



# Red Jacket Community Library

## BOARD OF TRUSTEES

## Minutes

June 10, 2019

- I. CALL TO ORDER** President P. Ayres at 7:00pm
- II. ROLL CALL** Secretary J. Persson - Present: P. Carrig; R. Ott; P. Ayers; L. Schaertl; N. Sculer; R. O'Brien; M. Zingerella; R. Blew - Absent: E. Shannon

### III. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS

Introduced Michelle Krise, Board member elect

Thank you to M. Zingerella for serving as Interim Director

### IV. APPROVAL OF MINUTES

from the May 13, 2019 meetings – J. Persson

Motion to accept corrected minutes made by R. O'Brien and seconded by N. Schuler, passed

### V. FINANCIAL REPORTS

1. Treasurer's Report – R. Blew
  - a. Statement of Cash Flow reviewed and explained
  - b. Expenditure Summary reviewed and explained
  - c. Payroll Report reviewed
  - d. Profit and Loss Budget Performance reviewed, expenses for furniture will be moved to fixed assets from expenses, and banking transfer will be done from capital fund to money market to checking
  - e. Transaction List reviewed
  - f. Balance Sheet reviewed to understand where cost of furniture will be re-classed
2. Claims Review – R. Ott presented.
3. Claims Audit - Motion to approve claims audit made by R. O'Brien, seconded by N. Schuler, passed \$3496.73
4. Debit Card Audit - Motion made to approve debit cards payment of \$417.30 by R. O'Brien and seconded by N. Schuler, motion passed

**VI. DIRECTOR'S REPORT** – M. Zingerella, attached. Highlights: Working on personnel evaluations for employees. File cabinets arrived. Patron packet will be developed over the summer. Still trying to determine the age of the patron and employee computers. Will need to be addressed with new director. Need a computer for the Treasurer. Need to develop incident report to document injuries as well as behavior, Teen Advisory board is not being utilized by middle schoolers. Usage stats reviewed.

Motion made by R. Ott and seconded by P. Carrig to purchase computer for R. Blew in her capacity as Treasurer, motion carried

### VII. OLD BUSINESS –

1. Revisit Employee Evaluations - Personnel Committee recommends defer Personnel performance appraisals and salary adjustments to be done by new permanent director. R. Ott moved to postpone discussion of staff evaluations and salary recommendations until December 2019, seconded by N. Schuler, motion passes

2. Annual Report to the Community will be tabled in absence of Director, motion made by R. O'Brien and seconded by N. Schuler to table annual report to the Community. Motion carried

## VIII. STANDING COMMITTEE REPORTS

1. **Policy** – L. Schaertl (see attached) - Updates handed out, most further policy review will be on hold until new Director is in place
2. **Facilities** Update – P. Ayres - Meeting with Library Designer and School staff is postponed until later in June
3. **Personnel** - J. Persson (see attached) - Discussed issues with Director search and lack of Interim Director as of June 17
4. **Finance and Audit**- R. Ott - presented fourth reading of Policy 500.6 (see attached)  
RESOLVED, to take from the table: Adoption of Policy 500-6. , L. Schaertl, seconded by R. Ott, motion carried.  
RESOLVED, by the Board of Trustees of the Red Jacket Community Library to adopt the Claims Audit and Payment of Bills as Policy 500-6; and be it  
FURTHER RESOLVED, that Policy 500-1 Procedure J (Claims Auditor Policy) and Policy 500-1 Procedure K (Payment of Bills) are hereby retired from use. Motion made by L. Schaertl and second by N. Schuler, motion carries
5. **Nominations** – R. O'Brien presented proposed Slate of Officers for 2019-2020- President, L. Schaertl, VP, Pat Ayres, Secretary N. Schuler
6. **Long Range Planning** – L. Schaertl - no report

## IX. NEW BUSINESS

1. Update of Memo of Understanding with School District Due in June, lease review moving from three years to 10 years, needs to be approved by School Business Manager and signed by Board Presidents of each Entity
2. Tax Cap Override Vote for 2020 will be done either at the Annual meeting or at the adoption of the budget
3. M. Krise will reach out to the Community Center Board to observe and provide insight

## X. ADJOURNMENT at 8:25pm

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