



Red Jacket Community Library

BOARD OF TRUSTEES

Meeting Minutes

December 10, 2018

- I. **CALL TO ORDER** President Pat Ayres at 7:39pm
- II. **ROLL CALL** Secretary J. Persson - Present: Pat Ayres, Lisa Schaertl, Margo Prak, Erin Shannon, Randy Ott, Jill Persson, Rita Lonneville, Nicole Schuler, Patty Carrig, Chris Gudell
Absent: Roxie O'Brien, Theresa Schlossnagle
- III. **PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS**
Pat Ayres welcomed community guest John Cascini. Special Resolution read by Randy Ott and approved by board to recognize and show appreciation of Rita Lonneville's service as Treasurer.
- IV. **APPROVAL OF MINUTES** from November 12th meeting – Nicole Shuler moved to accept minutes and Randy Ott seconded, the motion passed
- V. **FINANCIAL REPORTS**
 1. Monthly Reports presented by Treasurer R. Lonneville
 - a. November 2018 Statement of Cash Flow
 - b. Expenditures for November 2018 totaled \$12417.84 with Oct. debit purchases of \$4.77, Nov. debit purchases \$238.30, checks for approval totaling \$326.86 (\$100 to PLS Employee Assistance and \$226.86 to Librarica LLC) and unpaid bills totaling \$1163.78. Erin Shannon moved to approve expenditures, seconded by Nicole Schuler, motion carried.
 - c. November Payroll was \$10,684.13
 - d. Balance Sheet and P&L were presented for review
 2. Claims Audit results were presented by Randy Ott. Reported that all items were properly documented and approved
- VI. **DIRECTOR'S REPORT** presented by Margo Prak
 - o November programming down due to weather and holidays
 - o Working on correcting ordering issues and changing source for DVDs/Blu-rays
 - o Monthly staff meeting went well
 - o Attended NYLA conference and discussed several helpful sessions
 - o Christine LaTerra also attended Adverse Childhood Experiences (ACEs) Training
 - o Stats report included in handouts
- VII. **OLD BUSINESS**
 1. Erin Shannon shared a tutorial handout for RJCL Trustees on how to use the new shared Google Drive
 2. Lisa Schaertl shared the draft of a Board Calendar of Key Responsibilities
- VIII. **STANDING COMMITTEE REPORTS**
 1. **Policy** – Lisa Schaertl presented the committee report
 - a. Randy Ott moved to approve Appendix 1L – Use of display space waiver form and the motion was seconded by Nicole Shuler. The motion passed
 2. **Facilities** – Pat Ayres presented the committee report
 - a. Furniture has been ordered, expect January delivery,
 - b. Lisa Schaertl moved to accept the Friends gift of approximately \$20,000 to be deposited into the RJCL Capital Fund account and designated for furniture purchases. Motion was seconded by Nicole Shuler. The motion passed

3. **Personnel** - J. Persson presented the committee report
 - a. Committee is documenting Hiring process for Director and Treasurer
 - b. Ad Hoc Hiring Committee - Report on Treasurer search - Randy Ott reported that the top candidate rejected our offer, so committee begins again. The position will be re-posted. Margo Prak will perform Treasurer duties during the interim with assistance from Kathleen Honchen.
4. **Finance and Audit**- R. Ott presented the committee report
 - a. Second reading of reserve fund policy. Motion to approve Reserve Funds Policy 500-5 made by L. Schaertl, seconded by N. Shuler and motion passed. Policy to be added to the library website and policy book
 - b. First reading of Claims Audit Policy 500-1 J: All individual board members will have to sign off on claims in the future to document all individual claims are reviewed and acted upon in compliance with NYS laws and Comptroller's advice
 - c. Next committee meeting 12/20/18
5. **Nominations** Pat Ayres presented the Committee Report
6. **Long Range Planning** – Lisa Schaertl presented the committee report
 - a. The Committee met to review the current Long-Range plan and refine goals to reflect changes over past year. Proposed update presented to Board. Board feedback invited for finalization and vote in January.

IX. NEW BUSINESS

1. Committee to review mission statement and update
 - a. Proposed Committee Pat Ayres, Erin Shannon and Margo Prak
2. Margo Prak reported on new project to develop brand for Library beginning with core values

Adjourned by Pat Ayres at 8:54pm

NEXT MEETING: Monday, January 14, 2019 at 7 p.m.

*Respectfully submitted 12/30/2018 JMP
Approved by the board 1/14/2019 with correction*