



# Red Jacket Community Library

## MINUTES

10-APRIL 2017

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

### TRUSTEE ROLL CALL

<p><b>TRUSTEE PRESENT:</b></p> <p>ANGELA PAYNE, VICE PRESIDENT          ROXIE MERITHEW          JILL PERSSON          ANN GULICK          ERIN SHANNON          BARBARA MURPHY          WENDY AYRES</p>	<p><b>OTHERS PRESENT:</b></p> <p>SETH JACOBUS, DIRECTOR          RITA LONNEVILLE, TREASURER          PAT AYRES- RJL FRIENDS</p> <p><b>TRUSTEE ABSENT:</b></p> <p>NICOLE COYNE, PRESIDENT          KIM MOYER, SECRETARY          ELAINE SHANER          THERESA SCHLOSSNAGLE</p>

Vice President A. Payne called the meeting to order at approximately 7:08 pm.

### Public/Staff-Comments, Compliments, Complaints

No new comments noted, that I remember.

### Meeting Minutes

**RESOLVED** to approve the 13-March-2017 meeting minutes; motion made and unanimously carried.

**RESOLVED** to approve the January minutes with changes in attendance; motion made and unanimously carried.

### RJL Friends Update

Working on budget vote for May, need to get voters out to vote, need help with promotion. Will ask school for permission to use digital sign. Doing a BBQ @ school budget vote in May (?) Preparing for participation in Fireman's Parade, getting Children's book character costumes and Owl T Owl ready.

The book sale will be the week of July 12-15

### Financial Reports-

No changes to report. \$400+ automation contracts, increase in program expenses, have money in budget to cover backpack program. Trying to cover summer reading cost before June 30.

**RESOLVED** to accept financial review. Motion was made, seconded and passed unanimously.

March vouchers were presented and a motion was made, seconded and passed unanimously to approve the vouchers.

Audit is over-due; Kim and Erin are on the committee. Roxie will fill in for Kim and Rita will provide guidance on the process

### Director's Annual Report

S. Jacobus presented the Director's report:

- Circulation, check-out and Library attendance is down, but that is true across the system
- March programming attendance increased, except for teen programs
- Discussed adjustment of hours to accommodate Sunday hours, beginning in the fall. Staff will arrive by 2:00pm to work their required hours

- Schedule will be Mondays-Thursdays – 2:00pm-8:00pm  
Fridays- 3:00pm-7:00pm  
Saturdays- 10:00am-5:00pm  
Sundays- 10:00am-2:00pm
- Administrative- Megan is the Clerk Sub filling in until Christine was hired and is now filling in for Patsy who is on vacation
- Would like to bring Megan on to fill one of two potential openings with the potential retirements.
- Introduced Christine, new Youth Services Librarian to the board
- Met with the Mayors of Manchester and Shortsville, Rotary, Lions and other Community Leaders to improve community outreach
- Still trying to move school copier, discussed possible re-allocation of space, detailed discussion of where to move the local history collection so it's accessible, protected and visible.
- Store Room clean-out is summer project
- It is imperative to make the DVD collection more accessible and to increase the size
- Conference Room #2 is now the Green Room
- Discussed need to provide secure and private yet supervised Teen space
- The Community Library cannot guarantee the security of Green Room equipment if the school moves forward with plans to replace the door with an open arch
- Suggestion made and agreed to by Board members that Board sends a letter to the Superintendent asking how the school plans to secure equipment
- Strategic plan must be up-dated, as it ends in June- Long Range Planning committee is Angela and Nicole
- Need a second access to the Library and access to the upper parking lot
- Programming will be huge for the future of the Library
- Library outreach focus is the Backpack program, Literacy and Space utilization, where we need to focus on form over function
- Due diligence to honor community requests in survey responses is to explore options, expand out collection
- Next Library Meet and Greet is April 17 from 6:00pm-8:00pm

**Committee updates-** There were no committee updates

**Announcements and miscellaneous information**

Kim is considering resigning, needs to step back

There was a suggestion made that Rita be included in the Long Range planning

**Correspondence and Communication**

- Next meeting is scheduled for **8-May-2017 @ 7:00pm.**

**RESOLVED** to adjourn the meeting at 9:00. Motion and unanimously carried.

Respectfully submitted,

*Jill Persson*

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