



# Red Jacket Community Library

**BOARD OF TRUSTEES**

**Minutes**

**May 13, 2019**

**I. CALL TO ORDER** President P. Ayres at 7:15pm

**II. ROLL CALL** Secretary J. Persson - Present: Pat Ayres, Lisa Schaertl, Erin Shannon, Nicole Schuler, Jill Persson, Patty Carrig, Roxie O'Brien, Robin Blew, Mary Zingarella, Randy Ott

Guest: Ken Reeves, RJCL Friends

**III. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS** none

**IV. APPROVAL OF MINUTES** from April 8, 2019 meetings – J. Persson Motion to accept minutes with change made by R. O'Brien and seconded by N. Schuler

**V. FINANCIAL REPORTS**

1. Treasurer's Report – R. Blew

a. April 2019 Statement of Cash Flow presented by R. Blew,

b. April 2019 Expenditure Summary presented by R. Blew, payroll and debit card purchases, unpaid bills total \$ 11,952.26

c. April 2019 Payroll R. Blew, total \$9924.53

d. Profit and Loss R. Blew- Budget Performance total expenditures under budget for month, slightly over yearly budget, no variances for investigation

e. Transaction List provided to Board for review

f. Balance Sheet R. Blew- strong cash flow, no liabilities or fixed asset purchases

2. Claims Review –submitted by R. Ott summarized by R. Blew and reviewed by Board members

3. Approve unpaid bills and authorize payment of claims. \$2,197.63 Motion made by R. O'Brien to pay the April bills seconded by N. Schuler and motion passed

4. Reviewed April debit card purchases. \$164.20

**VI. DIRECTOR'S REPORT** – M. Zingarella posted to shared drive for review

**VII. OLD BUSINESS** no report

**VIII. STANDING COMMITTEE REPORTS**

1. **Policy** – L. Schaertl (see attached)

a. Offered by L. Schaertl: RESOLVED to approve the revised 300-1 General Personnel Policy including:

An amended STATEMENT to better reflect the contents of the policy document,

Clarification of benefits accorded to the Treasurer, and

An amendment to Section 9D, capping the amount of unused vacation time to be paid to an employee upon resignation at four weeks (20 days).

Resolution seconded by E. Shannon and passed

b. RESOLVED to adopt the new 200-5 Public Comment Policy providing guidelines that encourage public input while permitting the Board to conduct Library business meetings in an efficient and effective manner. Motion made by R. O'Brien, seconded by N. Schuler and carried

2. **Facilities** Update – P. Ayres

Pat & School Library staff toured Library, reviewed plans (Jack Werkman Marketing) and discussed carpeting and renovations. Need electrician and work estimate

**3. Personnel** - J. Persson (see attached)

Board discuss adjusting the position to part-time or offering the position provisionally. J. Persson made a motion to keep the position full-time, N.Schuler seconded and motion carried.

**4. Finance and Audit**- R. Ott (see attached)

Met during past month, started internet security policy to include online banking, identify what security is provided by PLS and by the school and what do we have to provide, meeting with Bob Wicksall from PLS. Presented draft claims audit which is still under review and available for Board comments

**5. Nominations** – Election Recap - R. O'Brien

Good turn out, budget of \$196,200 was approved by a vote of 58 to 2 , R. Ott, J. Persson re-elected and M. Krise elected to vacant position

**6. Long Range Planning** – L. Schaertl no report

**IX. NEW BUSINESS**

1. Need a slate of officers to present at June meeting

2. Staff evaluations to be scheduled in June and done by Director

3. Need for Ad Hoc Program committee to fill in while Director position being filled, decision tabled

4. Need for second interim director if position not filled by end of June

5. Need report to community yearly, completed by Director to possibly be included in District going out in August, one page summary from annual report and published on a flyer available in Library

**X. ADJOURNMENT** made by R. O'Brien, seconde N. Schuler, meeting adjourned at 8:37pm

**NEXT MEETING:** Monday, June 10, 2019 at 7 p.m.