRIED.

DIRECTOR'S REPORT

S. WICKSALL PRESENTED THE DIRECTOR'S REPORT DATED 21 OCTOBER 2013 AND HIGHLIGHTED THE FOLLOWING ITEMS:

- RECOMMENDATION TO APPROVE PIONEER LIBRARY SYSTEM FREE DIRECT ACCESS PLAN.

RESOLVED, TO APPROVE THE ADOPTION OF THE PROPOSED FREE DIRECT ACCESS PLAN BY PIONEER LIBRARY SYSTEM; MOTION BY A. GULICK, SECOND BY R. MERITHEW, AND UNANIMOUSLY CARRIED.

- THE NEXT REGULAR BOARD OF TRUSTEES MEETING FALLS ON THE VETERANS DAY HOLIDAY. IT WAS DISCUSSED TO CHANGE THE DATE OF THE NOVEMBER MEETING TO 18 NOVEMBER 2013.
- THE TEA PARTY WENT WELL, ANOTHER IS PLANNED IN DECEMBER WITH DANCERS.
- THE SCHOOL IS REPLACING THE LIGHTS IN THE LIBRARY DURING CHRISTMAS BREAK. PROGRAMS WILL BE LIMITED DURING THIS TIME PERIOD AS PORTIONS OF THE LIBRARY WILL BE RESTRICTED TO LIBRARY STAFF AS LIFTS AND CONSTRUCTION WORKERS WILL PREVENT FULL ACCESS BY PATRONS AT SOME TIMES.
- THE FRIENDS OF THE LIBRARY HAVE DONATED NEW COMPUTER CHAIRS. THE BLUE CHAIRS DONATED BY KODAK HAVE BEEN GIVEN AWAY .

COMMITTEE REPORTS

POLICY: N. COYNE PRESENTED RECOMMENDED CHANGES TO FOUR POLICIES, 400-7 OPERATIONS: CIRCULATION AND USE OF LIBRARY MATERIALS, 400-8 OPERATIONS: OPERATING BUDGET/EXPENSE SYSTEM/FINANCE, 400-9 OPERATIONS: MEETING ROOM USE, AND 400-10 OPERATIONS: PUBLIC RELATIONS POLICY. SHE ALSO PRESENTED THE FINAL DRAFT OF POLICY 300-1 PERSONNEL: GENERAL PERSONNEL POLICY, REVIEWED IN MAY 2013.

RESOLVED, TO APPROVE CHANGES TO POLICY 400-7, POLICY 400-8, POLICY 400-9, POLICY 400-10, AND POLICY 300-1 AS PRESENTED; MOTION BY R. MERITHEW, SECOND BY J. BOOR, AND UNANIMOUSLY CARRIED.

FINANCE: J. BOOR ANNOUNCED THE FINANCE COMMITTEE PERFORMED A QUARTERLY REVIEW OF THE FINANCES. THE BOOKS ARE IN EXCELLENT SHAPE AS RITA CONTINUES TO DO A GREAT JOB.

OLD BUSINESS

IT WAS AGREED THAT S. WICKSALL WOULD BE THE PRIMARY CONTACT PERSON WITH THE WEB MASTER TO POST UPDATES TO THE WEB PAGE.

THE FRIENDS OF THE LIBRARY ANNUAL MEETING WILL BE SATURDAY, NOVEMBER 16TH. THE ORGANIZATION WILL BE HONORED FOR ITS 15 YEARS OF SUPPORT OF THE LIBRARY. MEMBERS OF THE FRIENDS WITH 10 OR MORE YEARS WILL ALSO BE RECOGNIZED.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 7:42; MOTION BY R. MERITHEW, SECOND BY A. GULICK, AND UNANIMOUSLY CARRIED.

RESPECTFULLY SUBMITTED,

X

R. Ott
Secretary