



Red Jacket Community Library

BOARD OF TRUSTEES

Minutes

February 11, 2019

I. CALL TO ORDER President Pat Ayres at 7:03 pm

II. ROLL CALL

Present: Pat Ayres, Lisa Schaertl, Nicole Shuler, Randy Ott, Roxie O'Brien, Jill Persson, Margo Prak
Absent: Theresa Schlossnagle, Erin Shannon, Patty Carrig, Chris Gudell

III. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS - None

IV. APPROVAL OF MINUTES from January 14, 2019 meeting – motion made by N. Schuler, seconded by R. O'Brien, motion carried

V. FINANCIAL REPORTS

1. Monthly Reports presented by R. Ott and M. Prak, on file.
 - a. January 2019 Statement of Cash Flow. R. Lonneville set up transfers between accounts
 - b. Expenditures for January 2019 were Jan. debit purchases \$302.76, checks for approval totaling \$1,272.88, unpaid bills (claims) totaling \$ 13,119.82 including furniture, \$ 260.69 additional bills for Ingram, and employee expense reports of \$15.83
 - c. January payroll was \$15,210.40
 - d. Balance Sheet and P&L were presented for review
2. L. Schaertl moved to accept the financial report and pay bills as presented, seconded by N. Schuler and motion carried
3. Claims Audit results were presented by R. Ott with no issues. The board commended M. Prak or handling and learning financials

VI. DIRECTOR'S REPORT

M. Prak – report presented and on file. Highlights include:

M. Prak has introduced several new adult programs. C. LaTerra is pursuing Outreach Story Time at Manchester Town Hall on Wednesday mornings. The Library will have a presence at the UPK & Kindergarten registration to reach new patrons.

Owwl and Mandarin are now cloud-based. New furniture was received and installed.

M. Prak has completed an application to the Rural and Small Libraries Conference "Small Libraries Create Small Spaces" for funding to plan and create active learning Library space. She is also seeking mini grant for a cooking club.

Statistics on library usage were presented and are on file.

VII. OLD BUSINESS

1. Treasurer Search – R. Ott

- A. RESOLVED, that the Board of Trustees of the Red Jacket Community Library does hereby appoint Robin Blew, to serve at the pleasure of the Board of Trustees as Library Treasurer, effective immediately, at a rate of \$500 per month, paid the last pay period of the month. Offer is contingent on successful background check. Motion made by R. Ott, seconded by L. Schaertl. Motion carried.
- B. Payment begins 2/28/2019 for February 2019. The personnel committee will conduct background checks and reference checks.
- C. Bank signature cards: The board discussed which positions have authority to cut and sign checks. The Treasurer prepares checks, deposits and disburses funds, and maintains accounting records. The Director will sign checks.

D. WHEREAS bank signature cards need signature approval for Library Director, Board President, Vice President and Treasurer, and WHEREAS, new bank signature cards need to be filed and certified with Canandaigua National Bank for each of the Library accounts, now therefore, be it RESOLVED, that the Board of Trustees of the Red Jacket Community Library hereby authorizes the following to sign withdrawal slips, transfers, and checks in payment of goods and services: Library Treasurer, Library Director, President of the Board of Trustees, and Vice President of the Board of Trustees. Motion made by R. Ott and seconded by N. Schuler. Motion passed.

2. Mission Statement Review – P. Ayres

The Ad Hoc committee will present its recommendation at the March meeting along with the Charter amendment approved by the Board of Regents. The Library's By-Laws will also be amended from 11 Trustees to a range of 5-11 trustees at the March meeting.

3. Digital Immersion Summit report presented by P. Ayres

VIII. STANDING COMMITTEE REPORTS

1. Policy – no report

2. Facilities - no report

3. Personnel - J. Persson reported that the committee will present the Civil Service job search process in March, and is working on a mid-year performance appraisal of the Director.

4. Finance & Audit - R. Ott moved, R. O'Brien seconded, and motion carried:

WHEREAS a gift from the Friends of the Red Jacket Community Library of \$21,376.69 for furniture was accepted at the regular meeting of the Board of Trustees held on December 10, 2018, and WHEREAS replacement furniture for two meeting rooms has been purchased by the Library in consultation with the Friends of the Red Jacket Community Library, now, be it RESOLVED, by the Board of Trustees of the Red Jacket Community Library to hereby approve the expenditure of \$11,578.34 from the Capital Fund, and be it further RESOLVED that the Treasurer of the Red Jacket Community Library is authorized to transfer funds from the Capital Fund in the amount of the \$11,578.34 for the aforesaid furniture.

5. Nominations – R. O'Brien. Two Trustee seats may need to be filled in the upcoming election, depending on how many seats are decided upon with the Charter change..

6. Long-range planning- no report

IX. NEW BUSINESS

1. 2019 Budget - M. Prak and R. Ott presented a draft budget including key assumptions:

a. A tax levy increase of <1% is desired

b. Aid is projected to be stable

c. Transfer in of \$26,118 from fund balance will cover other budget increases

d. Income from fines will be reduced if we eliminate late fines for books

e. Salary increases are planned for clerks, pages and librarians. Additional salary is requested for a part-time clerk for Sunday/daytime hours

f. Benefits not previously budgeted include EAP

The board discussed the purpose of reserve funds and fund balance. The final budget will be presented to the Board for approval at the March meeting and advertising for the vote will begin. Trustee candidate petitions are due April 5. The public vote for the budget and Trustees is May 6.

2. Memo of Understanding with the School – current agreement is valid until June 2019. Will be reviewed and renewed.

X. Adjournment - R. Ott moved, J. Persson seconded to adjourn at 8:45 p.m.

Respectfully submitted by Jill Persson, Secretary

NEXT MEETING: Monday, March 11 at 7 p.m.