



Red Jacket Community Library

MINUTES

11 DECEMBER 2017

BOARD OF TRUSTEES DECEMBER MEETING

7:00 PM

TRUSTEE ROLL CALL (PRESENT; ABSENT)

- | | |
|---|--|
| <input checked="" type="checkbox"/> JILL PERSSON, PRESIDENT | <input type="checkbox"/> KIM MOYER |
| <input checked="" type="checkbox"/> ERIN SHANNON, SECRETARY | <input checked="" type="checkbox"/> THERESA SCHLOSSNAGLE |
| <input type="checkbox"/> ANN GULICK | <input checked="" type="checkbox"/> BARBARA MURPHY |
| <input checked="" type="checkbox"/> ROXIE O'BRIEN | <input checked="" type="checkbox"/> PAT AYRES |
| <input type="checkbox"/> WENDY AYRES | <input checked="" type="checkbox"/> LISA SCHAERTL |

OTHERS PRESENT:

- RITA LONNEVILLE, TREASURER
- CHRSTINE LATERRA, INTERIM LIBRARY DIRECTOR

Call to Order

The December meeting was called to order by President J. Persson at 7:05 p.m. President J. Persson welcomed all in attendance.

Meeting Minutes

President J. Persson requested someone to assist Secretary with timely publication of minutes; recommending minutes to be sent out within three business days of meeting. P. Ayres will assist as needed. **RESOLVED**, R. O'Brien made a motion to approve Minutes from November meeting, pending revisions, and second was made by L. Schaertl. Motion was passed unanimously. See attached revised Minutes.

Friend's Update

P. Ayres reported on the Friend's Annual Meeting in November. Next meeting in January. J. Persson discussed ideas for library with Friends and suggested Friends, K. Liebenritt and facilities committee start discussion on carpeting replacement.

Treasurer's Report

R. Lonneville opened a savings account for future Educational services for staff. R. Lonneville presented the financial reports for November 2017.

RESOLVED to accept payroll and debit, approve vouchers and authorize payment for bills in the amount of \$13,426.52 for **November 2017** subject to audit. P. Ayres made a motion to accept expenditures and approve financial reports, pay outstanding bills, and second was made by L. Schaertl and was unanimously approved.

Details as follows:

- Payroll: \$3,800.10 (24-Oct-17 through 11-Nov-17), \$3,539.11 (07-Nov-17 through 20-Nov-17), Total \$7,339.21
- Debit Purchases: \$305.22
- Checks: \$104.67
- Other unpaid bills total \$35,677.42
- Total of \$13,426.52

An Audit is scheduled for end of December 2017.

Director's Report

Mini Ark Farms Animal display program was held 11/18. Forty-two participants attended, making it the most attended program this year.

Midweek movie program attendance has continued to increase this month. Twenty students participated on 11/29, making it the largest turnout since February.

NYS retirement report has been completed.

RESOLVED, A motion was made by R. O'Brien to accept the directors report, a second was made by P. Ayres. Motion was passed unanimously.

Public and Staff Comments, Concerns and Kudos

No report.

Old Business

The review of job descriptions for Staff for discuss at December meeting has been tabled.

Kathleen would like to adjust her hours. Library clerk test expires December 22. Hiring Committee to work with C. LaTerra to fill two open Clerk positions. Committee will let this test expire and will revisit new list of candidates in January 2018.

Hiring Committee Updates on Director's Search: Next Civil Service test coming up in February. Christine will take Civil Service test in February. Christine is now person in charge as title Librarian I.

RESOLVED, to increase C. LaTerra's stipend \$107.38 per pay period. A motion was made by L. Schaertl to adjust stipend from current pay period from \$500/pp to \$607.38/pp for Administrative services in addition to her duties as Librarian I, while covering multiple roles. A second was made by R. O'Brien. Motion was passed unanimously.

RESOLVED, to allow C. LaTerra a flexible work schedule. A motion was made by P. Ayres to allow C. LaTerra up to 12 hours per week to be worked from home. A second was made by L. Schaertl. Motion was passed unanimously.

New Business

RESOLVED, W. Ayres has resigned from the Library Board of Trustees. A motion was made by L. Schaertl to accept her resignation, a second was made by T. Schlossnagle. Motion was passed unanimously.

Nominations Committee update on Board Member Candidates: We have received three interested candidates for Trustee vacancies. Sue Clark, Patti Carrig and Sue Gudell are interested in joining the board.

RESOLVED, to fill the two Board vacancies. A motion was made by P. Ayres to appoint Sue Clark and Chris Gudell to the Library Board of Trustees. A second was made by R. O'Brien. Motion was passed unanimously.

RESOLVED, Library will close Saturday, December 23 at 3:00pm, and Saturday, December 30. A motion was made by L. Schaertl to adjust hours of Library, a second was made by R. O'Brien. Motion was passed unanimously.

RESOLVED, Part time employees will receive four hours of pay as bonus. A motion was made by L. Schaertl to give bonus pay to part time staff, a second was made by R. O'Brien. Motion was passed unanimously.

Committee Appointments

Committee assignments for 2017-18 are as follows:

COMMITTEE	TYPE	MEMBERSHIP
Personnel	Standing	J. Persson, K. Moyer, B. Murphy
Finance	Standing	K. Moyer, T. Schlossnagle
Policy and By-Laws	Standing	E. Shannon, L. Schaertl
Facilities/Joint Committee	Ad Hoc	R. O'Brien, E. Shannon, P. Ayres
Nominating	Standing	A. Gulick, P. Ayres
Long Range Planning	Standing	J. Persson,
Grievance	Ad Hoc	R. O'Brien,
Hiring	Ad Hoc	J. Persson, K. Moyer, P. Ayres, B. Murphy
Marketing	Ad Hoc	L. Schaertl, E. Shannon, P. Ayres, B. Murphy

Committee Updates

Personnel: Currently reviewing job descriptions for Staff

Finance: An Audit is scheduled for end of December 2017.

Policy and Bylaws: Meeting pending. A focus on policies at January 8th meeting.

Facilities: A suggestion that Friends, K. Liebentrip and facilities committee start discussion on carpeting replacement.

Nominating: See above.

Long Range Planning: No report.

Grievance: No report.

Hiring: See above.

Marketing: No report.

Adjournment

RESOLVED, that the December meeting adjourn at 8:16pm, on motion by R. O'Brien and second by P. Ayres without objection.

I certify that the minutes are true and accurate.

Respectfully submitted,

X *Erin Shannon*

Erin Shannon
Secretary