



Red Jacket Community Library

MINUTES

9 April 2018

BOARD OF TRUSTEES April MEETING

7:00 PM

Trustees Present: J. Persson, C. Gudell, R. O'Brien, E. Shannon, P. Ayres, B. Murphy, S. Clark, L. Schaertl

Trustees Absent: A. Gulick, T. Schlossnagle, K. Moyer,

Others Present: R. Lonneville, Treasurer, Christine LaTerra, Librarian I

Call to Order

The April meeting was called to order by President J. Persson at 7:00 p.m.

Meeting Minutes

RESOLVED, R. O'Brien made a motion to approve revised Minutes from March meeting, pending a correction to change Roxie's last name to O'Brien, and to amend to "Commencement" to "conclude", and K. Moyer's nomination to role of "Vice President" was approved, to amend "1999" to "1998", to amend Christine's title to Librarian I, Senior Staff Member. Motion was passed unanimously.

Friends Update

P. Ayres reported that a fundraising letter has been updated to include a donation card and envelope. Kickoff for fundraiser is May 19th, at the Anniversary party. Fundraising letters will be mailed out soon after the party. Party is a family event. The Girl Scouts are helping with the scrapbook.

Treasurer's Report

RESOLVED to accept payroll, approve vouchers and authorize payment for bills in the amount of \$10,374.55 for April, 2018 subject to audit. L. Schaertl moved to approve expenditure and financial reports and pay outstanding bills, with a second S. Clark. Motion unanimously approved.

Details as follows:

Payroll: Total \$10,712.68

Debit Purchases: \$1,401.83

Checks: \$187.64

Other unpaid bills total \$1,392.50

Total of \$13,694.65

Rita to call Cindy at PLS to find out if there are fiscal responsibilities for auditing for those on the board, and what roles and responsibilities are for the following Finance Committee:

Security Admin – Christine

CFO/Contract Admin – Rita

CEO – needs to be determined

Secretary – needs to be determined

Director's Report

RESOLVED, a motion was made by L. Schaertl with a second by R. O'Brien to accept the Director's Report as submitted and attached herein. Motion was passed unanimously.

Public and Staff Comments, Concerns and Kudos New Book section is getting crowded. Maybe a "What's New" on Bliss on the TV near registers.

Old Business

A. Board Orientation and onboarding

Include Library history, understanding of the Long-Range plan, watch the webinar for Trustees, Tour of the facility, and meet with the Library director and staff

P. Ayres to share welcome binder created by Andrea with L. Schaertl

B. Library Trustee Candidates

Three showed interest. Only one (Patty) submitted paperwork on time for election deadline. Other two candidates are eligible for write-in if they are still interested.

New Business None

Committee Reports

Facilities: No report.

Nominating: No report.

Policy: Policy committee to meet regarding Personnel Committee on 4/23/18

Finance Committee: No report.

Adjournment

RESOLVED, that the April meeting adjourn at 8:03 pm, on a motion by P. Ayres with second by L. Schaertl without objection. Next meeting is scheduled for May 14, 2018.

I certify that the Minutes are true and accurate

Respectfully submitted,

Secretary Erin Shannon