



Red Jacket Community Library

Board of Trustees

Meeting Minutes

November 12, 2018

- I. Call to Order by VP Lisa Schaertl at 7:00pm
- II. Roll call by Secretary Jill Persson: Present: Lisa Schaertl, Roxie O'Brien, Susan Clark, Margo Prak, Randy Ott, Jill Persson, Rita Lonneville, Nicole Schuler, Patty Carrig, Chris Gudell, Guest Josh Lyons
Absent: Pat Ayres, Theresa Schlossnagle, Erin Shannon
- III. Public & staff comments, concerns, kudos & announcements
 1. Guest speaker Josh Lyons, accountant with the Library's accounting firm Bonn, Dioguardi, and Ray, reported that the firm issued an unmodified opinion of the Treasurer's audit with minor corrections. The Library is in a favorable position with expenses down, revenue up for the year. The board noted that expense reductions were partly due to unfilled staff positions for part of the year. J. Lyons recommended that the board focus on use of capital accounts and prioritize procedural updates to stay in line with regulations. He further recommended designating funds to enrich the Library's programs and support its goals. Can start with general goals and gradually refine.
The board discussed developing a depreciation list. New furniture purchased will go on the list; with an invoice and documenting the date placed into service. The board discussed the need for a policy to deal with discarding old furniture and assets; will be assigned to a committee.
Q&A from board:
Q. What is the difference between reviews and audits? A. Audits cost more but are more comprehensive, with additional check lists and testing procedures, looking beyond the balance sheet into profit & losses.
Q. Is there is potential downside to audits; do they go back to finances from previous boards? A. Focus would be two comparative years.
Q. Would an audit include review of policies? A. No, but can help identify holes in the policies.
Q. Has the Comptroller been conducting audits of Libraries? A. Not sure, but it's good to be prepared. L Schaertl noted that an external audit is not required for RJCL because of the size of our budget, but some recommend an external audit in case of a change in Director or Treasurer.
 2. S. Clark announced her resignation from the board
 3. Friends Update - no update
- IV. Minutes from Oct. meeting presented by J. Persson. Motion to accept minutes by R. O'Brien and seconded by P.Carrig, motion carried.
- V. Finance report - R.Lonneville, Treasurer
 1. Corrected September expense summary: Line items unchanged; corrected total is \$15,411.84. Motion to approve by C. Gudell, second by N. Schuler, motion carried.
 2. October Monthly reports – R. Lonneville
 - a. October 2018 Statement of cash flow reviewed to match bank statement and reflect expenses and cash flow
 - b. October expenses: Payroll \$10,288.48, September debit purchases \$64.93, October debit purchases \$619.60, total checks presented for approval \$1,309.28, total unpaid bills presented for approval of payment \$1,254.06, total October 2018 expenses \$13,536.35
Motion to approve by R. O'Brien, seconded by N. Schuler. Motion carried.

3. Claims Audit - R. Ott

Of the October expenses, one bill was rent for facilities, \$365 to MSCSD. Income tax was paid on Michael's store charge, need to remind staff to present Tax exempt ID. Motion to approve made by R. O'Brien and seconded by P. Carrig. Motion passed.

VI. Director's Report - M. Prak - on file.

Discussed recurring programs, may discontinue some with low attendance. Invited suggestions towards goal of more adult programming; suggestions included long-term care, chalk painting, instant pot cooking, food, socializing, using technology. New monthly all-staff meeting has been helpful. M. Prak attended NYLA conference and will report next month. Statistics report on file in Director's report. Re. a question from the board as to whether any library in PLS is increasing circulation, M. Prak reported that Avon is, and either Victor or Wood.

VII. Standing committee reports

1. Finance and Audit - R. Ott

- a. Committee report presented and is on file.
- b. Revised procurement policy, including changes made after review by J. Lyons, presented for board approval. **Motion** by R. O'Brien, seconded by N Schuler:

Whereas Section 104-b of the General Municipal Law, requires the governing board of every political subdivision and any district therein to adopt internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of GML s 103; and

Whereas comments have been solicited from the officers of the Library involved with procurement; now, therefore, be it

Resolved, by the Board of Trustees of the Red Jacket Community Library that the following procurement policies and procedures are hereby adopted as Policy #500-4 for use by all officers and employees in the purchase of goods and services.”

Motion carried. Policy on file.

- c. First reading of reserve fund policy being developed by Finance Committee. Discussion re. proposed cap of 50% of operating budget. Reserve fund is not intended to be a “rainy day” fund; should have designated purpose and the library should have plans for development. J. Persson and M. Prak assigned to review the statement of purpose for an Educational reserve fund and provide feedback for next Finance and Audit committee meeting.
- d. **Motion** by N. Schuler, seconded by R. O'Brien:

Resolved, by the Board of Trustees of the Red Jacket Community Library that Policy #500-3-Record Retention, Recovery & Destruction Plan is hereby retired from use; and be it

Further Resolved that *Records Retention and Disposition Schedule MI-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein; and be it

Finally Resolved, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Motion carried.

2. Policy Committee - Lisa Schaertl
 - a. Committee report presented and on file. Lisa Schaertl provided copies of the Operating Hours and Food and Drink policies approved by Board last month to update Trustee binders.
 - b. Motion by R. O'Brien, second by N. Schuler to approve revised Sexual Harassment Policy #300-2 and Complaint form Appendix 1b. The policy meets the new requirement by NYS. It is based on model policy from HR Works and also covers other forms of discrimination we do not have a policy for. Motion carried.
 - c. Motion by R. Ott, seconded by P. Carrig to approve new Safety and Patron Conduct policy #400-14. Motion passed.
 - d. Motion by R. O'Brien, second by N. Schuler, to approve new pest control policy #400-13. Motion passed.
 - e. Motion by P. Carrig, seconded by R. O'Brien to approve use of Display Space policy #400-03. This is a previously retired policy, revised. Discussed using display space to highlight adult programming samples, support outreach to community groups. Waiver form to be developed for use of display space. Motion carried.
3. Facilities: R. O'Brien - No report
4. Personnel - L. Schaertl reported that two candidates have submitted resumes for the Treasurer position; interviews have been scheduled. The committee recommended a year-end Staff appreciation dinner to be funded by Friends.
5. Nominations – R. O'Brien - No report

VIII. New business

1. P. Ayres and L. Schaertl developing a Board Calendar and that will be on RJCL drive. R. Ott recommended adding committee meetings to calendar.
2. Google Drive training postponed to future date.
3. Resignation of Susan Clark sadly accepted by Board.

NEXT MEETING: Monday, December 10 at 7 pm

Adjourned by L. Schaertl at 8:29 pm