



# Red Jacket Community Library

## MINUTES

10 JULY 2017

BOARD OF TRUSTEES REGULAR MEETING

### TRUSTEE ROLL CALL

<p><b>TRUSTEE PRESENT:</b></p> <p>ELAINE SHANER, PRESIDENT          JILL PERSSON, VICE PRESIDENT          KIM MOYER          BARBARA MURPHY          THERESA SCHLOSSNAGLE          ANN GULICK          PAT AYRES</p>	<p><b>OTHERS PRESENT:</b></p> <p>SETH JACOBUS, DIRECTOR          RITA LONNEVILLE, TREASURER</p> <p><b>TRUSTEE ABSENT:</b></p> <p>ROXIE MERITHEW          ERIN SHANNON-SECRETARY          WENDY AYRES          LISA SCHAERTL- TRUSTEE ELECT</p>
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The meeting was called to order by President E. Shaner at 7:13 pm.

### New Business

- Pat Ayres (Friends of the RJ Library) provided an update. The annual book sale is underway. S. Jacobus asked for an update with the furniture designer, Pat will follow up after the book sale is over.

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

### Meeting Minutes

- E. Shannon to provide the May and June 2017 minutes for review and approval at the September 2017 meeting.

### Financial Reports

- R. Lonneville presented the financial reports for June 2017. The budget looks good at fiscal year-end. Expenses stayed well within budget. Payroll was over budget due to summer help. Rita will contact our CPA to get the taxes done. The budget will be entered into QuickBooks. Rita will be analyzing budgets and entries.

**RESOLVED** to receive financial statements, subject to audit, dated 30-June-2017; motion by A. Gulick second by K. Moyer and unanimously carried.

**RESOLVED** to approve vouchers and authorize payment for bills in the amount of \$13,407.78 for **June 2017** subject to audit. Motion by A. Gulick second by T. Schlossnagle and unanimously approved. Details as follows:

- Payroll: \$4,883.07 (23-May-17 through 05-Jun-2017), \$4,618.67 (06-Jun-17 through 19-Jun-17), Total \$9,501.74
- Debit Purchases: \$2,507.81

- Checks: \$1,398.23
- Other unpaid bills total \$0.00

### **Director's Report**

S. Jacobus presented the Director's report dated June-2017 including the following items:

- The statistics for the summer reading program were shared.
- Seth has begun the process of recruiting staff for Sunday hours to start in the fall.
- Seth is actively working on the RJCL backpack program which will be held August, 17<sup>th</sup> @ 2pm.
- Seth stressed the importance of cleaning out our collection to allow for new materials. RJCL uses a 3 year cycle to clean out materials and has asked what the practice is that RJSD uses for purging books. He has also asked for follow up on the clean-up of remaining reference guides. That area of the library is being repurposed to allow for additional materials. E. Shaner will follow up with RJSD on these items.
- We briefly discussed the new NYS Paid Family Leave program which began 7/1/17. There is still a lot to learn and understand. More discussion in the near future on this topic.

### **Standing Committee updates**

- Personnel; J. Persson and K. Moyer will complete S. Jacobus's review by the end of July 2017.

### **Old Business**

- E. Shaner and J. Persson met with RJSD Administer Charlene Dehn to discuss common goals and communication strategies going forward. E. Shaner will be the liaison for the RJCL and RJSD.

### **Correspondence and Communication**

- A special meeting will be held at 6:00pm on Thursday, July 27, 2017 to discuss S. Jacobus' annual review and to approve his annual raise.
- E. Shaner recommends that all trustees obtain an updated copy of the PLS Handbook.

**RESOLVED** to adjourn the meeting at 8:12. Motion by E. Shaner and second by T. Schlossnagle and unanimously carried.

Respectfully submitted,

*Kimberly Moyer*

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