



Red Jacket Community Library

MINUTES

13 NOVEMBER 2017

BOARD OF TRUSTEES NOVEMBER MEETING

7:00 PM

TRUSTEE ROLL CALL (PRESENT; ABSENT)

- | | |
|---|--|
| <input checked="" type="checkbox"/> JILL PERSSON, PRESIDENT | <input checked="" type="checkbox"/> KIM MOYER |
| <input checked="" type="checkbox"/> ERIN SHANNON, SECRETARY | <input checked="" type="checkbox"/> THERESA SCHLOSSNAGLE |
| <input checked="" type="checkbox"/> ANN GULICK | <input checked="" type="checkbox"/> BARBARA MURPHY |
| <input checked="" type="checkbox"/> ROXIE O'BRIEN | <input 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 November meeting was called to order by President J. Persson at 7:08 p.m. President J. Persson welcomed all in attendance.

Meeting Minutes

RESOLVED, A. Gulick made a motion to approve Minutes from October meeting, pending revision of striking out the word "annual" from Meeting Minutes, and second was made by T. Schlossnagle. Motion was passed unanimously.

Treasurer's Report

R. Lonneville presented the financial reports for October 2017.

Credit card was activated to J. Persson and R. Lonneville for interim. New card will be activated when new Director is hired.

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$18,427.82 for **October 2017** subject to audit. T. Schlossnagle made a motion to accept expenditures and approve financial reports, pay outstanding bills, and second was made by R. O'Brien and was unanimously approved. Motion was passed unanimously.

Details as follows:

- Payroll: \$5,034 (26-Sep-17 through 09-Oct-17), \$5,215.15 (10-Oct-17 through 23-Oct-17), Total \$10,249.50
- Debit Purchases: \$587.89.
- Checks: \$2,046.36
- Other unpaid bills total \$1,943.23

- Total of \$14,827.18.

RESOLVED to approve payment for Employers share of retirement of \$14,393 with discount is due by December 15. R. O'Brien made a motion, and second was made by K. Moyer and was unanimously approved.

Director's Report

Attendance to programming was up for October.

C. LaTerra thanked the staff and board for helping the transition into the dual role of Interim Director and Youth Services Librarian.

C. LaTerra met with Library Board Marketing Committee. Many great ideas were shared on promoting RJCL services and programming to the Community.

RESOLVED, A motion was made by E. Shannon to accept the Directors Report, a second was made by R. O'Brien. Motion was passed unanimously.

New Business

Review job descriptions for Staff at December meeting.

RESOLVED, to approve staff holiday lunch/dinner before January 1st. A motion was made by R. O'Brien, a second was made by A. Gulick. 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, W. Ayres
Grievance	Ad Hoc	R. O'Brien, W. Ayres
Hiring	Ad Hoc	J. Persson, K. Moyer, W. Ayres, P. Ayres, B. Murphy
Marketing	Ad Hoc	L. Schaertl, E. Shannon, P. Ayres, B. Murphy

Committee Updates

Facilities: We would like to revisit the eating/drinking policy. A recommendation of creating a designated space was mentioned.

Personnel: Two candidates have passed on interest. The third candidate is not qualified and not a good fit for our library. J. Perrson will contact Civil Service.

Financial: Audits will be performed in the coming weeks. E. Shannon and R. O'Brien have performed quarterly audits for last and first quarters. Only second and third quarters remain.

Policy and Bylaws: Meeting pending.

Nominations: Ads have been placed in newspaper, merchandiser, RJ Newsletter, Village Hall, Website, Facebook, Town of Farmington Website, Eblast from C. LaTerra to patrons, and an appeal to Lions Club members. Yard Signs are still being considered.

Adjournment

RESOLVED, that the November meeting adjourn at 8:37pm, on motion by R. O'Brien and second by K. Moyer without objection.

I certify that the minutes are true and accurate.

Respectfully submitted,

X *Erin Shannon*

Erin Shannon
Secretary