



# Red Jacket Community Library

**BOARD OF TRUSTEES**

**Minutes**

**April 8, 2019**

- I. CALL TO ORDER** President P. Ayres 7:03
- II. ROLL CALL** Secretary J. Persson - Present: E. Shannon, N. Shuler, P. Ayres, R. O'Brien, L. Schaertl, J. Persson, R. Ott  
Also Present: R. Blew and M. Zingerella Absent: P. Carrig, T. Schlossnagle
- III. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS-** none
- IV. APPROVAL OF MINUTES** from March 11 and 25, 2019 meetings – J. Persson  
Motion to accept March 25 minutes with corrections (change Merithew to O'Brien) made by L. Schaertl, second by R. O'Brien, motion carried  
Motion made by R. Ott to accept March 11 minutes. Seconded by N. Schuler motion carried.
- V. FINANCIAL REPORTS**
- Monthly Reports – R. Ott/R. Blew
    - March 2019 Statement of Cash Flow review deposits/movements on account
    - Expenditures for March \$11,838.59, payroll and debit card purchases
    - March 2019 debit purchases reviewed
    - Checks for approval and unpaid bills \$841.94 and \$9.90 Coffee & Water, Baker & Taylor, Ingram Library Services, Manchester-Shortsville Central School, Christine La Terra, Motion to pay unpaid bills made by R. O'Brien and seconded by E. Shannon. Motion passed.
    - March Payroll - M. Prak will receive one more paycheck, M. Zingerella added this month, R. Blew added last month, time sheets were approved and called in. M. Prak called hours into Paychex for last paycheck. M. Zingerella will confirm specific staff authorized to call payroll in to Paychex
    - Balance Sheet and P&L Review - budget status. Reported budget is where anticipated at this point in the year. Will transfer money now to cover next two payrolls
  - Claims Audit – R. Ott - Vouchers agree with report. \$9.90 claim factored into March claims that should be in April. Tax charges in Amazon and on order refunds have been requested. Fund transfers for purchase of new furniture and for Retirement Reserve and Insurance reserve need to be processed, as previously approved by Board. Need to make sure receipts are accompanied by purchase orders. CNB card has to be re-issued in R. Blew's name. This is to be used until the new Director is in place.
- VI. DIRECTOR'S REPORT** – M. Zingerella- Staff has been wonderful, inclusive, helpful in answering questions. Has program ideas for May and June. Will ask Friends for money for possible programs beyond budget allocation. Noted that staff requests summer hours to include closing on Saturdays. Stats reviewed on library resources and usage.
- VII. OLD BUSINESS**
- Amendments to the By-Laws - P. Ayres (see attached)
    - Article 1, Section 1. Change the number of trustees to a range of "not less than 5 or more than 11" with the current number of 9. Motion made to accept the change by R. O'Brien and seconded by N. Shuler. Question raised to how this will affect the election? Two terms up for re-election, third seat may have been vacated, discussion tabled. Motion to accept change after question called and motion carried.
    - Article V, Library Director responsibilities change from "books" to "materials & programs", Motion to accept change made by L. Schaertl and seconded by R. O'Brien, motion carried
    - Revised Mission Statement . Motion to accept change made by N. Shuler seconded by E. Shannon, motion carried.
  - Recommendation for new projection wide screen TV for Conference Room #1, L. Schaertl investigating and will present request at future meeting

## VIII. STANDING COMMITTEE REPORTS

1. **Policy** – L. Schaertl Internet use and circulation policy tabled until new Director available.
  - a. Policies 300-1- Personnel policy revisions to detail Treasurer benefits and guidelines; clarify unused vacation policy presented for first reading. To be presented in May for approval
  - b. Public comment policy modeled on Pioneer Library System policy presented for first reading. To be presented in May for approval.
  - c. Agenda at next meeting is to finalize policies for presentation at May meeting
2. **Facilities** – R. O'Brien
  - a. Met with C. Dehn, School Superintendent. Carpet replacement is in Phase 4, of the School's Capital project. Installation will be summer of 2020.
  - b. Security gates are used by teachers and now owned by the School and the School pays the annual maintenance fee.
  - c. We may replace RJCL sign over the entrance and-pay for it. The sign should be the same design as new school signs. The awning maybe refurbished/cleaned not replaced.
  - d. Construction grant is possible for a new circulation desk and new electrical outlets for tables with USB ports which may be installed when the carpet is replaced. Any new electrical service will be paid for by the Library. We need to contact a library designer and apply for a PLS construction grant.
3. **Personnel** - J. Persson (see attached) Meeting weekly to search for director and are beginning to interview potential candidates. Discussed title and salary range with Civil Service requirements. Performance appraisals of staff will have to be conducted in June. Consider ways to include input from previous director
4. **Finance and Audit**- R. Ott (see attached)
  - a. R. Blew will be contract administrator for NYS retirement system
  - b. Adopt Policy 500.6 Claims audit. Procedure to have staff assemble bills as they come in, present to R. Blew so she can create an abstract and can present to the Board in sequential order. Board can act on Abstract to pay bills after action and signature by each Board member included on abstract. Motion to table a change to this procedure made by R. O'Brien, seconded by N. Schuler, motion passed
  - c. Adopt Policy 500.3 Library Treasurer consolidate policies referencing Treasurer responsibilities, required reports. Move to adopt policy and retire 500-1a, 500-1b, 500-1c made by L. Schaertl and seconded by E. Shannon, motion carried
  - d. Online banking policy in development, to include Wireless security policy
5. **Nominations** – R. O'Brien - Have 4 candidates for election: Jill Persson, Randy Ott, Nicole Deely and Michelle Krise. Motion to eliminate Seats 3 and 8 made by R. O'Brien and second by N. Schuler, motion carried.

R. Ott moved the three open trustee seats all be for 5-year terms. Motion seconded by R. O'Brien and motion carried

R. Ott moved to declare seat 6 to be vacant, L. Schaertl seconded, motion carried
6. **Long Range Planning** – No Report

## IX. NEW BUSINESS

1. Discussed Summer Hours and declined to make a change
2. Discussed the Friends' idea of having a "Welcome Packet" for new library patrons w/bag.

## X. ADJOURNMENT

Motion by R. O'Brien, second E. Shannon 9:02pm

**NEXT MEETING:** Monday, May 13, 2019 at 7 p.m.

Respectfully submitted by Jill Persson