



# Red Jacket Community Library

## **MINUTES of the Board of Trustees Regular Meeting – September 10, 2018**

RJCL Trustees present: Pat Ayres, Patty Carrig, Susan Clark, Chris Gudell, Roxie O'Brien, Randy Ott, Lisa Schaertl, Theresa Schlossnagle, Nicole Schuler and Erin Shannon. Also present: Library Director Margo Prak; Treasurer Rita Lonneville. Absent: Trustee Jill Persson

### **CALL TO ORDER**

P. Ayres called the meeting to order at 7:00 pm.

### **PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS**

Announcements: There is a Pioneer Library System workshop for Trustees on budgets Sept. 20 and PLS Annual Meeting Oct. 10. No update from the Friends.

### **APPROVAL OF MINUTES**

R. O'Brien moved to approve the July 9, 2018 meeting minutes. T. Schlossnagle seconded. Motion carried.

### **FINANCIAL REPORTS**

S. Clark moved to approve expenditures for July and August: July debit purchases of \$896.87, July checks for \$23.63, July bills \$8,632.93. July debit purchases reported in August of \$41.87, August debit purchases of \$1,074.09, August checks totaling \$1,070.11, August bills \$3,560.78. R. O'Brien seconded. Motion carried.

R. Lonneville presented the report submitted to the Local Government and School Accountability Exchange System for the period ending June 30, 2018. The NYS retirement system bill was received and is within budget. The accountant's report on draft form 990 was presented and is on file.

R. Ott presented claims audit reports for July and August. O'Brien moved to accept the claims audit reports. P. Carrig seconded and the motion carried.

### **DIRECTOR'S REPORT**

M. Prak reported on program attendance, summer reading, new programs, and staff training. New equipment was installed to increase the library's internet bandwidth.

R. O'Brien moved to approve a purchase of a laptop for the director for \$711.43. R. Ott seconded and the motion carried.

L. Schaertl moved to approve \$300 for youth librarian C. LaTerra to attend Supercharged Storytimes training. N. Schuler seconded and the motion carried.

R. O'Brien moved to approve M. Prak's request for tuition payments for the Public Library Administration Certificate Program. E. Shannon seconded and the motion carried. The Personnel committee will draw up a contract per library policy on tuition reimbursement.

R. O'Brien moved to transfer \$3,000 from the general fund to the designated Education Account for this program and similar staff education purposes. N. Schuler seconded and the motion carried.

## STANDING COMMITTEE REPORTS

### Personnel

P. Ayres reported that staff evaluations have been completed. P. Ayres moved to accept the committee's Staff Wage Increase Recommendation: B. Curtis, hourly rate increase from \$11.10 to \$12.50; K. Honchen, hourly rate increase from \$11.80 to \$12.50; C. LaTerra, hourly rate increase from \$14.40 to \$15.10; P. Olszewski, hourly rate increase from \$13.40 to \$14.10; R. Lonneville, monthly stipend increase from \$200.00 to \$500.00. Increases are effective retroactive to July 1, 2018. R. O'Brien seconded and the motion carried.

P. Ayres moved to approve the new Library Director Job Description as amended. R. O'Brien seconded and the motion carried.

### Policy

C. Gudell moved to accept the policy committee report and approve the Amended Personnel Policy 300-1. S. Clark seconded and the motion carried.

### Facilities

L. Schaertl moved to approve purchase of furniture for Conference Room 1 and the "Fish Bowl" using funds to be donated by the Friends of the RJCL for that purpose. R. O'Brien seconded. The motion was tabled pending review of the procurement process.

## UNFINISHED BUSINESS

S. Clark moved to approve \$60 to file the charter amendment petition with the state. T. Schlossnagle seconded and the motion carried.

L. Schaertl moved to accept the 2019 Holiday Schedule proposed by M. Prak. N. Schuler seconded and the motion carried.

## NEW BUSINESS

None

## NEXT MEETING

*Change of meeting date due to Columbus Day holiday:* The next meeting will be Monday, Oct. 15 at the Red Jacket Community Library.

## ADJOURNMENT

L. Schaertl moved to adjourn, N. Schuler seconded and the motion carried. The meeting adjourned at 8:10 pm.

### Adjourn

Respectfully submitted,  
Lisa Schaertl