



Red Jacket Community Library

MINUTES of the Board of Trustees Regular Meeting – October 15, 2018

I. CALL TO ORDER – P. Ayres at 7:00pm

II. **ROLL CALL:** Present: Jill Persson, Pat Ayres, Susan Clark, Theresa Schlossnagle, Nicole Schuler, Patricia Carrig, Randall Ott, Roxie O'Brien, Erin Shannon, Lisa Schaertl, Margo Prak, Rita Lonneville. Absent: Chris Gudell

III. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS

1. Friends Update Presentation by Ken Reeves:

- The Friends currently have over \$9,000 in the bank and are starting a new fundraising campaign. Dr. Mike Ternisky will match any donation up to \$6000 and Phil Bredesen will match up to \$5000.
- The next Friends meeting is 11/17 and members of the Board are welcome to attend.

2. Report: PLS Annual Meeting October 10th was focused on awards and recognitions

3. N. Schuler will sit on the Finance Committee while T. Schlossnagle is away

IV. **APPROVAL OF MINUTES** from September 10th meeting - J. Persson presented the minutes for approval. Susan Clark motioned to accept the minutes, Roxie O'Brien seconded. Motion passed.

V. FINANCIAL REPORTS

1. P. Ayres announced Rita Lonneville is retiring as of January 1, 2019.

2. Monthly Reports- R. Lonneville

a. September 2018 Statement of Cash Flow is a new report used to track the cash flow for budgeting allocation planning

b. The review of expenses included

- \$11,731.21 payroll which included the pay raises given to staff,
- \$44.92 debit from August;
- \$2,559.70 checks for approval;
- \$ 645.73 unpaid bills;
- \$430.25 debit for September for a total of \$17,971.54

3. R.O'Brien moved, second by N.Schuler, that we pay the Retirement Fund. Motion carried.

4. Claims Audit – R. Ott reported that everything was properly recorded and documented. A motion to accept the report was made by L. Schaertl and seconded by T. Schlossnagle. Motion carried.

VI. DIRECTOR'S REPORT * - M. Prak Report Attached

Report Highlights:

- The Maker-Space program for middle school students to encourage building and learning has started slow, but participation is going up; the LGBTQ presentation had 9 people and was very informative, Sit & Knit is starting up again.
- The new website is now live.
- Christine was awarded the Super-Charged Story Time Scholarship for \$300 to cover training,
- Staff training continues, in November; Kathleen and Patsy will participate in Evergreen training

VII. STANDING COMMITTEE REPORTS

1. **Policy** - L. Schaertl - Report Attached*

- a. R. O'Brien moved to accept the new Food & Beverage policy. E. Shannon seconded. Motion passed.
- b. R. O'Brien moved to accept the amended 400-01 General Operations policy, now renamed "Hours and Closings." N. Schuler seconded. Motion passed.

2. **Facilities** – R. O’Brien
 - a. R. O’Brien moved to take the motion to purchase furniture using Friends’ funds off the table. Seconded by Susan Clark. The motion carried.
 - b. R. O’Brien moved that the Board approve the purchase of furniture with Friends’ funds. Second by N. Schuler. Motion carried.
3. **Personnel** - J. Persson Reports Attached*
 - a. R. Ott moved to approve payment of up to \$7000 for up to 5 courses for Director Margo Prak to complete the Advanced Certificate in Public Library Administration to be completed in the Spring of 2019. Second by T. Schlossnagle. Motion carried.
4. **Finance and Audit** R. Ott Report Attached.* Additional discussion not mentioned in the report:
 - Discounts from Amazon will need bids for prices over a set dollar amount
 - Need to document either quotes or a company’s refusal to give a quote due to our size
 - Need to document why a specific quote was selected.
 - Review the plan for a vote at the Nov. meeting
5. **Nominations** –Recommend use of Trustee Job Description - R. O’Brien
 - Board job descriptions adapted from Wood Library, the statement calling for the financial support of the Library by Trustees was removed
 - To be used as a recruitment tool so it’s understood there is a commitment to being a Board member
 - The job description and the petition can be put together as a recruitment package
 - Recommend to remove the word “Executive” from the Director’s job description

VIII. NEW BUSINESS

1. Mandated Sexual Harassment Training - P. Ayres
 - Mandated by NYS and 10/9/2019 is the new compliance deadline
 - We have a policy in place, and have one year to update the policy and develop a complaint form
 - The Policy committee will review the policy and update as necessary
2. Discuss changing method of delivery of committee reports to Board members. E.Shannon and J.Persson will set up Google Drive and then find a training date for Board members unfamiliar with it.

Motion to adjourn made at 8:10 pm by R.O’Brien and seconded by T. Shclossnagle. Motion carried.

NEXT MEETING: Monday, November 10, Veteran’s Day at 7 p.m. The Library is OPEN. School is CLOSED

Respectfully submitted by

Jill Persson