



Red Jacket Community Library

MINUTES
JULY 9, 2018
BOARD OF TRUSTEES REGULAR MEETING

Present: Pat Ayres, Lisa Schaertl, Patty Carrig, Susan Clark, Erin Shannon, Roxie O'Brien, Randy Ott, Theresa Schlossnagle, Chris Gudell, Jill Persson, Rita Lonneville
Absent: Nicole Shuler, Christine La Terra
Guests, Bonnie Curtis, and Patsy Olszewski

The meeting was called to order by President P. Ayres at 7:31PM.

P. Ayres said she would try keep meetings to an hour if possible with help from members. Minutes, reports, and Committee reports should be out at least a week before meetings. Board members should read information as it is sent and be prepared for discussion at meetings which will cut down on time spent at meetings. As trustees, Board members should try to support as many functions at the Library as they can.

Approval of June meeting minutes. On page 1, change "set up a policy" to "the Board needs to set up a policy and plan". Fix spelling on page 2, for Jill and Lisa's last names. Under Nominations on page 2: The Committee presented the following slate for Officers in 2018-19. Pat Ayres, President, Lisa Schaertl, Vice President and Jill Persson, Secretary. R. O'Brien made the motion to accept the slate of Officers with a second by P. Carrig. Motion carried

Friends Update: Book sale this week Wed-Saturday. Volunteers still needed

Public and Staff Comments, Concerns, and Kudos:

Discussion about policy: sick time accrued annual basis. Revisit in policy planning meeting. Policy will be reviewed with new director and employees prior to bringing it to the board for implementation

Treasurer's Report:

June 30 is fiscal year end. See attached report. \$11,929.66 is the total for June 2018 debit purchases which includes summer reading and backpack purchases.

Motion to approve June financial summary of expenses by J. Persson and second by R.O'Brien. Motion carried

Discussion about Signatures required on checks over a certain amount. Rita explained the current practice of Library Director and Board President signing checks over a certain amount and adding the Vice President was suggested. Board agreed to follow best practices and keep two signatures with Board approval when needed. Check signatures will be the Board President, Patricia Ayres and the new Library Director, Marjorie Prak (Margo). All Board Members in agreement

Vote to override tax cap: recommended annually to override tax cap, a motion was made by Roxie to override the tax cap for 2019-2020 by roll call vote. Patti second. Roll call Pat aye, Susan aye, Randy aye, Erin aye, Theresa aye, Chris aye, Patti aye, Roxie aye, Lisa nay. Nicole absent.

Tax cap vote: if a Trustee is absent during a roll call vote, then their vote is counted as "Nay"

Directors Report:

Staff member Bonnie filled for Christine who was on vacation. Personnel committee will meet to complete formal staff evaluations and raises will be retroactive to July 1st payroll. It is the recommendation of the Policy Committee to include Christmas Eve and New Year's Eve as official holidays and closures for the Library. Directors report was approved unanimously.

Hiring Committee:

It was recommended at June special meeting to offer Library Manager/Director position to Margo Prak. Starting July 16 pending official vote from board at the salary of \$42,000. Jill made motion to mail offer. Second by Patti. Motion passed unanimously. Christine remains Librarian I and returns to original salary.

New Business:

Trustee Orientation Schedule:

Trustee orientation date Tuesday 17 at 6pm. History of the Library and tour of library.

Holiday Schedule:

It was recommended to amend General Operations Policy to increase number of paid holidays for FTE. Policy Committee will review and report for September meeting.

Staff Performance Appraisals and Raises:

J. Persson moved that the Personnel Committee do the appraisals and make raises retroactive to July 1st. R. O'Brien second. Motion passed unanimously.

Nominations:

P. Ayres recommended to amend Page 1 Item 3 of the Charter from 11 to a range of "5 to 11" trustees and change the address of the Library on Page 2 Item 8 to 7 Lehigh Avenue, Shortsville New York 14548 from Pat's old address. R. O'Brien moved and P. Carrig seconded a motion to change the Library Charter as recommended. Motion was passed unanimously. R. Ott recommended that the Charter be added to the website.

Facilities:

P. Ayres reported that the Friends fundraising effort is a little under target at this point. Monies raised should be enough to cover furniture for conference room and fishbowl.

Adjournment:

A motion was made by J. Persson to adjourn the July meeting, second made by R. O'Brien. Motion was passed unanimously. Meeting adjourned at 9:01pm

NEXT MEETING IS MONDAY, SEPTEMBER 10, 2018