



Red Jacket Community Library

MINUTES

9-MARCH-2015

BOARD OF TRUSTEES REGULAR MEETING

6:00 PM

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>RUBY MORRISON, PRESIDENT SALLY SCHAERTL ROXIE MERITHEW KIM MOYER BARBARA MURPHY ANN GULICK ANGELA PAYNE STEPHANIE HUTSON</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER</p> <p>TRUSTEE ABSENT:</p> <p>NICOLE COYNE, SECRETARY JANINE BOOR, VICE PRESIDENT BEV CHRYSLER</p>
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The meeting was called to order by President R. Morrison at 6:03 p.m.

- Adoption of Agenda; easier format
- Visitors-Welcome Theresa Schlossnagle
- Resignation of Beverly Chrysler- Seth will send a Thank You note. **RESOLVED** to accept the resignation of Beverly Chrysler. Motion by R. Morrison, second by R. Merithew and unanimously carried.
- Appointment of Theresa Schlossnagle. **RESOLVED** to accept Theresa Schlossnagle as RJCL Trustee to finish the term of Beverly Chrysler which expires 6/2017. Motion by R. Morrison, second by A. Payne and unanimously carried.
- Public or staff comments- None

Approval of minutes

RESOLVED to approve the minutes of the 12 January 2015 regular meeting. Motion by R. Merithew, second by N. Coyne and unanimously carried.

Treasurer's Report

R. Lonneville presented financial reports dated January 27, 2015

- Rita is pleased that we are on budget that spending has been conservative. This leaves funds for unplanned costs or extra programs.
- Purchases are being accounted for along with a cut back on books purchased for summer reading.
- Fines are being collected; notices are being sent and acknowledged.
- The library has benefited from discounting the Fine Free Fridays.

- Keeping on track for next year helps also with summer program purchases.
 - Kudos to Seth!
- RESOLVED** to receive financial statements, subject to audit, dated January 27, 2015. Motion by S. Hutson, second by K. Moyer and unanimously carried.

RESOLVED to approve vouchers and authorize payment for bills in the amounts of \$13,380.97 for January 2015; Motion by S. Hutson, second by T. Schlossnagle and unanimously carried and \$14,655.32 for February 2015; Motion by S. Schaertl, second by A. Gulick and unanimously carried.

- Payroll=\$8,834.58
- Debit purchases=\$1,785.51
- Checks for approval=\$1,656.94
- Unpaid bills=\$1,103.94
- **January Total= \$13,380.97**
- Payroll=\$8,901.22
- Debit purchases=\$311.78
- Checks for approval=\$48.64
- Unpaid bills=\$5,393.68
- **February Total=\$14,655.32**

Director's Report

S. Jacobus presented the Director's reports for January and February 2015 including the following items:

- Yoga has been a popular program
- Computer Basics class is off to a good start-rewarding to facilitate
- Made a change to the collection process; now includes two payees for payments; RJ Community Library and RJ Central School.
- We will soon be set up to accept payments via credit card. Seth will be acquiring a Square Reader.
- Seth has been able to negotiate prices for library programs and entertainment, such as Charlie & Checkers.
- Amy & Seth provided activities for Family Matters Night
- Attendance at Advocacy Day in Albany- it was worthwhile and fun. B. Kolb, M. Nozzolio and their assistants are champions for NYS libraries

RESOLVED to purchase a MPLC Umbrella Movie License for \$120 to be able to offer movies shown from 20th Century Fox and DreamWorks. Motion by R. Merithew, second by A. Gulick and unanimously carried.

Standing Committees

- Personnel- Kim, Stephanie- Need to prepare for Seth's 6 month review
- Policy- Nicole Coyne- need to schedule a few policy meetings
- Finance-Angela and Barb conducted the Quarterly Audit (Oct/Nov/Dec 2014), all ok

Old Business

- Budget Review- R. Lonneville presented the 2015/2016 budget for Trustee review. **RESOLVED** to accept the 2015-2016 RJCL Budget Proposal. Motion by A. Gulick, second by A. Payne, unanimously carried.
- Cash register is in operation. Policy 500-1 currently being updated
- Disaster plan committee- Great progress has been made and the policy should be complete for Trustee review soon.
- Letter to Senator Nozzolio- Seth confirmed that a letter was sent acknowledging the \$10,000 grant received this year. A recommendation was made to send the letter upon notification of funding with our intent for use as to not miss out on new funding.

New Business

- Congratulations to Seth- status change from Interim to Probationary Director
- Appointment of Audit Committee to facilitate/mediate patron & staff issues and concerns. **RESOLVED** to appoint S. Hutson, T. Schlossnagle and K. Moyer as Audit Committee members. Motion by R. Merithew, second by B. Murphy and unanimously carried.
- Adoption of Annual Report- Rita and Seth completed the annual report. There were a few adjustments/explanations that needed to be provided. Circulation numbers were much lower than previously reported. This could be a reporting issue as the data comes from multiple systems. Ruby, Rita and Seth are confident that the circulation numbers for this year are accurate. The same reporting criteria will be used for next year. **RESOLVED** to accept the Annual report. Motion by R. Merithew, second by S. Hutson and unanimously carried.
- Adoption of Forms; Daily/Weekly Log; Appendix 1G and Safe Log; Appendix 1J to be added to Policy 500-1. **RESOLVED** to accept the Daily/Week Log and the Safe Log. Motion by S. Hutson, second by T. Schlossnagle and unanimously carried.
- Proposed Board Meeting schedule for 2015 (handout). **RESOLVED** to accept the new Board Meeting Schedule for 2015. Motion by S. Schaertl, second by A. Payne, unanimously carried.
- List of Trustees vacation plans for 2015- email Ruby with dates conflicting with meeting schedule.
- Payment of replacement books for the school library- As agreed upon, RJCL will reimburse RJCS for the cost of needed replacement books due to no collection activity in prior years in the amount of \$363.18. The purchase was made from Baker& Taylor and Amazon. **RESOLVED** to purchase replacement books for the Red Jacket School Library as agreed upon due to no collection activity being performed. Motion by A. Payne, second by T. Schlossnagle and unanimously carried.

Discussion/Thoughts

- Amendment of the Charter and By-laws- Ruby is working on getting a current charter and looking to change our By-laws to allow for a range in the number of trustees, not 11

- Using Drop Box- great way to share and store information
- Problems with staff- There have been recent issues and concerns with staff interactions with patrons and board members. Seth is working on staff expectations, including discipline. No acceptance of poor customer service.
- Reading- What kind of employee am I? Ruby will email to all

Reminders

- Next meeting April 13th
- Meet & Greet April 23rd 6-8pm
- Budget Vote May 6th – Ad/Announcement must be published 45 days prior

Respectfully Submitted 4/11/15- Kimberly Moyer