



# Red Jacket Community Library

## BOARD OF TRUSTEES

## Minutes

January 14, 2019

- I. **CALL TO ORDER** President Pat Ayres at 7:04pm
- II. **ROLL CALL** - Present: Pat Ayres, Lisa Schaertl, Erin Shannon, Patty Carrig, Margo Prak, Randy Ott, Nicole Schuler, Chris Gudell, Roxie O'Brien  
Late: Jill Persson  
Absent: Theresa Schlossnagle
- III. **PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS** – none
- IV. **APPROVAL OF MINUTES** from December 10, 2018 meeting –One correction from Lisa Schaertl; Friends donation will be deposited into Capital Fund Account. Motion to accept minutes as corrected made by Roxie O'Brien, seconded by Patty Carrig and passed
- V. **FINANCIAL REPORTS**
  1. Monthly Reports
    - a. December 2018 Statement of Cash Flow; Reviewed
    - b. Expenditures for December 2018 totaled \$ 14,033.17 with Dec. debit purchases \$ 949.05, checks for approval totaling \$1,435.16 and unpaid bills totaling \$ 1,395.83.
    - c. December payroll: \$ 10,253.13
    - d. Dec. debit purchase detail to be reported in February.
    - e. Balance Sheet and P&L were presented for review.
    - f. Motion to accept the financial reports presented made by Roxie O'Brien and seconded by Erin Shannon. Motion passed
    - g. Motion to pay bills made by Roxie O'Brien and seconded by Patty Carrig, motion passed
  2. Claims Audit results were presented by Randy Ott. Will be brought to February meeting for approval
- VI. **DIRECTOR'S REPORT** presented by Margo Prak
  - Highlight: Reindeer Storytime had 30 attendants and 42 for Santa's visit and 2 new families came to story time
  - Grid set up for Barcodes from Ingram to streamline process of ordering and shelving
  - Holiday lunch for staff at Nolan's paid for by Friends was popular and appreciated
  - PLS reports Ebook and audiobook usage increase
  - 2020 Census coming and will be online. Reviewed maps of broadband access, 40-60% of households in our school district have hardwired internet access. May need a dedicated computer with its own network for residents to complete the census. Need to start planning for this need
  - Margo Prak is applying for scholarships to cover cost of conferences, ARSL and NYLA; needs board approval to attend in order to submit scholarship application. Lisa Schaertl moved to approve Margo Prak's participation in ARLS and NYLA conferences, seconded by Nicole Schuler, motion carried
  - Margo Prak requested approval to attend NYS Legislative Library Advocacy day, 2/27/19. Motion made by Roxie O'Brien for Margo Prak to attend along with any Board members, seconded by Erin Shannon and motion passed
  - Digital inclusion summit in Geneva on 1/28/19, encouraging participation by any available Board members, Pat Ayres hopes to attend

- Instant Pot class very successful; filled to capacity of 12 attendees with a wait list of 15. Second class planned for near future
- New offering being advertised: Monday Tech help 4-6 for 1:1 help
- Stamping Up class coming in February

Stats highlights:

- Up in circulation
- Lower in resources sent out to other PLS libraries
- Up in Digital content
- Computer usage down
- Wi-Fi usage down

**VII. OLD BUSINESS**

1. Status of Treasurer Search
  - a. Candidate declined position, second round of advertisement went out, interviewed 2 of 3 candidates
  - b. Discussed duties; need to focus position on Treasurer tasks and delegate business tasks to appropriate staff members
  - c. Discussed benefits; Lisa Schaertl to follow up with PLS what benefits must be offered. State in offer letter position is not eligible for benefits, position reports to Board, not Library Director
  - d. Discussed classification, is not Civil Service and can't be classified as an independent contract worker, need to be paid through our Payroll system
  - e. Discussed salary and payment terms of treasurer
2. Mission statement review
  - a. Ad Hoc committee needs to meet, includes Pat Ayres, Nicole Schuler, Erin Shannon and Chris Gudell

**VIII. STANDING COMMITTEE REPORTS–**

1. **Facilities –**
  - a. Furniture will be delivered Friday, January 18, for Conference room and Fish Bowl. Margo Prak is working with school staff on transition
  - b. Motion to formally thank Friends of the RJCL for donation for its purchase made by Roxie O'Brien and Nicole Schuler seconded. Motion carried and the Secretary was instructed to send a letter of thanks.
2. **Finance and Audit**
  - a. Committee report review
    - Asked for insurance quotes from Anderson Van Horn
    - Previous Treasurer was bonded; the committee suggests that all employees who handle fiscal responsibilities should be bonded and will determine our need and cost. Blanket bond would cover all employees, not just Treasurer
    - Paid retirement
    - Need to begin budget planning, suggest including insurance reserve fund and retirement reserve fund to cover deductible
  - b. The committee continues to work on 500-1 J Claims Audit policy
  - c. 500-1 A Treasurer Responsibilities – will be presented in February for first reading
3. **Nominations** - No report
4. **Long Range Planning**
  - a. Committee report reviewed
  - b. Presented amended 2017-2022 Long Range plan for Board approval

Motion by Randy Ott, second by Roxie O'Brien:

**Whereas**, the board has completed a periodic review of its Long Range Plan and its progress towards the goals therein, and

**Whereas** the board recognizes the need to incorporate in the Long-Range Plan additional options for space utilization goals, an explicit connection between long range planning and capital funds, goal for virtual as well as physical collections, and changes to accommodate technological advances since 2017; therefore, be it

**Resolved** by the Board of Trustees of the Red Jacket Community Library that the January 2019 amendment to the 2017-2022 Long Range Plan is hereby adopted

Motion carried. Lisa Schaertl will publish the amended plan on the Library's public website.

#### **5. Policy**

- a. Committee report review
- b. Presented Links to policies approved at Dec. meeting for the Reserve Fund, Use of Digital space waiver forms and Binder index and asked Trustees to update their policy manuals

#### **6. Personnel**

- a. Jan 7 Committee meeting minutes presented
- b. Treasurer hiring process draft 2 reviewed and met with approval. Jill Persson to add to a new folder for Board procedures on the RJCL Trustees shared drive

### **IX. NEW BUSINESS**

1. Board assembled a budget committee to include Director, Finance Committee
  - i. Question about what becomes of budget surplus from unused salary, possible to roll this year's saving into next year's budget
2. Annual Report to NYS due to the state in February; Margo Prak to confirm with PLS
3. Digital Summit sponsored by PLS 1/28/19 at Cracker Factory in Geneva, \$20 includes lunch, Trustees encouraged to attend
4. Library Advocacy day in Albany 1/27/19 all day, \$22, Trustees encouraged to attend

**X. Adjournment motion** made by Roxie O'Brien and seconded by Erin Shannon at 8:20 pm

Adjourned by President Pat Ayres.

**NEXT MEETING:** Monday, February 11, 2019 at 7 p.m.

Respectfully submitted by Jill Persson, Board Secretary