



Red Jacket Community Library

BOARD OF TRUSTEES ANNUAL MEETING

Minutes

July 9, 2019

- I. **CALL TO ORDER** P. Ayres, President 7:06pm
- II. **ROLL CALL** Present: Michelle Krise; Nicole Schuler; Patty Carrig, Patricia Ayres; Lisa Schaertl; Roxie O'Brien, Randy Ott; Jill Persson; Erin Shannon. Absent: Robin Blew, Treasurer
- III. **APPROVAL OF AGENDA** - MOTION to approve agenda made by J. Persson, second by P. Carrig
- IV. **APPROVAL OF MINUTES** - MOTION to approve minutes from July 2018 Annual Meeting with corrections made by R. Ott and seconded by R. O'Brien. Motion carried
- V. **OATH OF OFFICE** -
P. Ayres administered the Oath of Office to new and re-elected Trustees: M. Krise, R. Ott, J. Persson
- VI. **ANNUAL CONFLICT OF INTEREST STATEMENTS**
All Trustees, Director and Treasurer must submit before next meeting
- VII. **UNFINISHED BUSINESS**
None

VIII. NEW BUSINESS

- A. **Election of Officers** - Slate of Officers as presented by the Nominations Committee at the June meeting
 President- Lisa Schaertl
 Vice President - Patricia Ayres
 Secretary - Nicole Schuler

MOTION to cast a unanimous ballot made by P. Ayres, second P. Carrig, motion carried

- B. **Committee Assignments** – Committee assignments for 2019-2020 made as follows

Personnel	J. Persson, P. Ayres, N. Schuler
Policy	P. Carrig, E. Shannon, R. Ott
Facilities	P. Ayres, P. Carrig, R. Ott
Finance & Audit	R. Ott, N. Schuler, R. O'Brien
Planning	E. Shannon, M. Krise
Nominating	R. O'Brien, P. Ayres

- C. **Designation of Bank and Check Signers**

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RESOLVED, THAT THE FUNDS OF THE CORPORATION MAY BE ELECTRONICALLY TRANSFERRED OR WITHDRAWN UPON CHECK, DRAFT NOTE, WRITTEN ORDER, WRITTEN WITHDRAWAL REQUEST OR DEBIT CARD TRANSACTIONS OF THE CORPORATION SIGNED, OR PURPORTING TO BE SIGNED BY THE FACSIMILE SIGNATURE(S), BY ANY OF THE FOLLOWING PERSONS. IN SOME INSTANCES, THE REQUEST FOR THE ELECTRONIC TRANSFER OF FUNDS MAY BE ACCEPTED BY AN OFFICER OF THE BANK OVER THE TELEPHONE.

TREASURER	ROBIN BLEW	68 WOOD CREEK DR. , PITTSFORD NY
PRESIDENT	LISA R. SCHAERTL	4285 SHORTSVILLE RD. , SHORTSVILLE NY
VICE PRESIDENT	PATRICIA AYRES	4671 HERENDEEN RD., SHORTSVILLE NY
SECRETARY	NICOLE SCHULER	11 HEBRON AVE., SHORTSVILLE NY

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) 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 *R. OTT* AND SECOND BY *R. O'BRIEN* AND *UNANIMOUSLY CARRIED* AND CERTIFIED TO THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY BY *JILL 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, 9 JULY 2019.

D. Holiday Schedule of Closings for 2020

Policy 400-1, Operations: Hours and Closings, states: *The Library will close on ten federal holidays and three “floating” holidays to be specified by the Director and approved by the Board of Trustees at the annual meeting. The ten federal holidays are:*

1. New Year’s Day
2. Martin Luther King, Jr. Birthday
3. President’s Day
4. Veterans Day
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Thanksgiving Day
10. Christmas Day

For the calendar year 2019, the Director proposed and the Board approved three “floating” holidays:

1. The day after Thanksgiving
2. Christmas Eve
3. New Year’s Eve

For the calendar year 2020, in the absence of a Director’s recommendation, the policy committee recommends that the Board adopt the same holiday schedule of closings.

MOTION to adopt the Holiday Schedule of Closings for 2020 made by R. O’Brien, seconded by N. Schuler. Motion passed.

E. Contract Between the Board of Trustees of the RJCL and the Manchester-Shortsville Board of Education

With the scheduled renewal in 2019, both parties have agreed to amend the Termination clause of the contract to state: “...will be in effect for ten (10) years” rather than “...will be in effect for three (3) years.”

MOTION to accept the amended contract made by R. O’Brien, seconded by E. Shannon, motion carried. Signed copies to be filed at the School District offices and Community Library offices.

F. Tax Cap Override

WHEREAS, THE ADOPTION OF THE 2020-2021 BUDGET FOR THE RED JACKET COMMUNITY LIBRARY MAY REQUIRE A TAX LEVY INCREASE THAT EXCEEDS THE TAX CAP IMPOSED BY STATE LAW AS OUTLINED IN GENERAL MUNICIPAL LAW SECTION 3-C ADOPTED IN 2011; AND

WHEREAS, GENERAL MUNICIPAL LAW SECTION 3-C EXPRESSLY PERMITS THE LIBRARY BOARD OF TRUSTEES TO OVERRIDE THE TAX LEVY LIMIT BY A RESOLUTION APPROVED BY A VOTE OF SIXTY PERCENT OF QUALIFIED BOARD MEMBERS; NOW, THEREFORE BE IT

RESOLVED, THAT THE BOARD OF TRUSTEES OF THE RED JACKET COMMUNITY LIBRARY VOTE TO EXCEED THE TAX LEVY LIMIT FOR 2020-21 ON A MOTION BY R. OTT AND SECOND BY R. O’BRIEN. MOTION CARRIED UNANIMOUSLY ON ROLL CALL VOTE: M. KRISE- Y; N. SCHULER- Y; P. CARRIG- Y; P. AYERES- Y ; E. SHANNON-Y; L. SCHAERTL- Y, R. O’BRIEN-Y, R. OTT-Y; J. PERSSON-Y

X. ADJOURNMENT Motion to adjourn made by R. O’Brien and seconded by N. Shuler. Meeting adjourned at 7:32pm

Respectfully submitted by Jill Persson, RJCL Board Secretary