



# Red Jacket Community Library

## MINUTES

12 MARCH 2018

BOARD OF TRUSTEES March MEETING

7:00 PM

### TRUSTEE ROLL CALL ( PRESENT; ABSENT)

- |  |                        |
|--|------------------------|
| ✓ JILL PERSSON, PRESIDENT                        | ✓ THERESA SCHLOSSNAGLE |
| <input type="checkbox"/> ERIN SHANNON, SECRETARY | ✓ BARBARA MURPHY       |
| <input type="checkbox"/> ANN GULICK              | ✓ PAT AYRES            |
| ✓ ROXIE O'BRIEN                                  | ✓ LISA SCHAERTL        |
| ✓ LISA SCHAERTL                                  | ✓ CHRIS GUDELL         |
| ✓ KIM MOYER                                      | ✓ SUSAN CLARK          |

### OTHERS PRESENT:

- ✓ RITA LONNEVILLE, TREASURER
- ✓ CHRISTINE LATERRA, LIBRARIAN

### I. Call to Order

The meeting was called to order by President J. Persson at 7:10 p.m.

### II. Meeting Minutes

**RESOLVED** R. Merithew made a motion to approve the January 2018 minutes, pending corrections, second was made by C. Gudell. Motion was passed unanimously.

### III. Friends Update

P. Ayres reported on the Friends Annual Fundraising. Fundraising efforts are going well. They have obtained a quote for \$550.00 for printing 800+ donation mailers. Mailers will be sent to all patrons, local businesses, friends, and RJ alumni. June is the tentative date for the mailing. Copies of RJ year books will be used for alumni mailings.

### IV. Treasurer's Report

R. Lonneville presented the proposed 2018-2019 budget. The board was asked to review the budget. General questions regarding increases/decreases of budget categories were discussed. May 7<sup>th</sup> will be the budget vote, in line with the RJ school budget vote. Legal notice of the proposed vote is required 45 days before the vote and 2 weeks before for public review. **RESOLVED**, P. Ayres made a motion to approve the 2018-2019 budget, second was made by R. Merithew. Motion was passed unanimously.

R. Lonneville stated that assets are now over 1k and the library can use money market funds. Should we make purchases toward the capital fund, such as furniture? Discussion of needs/wants should be done in coordination with the RJ library friends and the school district.

K. Honchen (library clerk) assisted with the accounting entries in R. Lonneville's absence.

**RESOLVED** to accept payroll, debit purchases, approve vouchers and authorize payment for bills in the amount of **\$9,858.57 for January 2018** and **\$8,836.91 for February 2018**, subject to audit. R. Merithew made a motion to accept expenditures, approve financial reports and pay outstanding bills for January 2018, second was made by T. Schlossnagle and was unanimously approved. R. Merithew made a motion to accept expenditures, approve financial reports, and pay outstanding bills for February 2018, second was made by L. Schaertl and was unanimously approved.

January 2018 Details as follows:

- Payroll: \$3,620.61 (19-Dec-17 through 01-Jan-18), \$3,625.08 (02-Jan-18 through (15-Jan-18), Total \$7,245.69
- Debit Purchases: \$906.62
- Checks: \$1,016.69
- Other unpaid bills: 689.57
- Total of \$9,858.57

February 2018 Details as follows:

- Payroll: \$3,480.31 (16-Jan-18 through 29-Jan-18), \$3,784.65 (30-Jan-18 through (02-Feb-18), Total \$7,264.96
- Debit Purchases: \$347.15
- Checks: \$308.95
- Other unpaid bills: 915.85
- Total of \$8,836.91

## **V. Director's Report**

C. LaTerra presented the Director's report highlighting programming, statistics and administrative activities for the months of January and February 2018. Stats are average for this time of year.

It was confirmed that the RJCL will continue with the backpack program. R. Merithew communicated that the PTSA has a \$250.00 budget for the backpack program.

J. Persson's Girl Scout troop would like to work with C. LaTerra on young adult/teen programs.

If the board has ideas for adult programs, please send to C.LaTerra.

## **VI. Public and Staff Comments, Concerns and Kudos**

No report.

## **VII. Old Business**

Weather related closings; it will be the Director's discretion to close when the school closes or when there are staffing issues.

P. Ayres requested that the RJCL pay a fee in the amount of \$120.00 for the NYS Library Advocacy Membership. **RESOLVED**, a motion was made by P. Ayres, second by L. Schaertl to pay \$120.00 for membership to the NYS Library Advocacy. Motion was passed unanimously approved.

### **VIII. New Business**

This year is the 20th anniversary of the Red Jacket Community Library (1999). The RJCL Friends will host a "birthday party" on 5/19 with cookies, cake and punch. This will be an open house from 2-4pm, invitations will be sent. Trustees should be part of this special celebration.

The open house will showcase scrapbooks and there will be a history talk. P. Ayres as reviewed the scrapbooks, more archives need to be organized, digitized and placed in scrapbooks. Volunteers are needed to help with this task.

### **IX. Committee Reports**

- a) Personnel/Hiring Committee: C. LaTerra has been approved to take the NYS Civil Service Library Manager exam. The RJCL currently has a full-time and a half-time clerk position open. The committee will be reviewing and determining our needs. J. Persson will send decline letters to the applicants that interviewed for the library manager position.
- b) Finance Committee: **RESOLVED**, K. Moyer made a motion to approve the January and February Financial audit presented by B. Murphy, and a second was made by R. O'Brien. Unanimously approved.
- c) Facilities: P. Ayres communicated that the designer for the furniture will be in touch with the librarians soon to finalize needs.
- d) Nominating: P. Ayres stated that 3 individuals have expressed interest in the board trustee positions, we currently have 2 openings. It was confirmed that J. Persson's role as board President will commence on 6/30/18. **RESOLVED**, P. Ayres nomination of K. Moyer in the role of Vice President through the end of the fiscal year, 6/30/18.

### **X. Adjournment**

**RESOLVED**, that the March meeting adjourn at 8:42pm, on motion by P. Ayres and second by T. Schlossnagle without objection. Next meeting is scheduled for April 9<sup>th</sup>, 2018.

I certify that the minutes are true and accurate.

Respectfully submitted,

*Kimberly Moyer*

