



Red Jacket Community Library

BOARD OF TRUSTEES - Regular Meeting

Minutes

July 9, 2019

I. CALL TO ORDER President L. Schaertl 7:34pm

II. ROLL CALL Present: M. Krise, N. Schuler, P. Carrig, P. Ayres, L. Schaertl, E. Shannon, R. O'Brien, R. Ott, J. Persson. Absent: R. Blew, Treasurer

III. APPROVAL OF AGENDA

MOTION to approve agenda made by N. Schuler and seconded by E. Shannon, motion passed

IV. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS

1. Trustee roster 2019-2020 on RJCL drive

V. APPROVAL OF MINUTES MOTION to approve the minutes from June 10, 2019 meeting made by R. O'Brien and seconded by N. Schuler, motion carried

VI. FINANCIAL REPORTS

1. Treasurer's Report – R. Blew (absent) - reports are informational and will be available on shared drive

- a. Statement of Cash Flow
- b. Expenditure Summary
- c. Payroll Report
- d. Profit and Loss Budget Performance
- e. Transaction List
- f. Balance Sheet

2. Claims Review – R. Ott reported that expenses up for summer programs was the only unusual notation

3. Claims Audit- Claims presented by R. Ott for signatures by Board totaling \$1775.56 as follows:

	<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
34	Ace Coffee & Water	6/25/2019	41.50
35	Baker & Taylor	6/3/2019	17.47
36	Baker & Taylor	6/4/2019	202.06
37	Baker & Taylor	6/4/2019	252.24
38	Baker & Taylor	6/13/2019	16.87
39	Charlebois, Amber	7/5/2019	190.00
40	Children's Place	4/19/2019	437.69
41	Curtis, Bernice	6/26/2019	16.24
42	Curtis, Bernice	7/4/2019	45.60
43	LaTerra, Christine	7/3/2019	10.00
44	Manchester	6/5/2019	63.41
45	Marlin James Programs	6/18/2019	200.00
46	Midwest Tape	6/4/2019	82.48
47	Sagit Ziberman Music	7/24/2019	200.00

4. Debit Card Audit - Total Debit Purchases \$2311.04

MOTION to approve payment of unpaid bills and debit card purchases made by R. O'Brien and seconded by E. Shannon, motion passed

VII. DIRECTOR'S REPORT – L. Schaertl noted that in the absence of a Director, the staff is doing great to keep things moving forward and Christine is doing great with Summer Reading program

VIII. STANDING COMMITTEE REPORTS

1. **Policy** – L. Schaertl

Proposed bylaws update – first reading. Correction regarding Treasurer’s role, clarification around Trustee appointments. Second reading and vote to take place at September meeting.

2. **Facilities** – P. Ayres reported the committee has received a statement of work from one designer and is meeting with School officials to make recommendations and determine budget

3. **Personnel** - J. Persson reported on progress of Director search. The Interim Director’s input for staff performance reviews is on file. The committee met with staff re. essential duties and timing of performance and salary reviews. Created a form to document communications with staff, J Persson is primary contact for staff and Board to address concerns and HR issues during vacancy in the Director position.

4. **Finance and Audit** - R. Ott

Need to designate authority during Director vacancy to approve payment of July bills in advance of claims audit.

RESOLVED, to appoint trustees Lisa Schaertl and Randall Ott to review July 2019 claims and approve payment of bills in advance of the July 2019 claims audit. Motion made by R. O’Brien and second by E. Shannon, motion carried

5. **Nominations** – R. O’Brien - no report

6. **Long Range Planning** – L. Schaertl

M. Krise will attend next meeting of the Community Center Board

IX. CORRESPONDENCE AND COMMUNICATIONS

1. Email from PLS: PLS and BOCES reviewing new regulations re. student data privacy and our ILS software

X. UNFINISHED BUSINESS

1. Annual Report to the Community.

MOTION to remove from table made by N. Schuler and second by R. O’Brien, motion carried. P. Ayers and E. Shannon will compile and draft report for September meeting

2. Announcement: RJCL Friends book sale begins next Wednesday, 7/16/19

XI. NEW BUSINESS

1. Staff salary increases – Personnel committee recommendations

MOTION by R. O’Brien:

Whereas, the personnel committee has proposed a 2019 Wage and Salary Schedule for all library employees in lieu of any wage recommendations from a director, due to vacancy of the position; now, therefore, be it

RESOLVED, that the Red Jacket Board of Trustees approve employee wages according to the 2019 Wage and Salary Schedule, retroactive to July 1, 2019.

Seconded by N. Schuler, motion carried

XII. ADJOURNMENT motion to adjourn made by R. O’Brien and seconded by N.Schuler. Meeting adjourned at 8:30pm

NEXT MEETING: Monday, September 9, 2019 at 7 p.m.

Respectfully submitted by Jill Persson