



Red Jacket Community Library

BOARD OF TRUSTEES - Regular Meeting

Minutes

September 9, 2019

ROLL CALL – Trustees present: Nicole Schuler–Secretary, Pat Ayres -Vice President, Lisa Schaertl – President, Patty Carrig, Randall Ott, Roxie O’Brien, Erin Shannon, Michelle Krise. Also present: Andrea Tillinghast – Director, Robin Blew - Treasurer. Absent- Jill Persson

The meeting was called to order by President L. Schaertl at 7:02 pm. The agenda was approved.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

L. Schaertl welcomed A. Tillinghast as the new Director.

APPROVAL OF MINUTES

On motion by R. O’Brien, second by E. Shannon, the minutes from the July 9, 2019 regular meeting were approved. On motion by R. Ott, second by R. O’Brien, the minutes from the July 25, 2019 special meeting were approved.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

R. Blew presented financial reports for July and August.

R. Ott presented the July 2019 and August 2019 claims review reports.

RESOLVED on motion by R. O’Brien and second by E. Shannon, to approve July 2019 claims in the amount of \$10,899.15 and August 2019 claims in the amount of \$4,207.59 as follows:

VENDOR	INVOICE DATE	AMOUNT
Ace Coffee & Water	7/1/2019	41.50
Baker & Taylor	7/24/2019	69.87
Baker & Taylor	7/22/2019	19.79
Baker & Taylor	7/17/2019	17.46
Baker & Taylor	7/8/2019	73.18
Baker & Taylor	6/26/2019	98.42
Junior Library Guild	8/1/2019	2,108.00
Messenger Post Newspapers	7/23/2019	309.00
Midwest Tape	6/18/2019	44.99
Midwest Tape	6/4/2019	82.48
Pioneer Library System	7/11/2019	5,582.90
The Merchandiser	7/10/2019	410.47
The Merchandiser	7/25/2019	1,714.24
Vivial	7/21/2019	233.80
Olszewski, Patricia A.	7/11/2019	22.39
LaTerra, Christine	7/23/2019	8.12
LaTerra, Christine	7/11/2019	24.70
Curtis, Bernice B	8/2/2019	27.84
Baker & Taylor	8/2/2019	54.16
Baker & Taylor	8/14/2019	17.47
Baker & Taylor	8/19/2019	89.89
Baker & Taylor*	8/22/2019	772.44
Curtis, Bernice B	8/22/2019	19.58
Curtis, Bernice B	8/31/2019	17.40
Dell Marketing	8/8/2019	560.91
Laterra, Christine	8/31/2019	28.71
Utica National Insurance	8/12/2019	2,647.03

RESOLVED, on motion by R. O'Brien and second by E. Shannon, to approve payment to Utica National Insurance for \$672 and Staples for \$1,016.72.

RESOLVED, on motion by P. Ayres and second by R. O'Brien, to approve July debit card purchases of \$579.73.

RESOLVED, on motion by R. O'Brien and second by P. Carrig, to approve August debit card purchases of \$779.56.

R. Blew reported that she applied for and received a 60-day extension to file the NYS AUD report and that approval of the extension will be filed.

DIRECTOR'S REPORT

Andrea Tillinghast was sworn in as Director of the Library and presented the Director's report.

STANDING COMMITTEE REPORTS

Policy – L. Schaertl presented a proposed update to the bylaws for second reading and adoption. P. Ayres proposed an amendment. RESOLVED, on motion by R. O'Brien and second by E. Shannon, to approve the updated bylaws as amended.

Facilities – P. Ayres presented the July and August committee meeting reports. The committee recommends accepting the proposal for library space design services from Creative Library Concepts for \$2,500 with the design fee to be credited towards a furniture order. Following discussion, the board RESOLVED, on motion by P. Ayres and second by P. Carrig, to accept the proposal for design services from Creative Library Concepts.

Personnel - L. Schaertl referenced the personnel report posted by J. Persson.

Finance and Audit – The new Director will be added as a designated signer on the Library's bank account and the secretary removed. Therefore be it

RESOLVED, on motion by L. Schaertl and second by R. Ott, 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
Director	Andrea Tillinghast	524 Castle Creek Rd #80, Binghamton 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.

CORRESPONDENCE AND COMMUNICATIONS

A letter of thanks from former interim Director Mary Zingerella was shared.

UNFINISHED BUSINESS

P. Ayres and E. Shannon reported progress on the Annual Report to the Community.

NEW BUSINESS

October and November meetings are rescheduled to Oct. 21 and Nov. 18 due to holidays.

The board entered executive session at 8 pm for the purpose of discussing matters related to the employment history of a particular person, on a motion by L. Schaertl, seconded by R. O'Brien and unanimously carried.

The board exited executive session at 8:45 pm and the meeting was adjourned.

NEXT MEETING: Monday, October 21, 2019 at 7 p.m.