



Red Jacket Community Library

MINUTES

09 OCTOBER 2017

BOARD OF TRUSTEES SEPTEMBER MEETING

7:00 PM

TRUSTEE ROLL CALL (PRESENT; ABSENT)

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

OTHERS PRESENT:

- RITA LONNEVILLE, TREASURER
- SETH JACOBUS, LIBRARY DIRECTOR

Call to Order

The annual meeting was called to order by Vice President J. Persson at 7:02 p.m. Vice President J. Persson welcomed all in attendance.

Discussion with Public or Employee Visitors

Nothing for comment.

Meeting Minutes

RESOLVED, P. Ayres made a motion to approve Minutes from Special meeting 9/21/17, and second was made by K. Moyer. Motion was passed unanimously.

RESOLVED, P. Ayres made a motion to accept Minutes from Special meeting 10/6/17, as amended, and second was made by E. Shannon. Motion was passed unanimously.

Financial Report

R. Lonneville presented the financial reports for September 2017.

Income tax has been filed.

A financial grant was received for \$5,000. A \$750 grant from Amica was also received, based upon Library needs questionnaire coordinated by T. Schlossnagle.

A recommendation was made to remove S. Jacobus (after October 15) and E. Shaner (immediately) as signors on all cards and financials. Signors J. Persson and R. Lonneville will remain until new Director is hired.

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$18,427.82 for **September 2017** subject to audit. T. Schlossnagle made a motion to accept expenditures and approve financial reports, pay outstanding bills, and second was made by P. Ayers and was unanimously approved. Motion was passed unanimously.

Details as follows:

- Payroll: \$5,135.55 (29-Aug-17 through 11-Sept-17), \$4,828.04 (12-Sept-17 through 25-Sept-17), Total \$9,963.59
- Debit Purchases: \$613.12
- Checks: \$5,845.39 (included PLS/OWWL To Go/Share Cost Commitment
- Other unpaid bills total \$2,005.72

Director's Report

Programming has begun for the school year with good attendance for the 3 programs offered.

Megan Spaid has resigned as library clerk. Her last day of employment is October 15, 2017. New DVD shelving has been installed.

R. Lonneville and S. Jacobus met with Frank Stowell to review umbrella insurance policy.

S. Jacobus inquired whether sick pay will be paid upon departure. The Employee Handbook (page 2, Section 5) notes that all sick pay unused is lost, but does not specify terms under resignation. Jill to contact PLS to find out if they are aware of policy.

RESOLVED, A motion was made by E. Shannon to accept the directors report, a second was made by P. Ayres. Motion was passed unanimously.

Standing Committees

A recommendation was made that the policies and personnel committee include policy information regarding resignation for sick and vacation time.

Committee assignments have been adjusted to reflect trustee and leadership changes.

P. Ayres recommended a chair for each committee.

All committees should meet and report by next meeting.

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

Hiring Committee

P. Ayres presented a job description for Library Manager/Library Director. A few edits including adding "managing facility property with school staff" to description. J. Persson will email revised listing to P. Ayres to review, and final will be emailed to PLS.

Search committee will be meeting 10/11/17 at 7pm, at Library. L. Moore, ED at PLS will be in attendance.

J. Persson will email Charlene and discuss with Hiring Committee roll of Kathy Liebenritt.

Unfinished Business

RESOLVED, B. Murphy made a motion to accept resignation of E. Shaner from the Board of Trustees. E. Shannon second the motion. Motion was passed unanimously. V. Persson will be acting President. There will not be a VP of the Board at the current time.

RESOLVED, P. Ayres made a motion to accept the resignation of S. Jacobus as Library Director. T. Schlossnagle second the motion. Motion was passed unanimously. S. Jacobus last day will be October 15. Farewell celebration will take place at 1:00pm on October 15th. Board Trustees are encouraged to attend.

RESOLVED, K. Moyer made a motion to accept the resignation of M. Spaid, as Library Clerk. W. Ayres second the motion. Motion was passed unanimously. M. Spaid's last day will be October 15.

New Business

After watching Best Practices for Library Board Trustees, some question a conflict of interest regarding family members on the Board. This discussion was tabled until further thought and comment.

Other Business

Trustee workshop is scheduled for October 26th at 5:30PM at PLS. All Trustees are encouraged to attend.

Discussion was made to schedule New Board Orientation Training session for new members. More information will be forthcoming.

Next Board of Trustees meeting is scheduled for November 13, 2017 at 7:00 in the Library Conference Room.

Adjournment

RESOLVED, that the October meeting adjourn at 8:53 pm, on motion by P. Ayres and second by K. Moyer without objection.

I certify that the minutes are true and accurate.

Respectfully submitted,

X *Erin Shannon*

Erin Shannon
Secretary