



# Red Jacket Community Library

## MINUTES

25 MARCH, 2019

BOARD OF TRUSTEES SPECIAL MEETING

7:00

PM

Present: Pat Ayres, Nicole Shuler, Roxie O'Brien, Lisa Schaertl, Robin Blew, Randy Ott, Margo Prak and Jill Persson

Called to order at 7:06 by President

- I. Review Memo of agreement and outline of essential duties for Interim Director to cover 90 days per Civil Service regulations between RJCL Library Board and Mary Zingerella as Interim Director. Motion made by R. O'Brien and seconded by N. Schuler to approve corrected memo of agreement to appoint Mary Zingerella as Interim Director at \$600.00 per week. Motion carried unanimously
- II. Finance and Audit, reported the Board needs a motion to remove Margo Prak's name from debit card and accounts and add Robin Blew's name as Treasurer and to include the current President and Vice President as signators. The process reported is to provide the Bank specific names and addresses of approved signators. Completed form needs to be certified by the Secretary and included in meeting minutes. A series of resolutions must be passed by the Board as part of the minutes
- III. **RESOLVED BY L. SCHAERTL** and seconded by R. O'BRIEN to remove M. PRAK and R. LONNEVILLE as approved signators of account with CNB- Motion passed unanimously
- IV. **RESOLVED, THAT THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY (HEREINAFTER REFERRED TO AS THE "BANK") IS HEREBY DESIGNATED AS A DEPOSITORY OF THE RED JACKET COMMUNITY LIBRARY, 7 LEHIGH AVENUE, SHORTSVILLE, NY (HEREINAFTER REFERRED TO AS THE "CORPORATION") AND THE DEPOSIT ACCOUNTS OF ANY KIND MAY BE OPENED AND MAINTAINED IN THE NAME OF THE CORPORATION WITH SAID BANK. BE IT FURTHER RESOLVED, THAT THE FUNDS OF THE CORPORATION MAY BE ELECTRONICALLY TRANSFERRED OR WITHDRAWN UPON CHECK, DRAFT NOTE, WRITTEN ORDER, WRITTEN WITHDRAWAL REQUEST OR DEBIT CARD TRANSACTION OF THE CORPORATION SIGNED OR PURPORTING TO BE SIGNED BY THE FACSIMILE SIGNATURE(S). IN SOME INSTANCES, THE REQUEST FOR THE ELECTRONIC TRANSFER OF FUNDS MAY BE ACCEPTED BY AN OFFICER OF THE BANK OVER THE TELEPHONE BY ANY OF THE FOLLOWING PERSONS:**

- a. TREASURER ROBIN BLEW 68 WOODCREEK DRIVE, PITISFORD, NY 14534
- b. PRESIDENT PATRICIA AYRES 641 HERENDEEN RD, SHORTSVILLE, NY 14548
- c. VICE-PRESIDENT LISA R. SCHAERTL 4285 SHORTSVILLE RD SHORTSVILLE, NY 1454

V. THE BANK IS HEREBY AUTHORIZED TO PAY SUCH CHECKS, DRAFTS, NOTES, WRITTEN ORDERS, OR TO PAY PURSUANT TO THE WRITTEN WITHDRAWAL AND ELECTRONIC TRANSFER REQUESTS AND TO RECEIVE THE SAME FOR CREDIT TO THE ACCOUNT OF THE PAYEE, OR IN PAYMENT OF THE INDIVIDUAL INDEBTEDNESS OF THE PAYEE, OR ANY OTHER HOLDER WHEN SO SIGNED, OR TO OTHERWISE HONOR ANY WRITTEN INSTRUCTIONS CONCERNING SAID ACCOUNT WHEN SIGNED AS AUTHORIZED ABOVE, WITHOUT INQUIRY AS TO THE CIRCUMSTANCES OF THEIR ISSUE OR THE DISPOSITION OF THEIR PROCEEDS OR ANY SUCH PAYMENTS WHETHER DRAWN TO THE INDIVIDUAL ORDER OR TENDERED IN PAYMENT OF THE INDIVIDUAL OBLIGATIONS OF ANY OF THE ABOVE PERSONS OR ANY OFFICER OR EMPLOYEE OF THIS CORPORATION OR OTHERWISE. BE IT FURTHER RESOLVED, THAT THE BANK AS A DESIGNATED DEPOSITORY OF THIS CORPORATION, IS HEREBY REQUESTED, AUTHORIZED, AND DIRECTED TO HONOR CHECKS, DRAFTS, OR OTHER ORDERS FOR THE PAYMENT OF MONEY DRAWN IN THIS CORPORATIONS NAME, INCLUDING THOSE PAYABLE TO THE INDIVIDUAL ORDER OF ANY PERSON OR PERSONS WHOSE NAMES APPEAR THEREON AS SIGNER OR SIGNERS THEREOF, WHEN BEARING OR PURPORTING TO BEAR THE FACSIMILE SIGNATURE(S) OF ANY INDIVIDUAL(S) LISTED ON THIS RESOLUTION, AND THE BANK SHALL BE ENTITLED TO HONOR AND TO CHARGE THIS CORPORATION FOR SUCH CHECKS, DRAFTS, OR OTHER ORDERS, REGARDLESS OF BY WHOM OR BY WHAT MEANS THE ACTUAL OR PURPORTED FACSIMILE SIGNATURE(S) THEREON MAY HAVE BEEN AFFIXED THERETO, IF SUCH SIGNATURE(S) 3 RESEMBLE THE FACSIMILE SPECIMENS DULY CERTIFIED TO OR FILED WITH THE BANK BY THE SECRETARY OR OTHER OFFICER OF THIS CORPORATION. BE IT FURTHER RESOLVED, THAT IF ANY ONE OF THE AUTHORIZED SIGNATURES IS PRESENT, THE BANK'S ACTION IN PAYING SUCH CHECKS, DRAFTS, NOTES, WRITTEN ORDER OR PAYING PURSUANT TO SUCH WRITTEN WITHDRAWAL OR ORAL REQUEST SHALL BE BINDING ON THE CORPORATION SINCE THE REQUIREMENT OF MORE THAN ONE SIGNATURE IS SOLELY AN INTERNAL REQUIREMENT OF THE CORPORATION AND SHALL NOT BE BINDING ON THE BANK. BE IT FURTHER RESOLVED, THAT

ANY CHECKS, DRAFTS, NOTES OR OTHER INSTRUMENTS OF ANY KIND PAYABLE TO OR BELONGING TO THIS CORPORATION MAY BE ENDORSED BY ANY OF ITS OFFICERS, EMPLOYEES OR AGENTS AND DEPOSITED WITH THE BANK FOR THE CREDIT AND USE OF THIS CORPORATION AND SAID ENDORSEMENTS MAY BE MADE IN WRITING OR BY STAMP AND WITHOUT DESIGNATION OF THE PERSON SO ENDORSING. BE IT FURTHER RESOLVED, THAT THE SECRETARY SHALL FURNISH TO THE BANK THE NAMES OF THE PRESENTLY DULY ELECTED AND QUALIFIED OFFICERS OF THE CORPORATION AND SHALL, FROM TIME TO TIME HEREAFTER AS CHANGES IN THE PERSONNEL OF SAID OFFICERS ARE MADE, IMMEDIATELY CERTIFY SUCH CHANGES TO THE BANK, AND THE BANK SHALL BE FULLY PROTECTED IN RELYING ON SUCH CERTIFICATION OF THE SECRETARY AND SHALL BE INDEMNIFIED AND SAVED HARMLESS FROM ANY CLAIMS, DEMANDS, EXPENSES, LOSS OF DAMAGES RESULTING FROM, OR GROWING OUT OF HONORING THE SIGNATURE OF ANY OFFICER SO CERTIFIED, OR REFUSING TO HONOR ANY SIGNATURE SO CERTIFIED. BE IT FURTHER RESOLVED, THAT ANY PERSON DESIGNATED AS AN AUTHORIZED SIGNER ON ACCOUNTS OF THE CORPORATION IS AUTHORIZED TO BORROW MONEY ON BEHALF OF THE CORPORATION BY TAKING ADVANCES (INITIATED BY OVERDRAFT OR ONLINE TRANSFER) ON ANY EXISTING CHEXMATE OVERDRAFT LINE OF CREDIT ACCOUNT THAT HAS BEEN ESTABLISHED FOR ACCOUNTS OF THE CORPORATION. BE IT FURTHER RESOLVED, THAT THE BANK, AS A DESIGNATED DEPOSITORY OF THIS CORPORATION, IS HEREBY REQUESTED, AUTHORIZED AND DIRECTED TO ISSUE A DEBIT CARD TO ANY PERSON OR PERSONS DESIGNATED BY THE CORPORATION AS AN AUTHORIZED SIGNER ON ACCOUNTS OF THE CORPORATION. THE BANK IS HEREBY REQUESTED, AUTHORIZED AND DIRECTED TO HONOR ELECTRONIC TRANSACTIONS INITIATED BY DEBIT CARD WITH THE SIGNATURE OF AN AUTHORIZED SIGNER (SIGNATURE BASED) OR BY THE DEBIT CARD WITH AN ASSIGNED PERSONAL IDENTIFICATION NUMBER (PIN BASED), DRAWN ON THIS CORPORATION'S NAME, INCLUDING THOSE PAYABLE TO THE INDIVIDUAL ORDER OF ANY PERSON OR PERSONS WHO THE CORPORATION HAS DESIGNATED AS AN AUTHORIZED SIGNER. BE IT FURTHER RESOLVED, THAT THE SECRETARY OR ANY OTHER OFFICER OF THIS CORPORATION IS HEREBY AUTHORIZED TO CERTIFY TO THE BANK A COPY OF THESE RESOLUTIONS AND TO AUTHORIZE ADDITIONAL INDIVIDUALS TO CONDUCT ON-LINE BANKING TRANSACTIONS ON BEHALF OF THE ORGANIZATION THROUGH THE INTERNET. SUCH AUTHORIZATION WILL BE MADE IN WRITING TO THE BANK. THE BANK MAY RELY ON AND ACT UPON SUCH CERTIFICATES, AND THESE RESOLUTIONS SHALL

CONTINUE IN FULL FORCE AND EFFECT UNTIL THE BANK IS ADVISED BY A LIKE CERTIFICATE OF ANY CHANGES THEREIN, ON MOTION BY L. SCHAERTL, SECOND BY R. O'BRIEN AND UNANIMOUSLY CARRIED AND CERTIFIED TO THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY BY J. PERSSON THAT THE FOREGOING IS A TRUE AND COMPLETE COPY OF THE RESOLUTIONS DULY ADOPTED BY THE BOARD OF TRUSTEES OF THE RED JACKET COMMUNITY LIBRARY ON THIS DATE (March 25, 2019)

Motion to adjourn Roxie and Nicole 7:35pm

Minutes respectfully submitted by J. Persson, Secretary Red Jacket Community Library

Corrected and approved 4/8/2019