



Red Jacket Community Library

BOARD OF TRUSTEES

Minutes

March 11, 2019

- I. **CALL TO ORDER** President P. Ayres called to order at 7:07pm
- II. **ROLL CALL** Secretary J. Persson - Present: Pat Ayres, Lisa Schaertl, Randy Ott, Jill Persson, Nicole Schuler, Roxie O'Brien
Absent: Margo Prak, Theresa Schlossnagle, Erin Shannon, Patty Carrig, Robin Blew
- III. **PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS**
 1. Treasurer Search Result – P. Ayres announced that Robin Blew was hired as new Treasurer, clarified start date was March 2, 2019
 2. Community Center Update –P. Ayres shared a report from Nicole Coyne updating the Board on Community Center progress
 3. Robert's Rules Comment –P. Ayres noted that previous Boards set a precedent that the President cannot vote unless to break a tie. Referencing *Robert's Rules of Order*, clarified that the Board President is allowed to vote in secret ballots and voice votes. In voice votes, the President should vote last so as not to unduly influence the outcome of the vote.
- IV. **APPROVAL OF MINUTES** from February 11, 2019 meeting – J. Persson
R. Ott put forth a correction to section 7.1.a: change "resolution" to "motion." Motion to accept minutes as corrected made by L. Schaertl and seconded by R. O'Brien. Motion passed.
- V. **FINANCIAL REPORTS**
 1. Monthly Reports – R. Ott
 - a. February 2019 Statement of Cash Flow reviewed
 - b. Expenditures for February \$12,298.04
 - c. February 2019 debit purchases \$260.42
 - d. Checks for approval and unpaid bills \$2138.75 unpaid bills \$18.18 additional invoice. Motion to pay unpaid bills made by R. O'Brien and seconded by N. Schuler. Motion passed.
 - e. February Payroll reviewed
 - f. Balance Sheet and P&L reviewed
 2. Claims Audit – R. Ott. Financials above cleared. Funds need to be transferred out of the Capital fund and the Ledger needs to document transfer from Money Market account to checking account.
 3. Approve Annual Report to New York State – M. Prak
L. Schaertl recommended that the Library's general email address be used for contact, not the email of a specific staff member. The report covers the calendar year not the fiscal year. Motion made to approve annual report by R. O'Brien and seconded by N. Schuler. Motion passed.
- VI. **DIRECTOR'S REPORT** – none this month
- VII. **OLD BUSINESS**
 1. Amendments to the By-laws – P. Ayres presented amendments to be approved at the Board's April meeting:
 - a. Set the number of Trustees to 9 (nine) consistent with amended charter which sets a range of 5-11
 - b. Replace Mission Statement with the latest revised Mission Statement
 2. Charter amendment was not complete; the address was not updated to reflect the Library location. P. Ayres will follow up with NYS Board of Regents.
 3. P. Ayres will contact Trustees T. Schlossnagle and E. Shannon regarding Board meeting attendance.
 4. The board clarified that Library funds cannot be used to purchase supplies to give away in the Backpack Program, but that Library staff can assist with the program and the facility can be used for the program.

VIII. STANDING COMMITTEE REPORTS

1. **Policy** – L. Schaertl reported that the committee needs to revise the general personnel policy to address what benefits the Treasurer receives. Currently reviewing Treasurer role and finance policies. Will propose an open meetings and public comment policy.
2. **Facilities** – The committee will request the school replace the sign and awning outside the public entrance. L. Schaertl requested projection capabilities for Langton conference room.
3. **Personnel** - J. Persson reported that at two meetings in February the committee finalized the Director hiring process document, began the Director search process, and began defining essential duties of the Interim Director. The committee is meeting every Thursday to address the search.
4. **Finance and Audit** - R. Ott
 - A. The budget is ready for adoption with either < 1% or 0% increase in tax levy.

RESOLVED that the Board of Trustees of the Red Jacket Community Library hereby amends the recommendation of the Director, and accepts and adopts the proposed 2019-2020 Library Budget with expenditures of \$226,568.00 and a tax levy of \$196,200.00, a 0% increase in tax levy. Motion made by R. O'Brien and seconded by N. Schuler. The motion passed.
 - B. Claims audit policy has been modified since January and a Library Treasurer policy was prepared. Both will be presented at April Board meeting for review.
 - C. Motion made by J. Persson and seconded by R. O'Brien to create a Retirement Reserve Fund and move \$1,800 into the reserve fund from the fund balance, to offset any future retirement invoices over projection. Motion carried
 - D. Motion made by L. Schaertl and seconded by R. O'Brien to create an Insurance Reserve Fund and move \$ 1,000 into the reserve fund from the fund balance. The motion carried.
5. **Nominations** – R. O'Brien discussed revisions to the Trustee candidate packet and plans to promote the positions and vote to community. Vote is May 6.
6. **Long Range Planning** – L. Schaertl - No report

IX. NEW BUSINESS

1. Motion made by N. Schuler and seconded by R. Ott to accept Margo Prak's resignation as Library Director effective Friday, March 29, 2019. Motion passed.
2. Motion made by N. Schuler and seconded by R. Ott to accept Chris Gudell's resignation as a Trustee effective February 11, 2019. Motion carried.

X. ADJOURNMENT 8:27pm

NEXT MEETING: Monday, April 8, 2019 at 7 p.m.