



# Red Jacket Community Library

## MINUTES

11 SEPTEMBER 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 checked="" 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
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The September meeting was called to order by Vice President J. Perrson at 7:05 p.m. Vice President J. Perrson welcomed all in attendance.

### Meeting Minutes

- R. O'Brien made a motion to approve Minutes from May's meeting.
- P. Ayres made a motion to approve Minutes from June's meeting after amendments are made. See attached.
- R. O'Brien made a motion to approve Minutes from July's regular meeting
- T. Schlossnagle made a motion to approved Minutes from July's Annual meeting after amendments are made. See attached.

### Oath of Office

R. Lonneville administered the oath of office to newly elected trustee; Lisa Schaertl (5 year term 7/1/2017-6/30/2022). R. Lonneville shall file the oath cards with the Ontario County Clerk.

### Friends Update

The Annual Meeting will be held in November. Library Concepts had some ideas. Floorplans will be sent around to Board. Pat asked Roxie to note use of Fishbowl and Computer use in rounds.

### FINANCIAL REPORTS

- R. Lonneville presented the financial reports for August 2017. The Annual Report for the State was filed last month. Just accounting was in this record.
- July financial report was approved subject to an audit.

**RESOLVED** to approve vouchers and authorize payment for bills in the amount of \$20,682.79 for **August 2017** subject to audit. R. O'Brien made a motion to approve financial reports, pay outstanding bills, and was unanimously approved. Details as follows:

- Payroll: \$5,509.45 (18-July-17 through 31-July-2017), \$4,967.31 (01-Aug-17 through 14-Aug-17), \$5,069.77 (15-Aug-17 through 28-Aug-17) Total \$15,546.53
- Debit Purchases: \$764.73
- Checks: \$698.24

Other unpaid bills total \$3,673.29

### **Director's Report**

Sunday hours in July/August have started, open 10-2pm. A recommendation was made to have Charlene (RJ Superintendent) to add a notice to the school digital sign, and add a notice to village residents' water bills, and also add to the Citizen's Hose digital sign. L. Schaertl proposed a motion to create a promotional plan surrounding Sunday hours. A recommendation was made to create an Ad-hoc committee to for PR and Marketing efforts for the library. The committee will consist of L. Schaertl, P. Ayres, E. Shannon. K. Moyer made a motion to approve, second T. Schlossnagle. The staff is not receptive to work Sundays. E. Shaner and J. Persson discussed and they are asking staff to work 1 Sunday per month. Board and Seth needs to tell staff that one Sunday per month will be required. The personnel committee will sit with Seth and staff to discuss.

Shelving for the DVD section has been delivered allowing for area to grow with more titles.

The PLS Annual meeting is scheduled for October 11 from 12:00-3:00pm – lunch at Inn on the Lake. Tickets are available online. RSVP needed by September 30. All encouraged to attend.

### **Old Business**

Seth and Pat will work on storeroom clean out.

### **Adjournment**

**RESOLVED**, that the annual meeting adjourn at 8:38 pm, 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*

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Erin Shannon  
Secretary