



# Red Jacket Community Library

## BOARD OF TRUSTEES - Regular Meeting

## Minutes

October 21, 2019

The meeting was called to order at 6:59pm

Present: Trustees Lisa Schaertl, Randy Ott, Patty Carrig, Jill Persson, Robin Blew, Michelle Krise, Roxie O'Brien, Pat Ayres. Director Andrea Tillinghast. Treasurer Robin Blew. Community member Nicole Coyne. Missing: Trustee Erin Shannon

The agenda was approved with no changes

### PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

1. Presentation of financial review by Jaylene Carpenter, Bonn, Dioguardi & Ray.  
The Friends of the RCJL Library increased contributions considerably from previous year. Salaries, wages and expenses showed a large difference from previous year due to staff vacancies. The Library did a great job maintaining what needed to be achieved. Revenues and expenses kept at expectations. The board accepted the audited financial statements.
2. RESOLVED, on motion made by J. Persson to accept the 990 form. Motion carried.
3. Nicole Coyne gave a brief update on Community Center and potential of involving library.
4. L. Schaertl presented Pioneer Library System annual meeting highlights

### APPROVAL OF MINUTES

RESOLVED, on motion made by J. Perrson, to approve the minutes of the September 9 Board Meeting.

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

1. R. Blew presented the Treasurer's Report. The NYS AUD report will be filed this week with receipt of final audited financial statements. *Reports available for review:*
  - a) Balance Sheet
  - b) Profit and Loss YTD
  - c) Profit and Loss Budget Performance - budgeted expenditure for tuition (\$3,000) will not be used this year.
  - d) Transaction List
  - e) Deposit Detail
  - f) Expense Summary
2. R. Ott presented the claims review. Reported that debit card purchases and claims submitted are for library purchases and properly documented. Account reconciliations were reviewed and are in agreement. Total cash assets held by CNB on September 30, 2019 were \$158,741.11.
3. RESOLVED, on a motion by R O'Brien, to approve September 2019 claims amount totalling \$1762.22 as follows:

	Vendor Invoice	Date	Amount
88	Baker & Taylor	8/27/2019	16.87
89	Baker & Taylor	9/23/2019	160.09
90	Bernice Curtis	9/12/2019	16.38
91	Manchester Shortsville Central School	9/12/2019	168.21
92	Midwest Tape	8/5/2019	52.48
93	Midwest Tape	9/24/2019	48.72
94	New York Library Assoc	9/19/2019	339.00
95	Pioneer Library System	9/13/2019	250.78
96	Pioneer Library System	10/1/2019	105.00
97	The Merchandiser	8/29/2019	353.40
98	Andrea Tillinghast	9/30/2019	141.13
99	Ace Water	10/1/2019	43.00
100	Manchester Shortsville Central School	10/1/2019	67.16
	Total		\$1,762.22

4. RESOLVED, on motion made by R. O'Brien to approve September debit card purchases of \$856.

**DIRECTOR'S REPORT** – A. Tillinghast reported that she attended the Red Jacket schools open houses and gave out 170 RJCL bags. Discussed program attendance numbers and reported on outreach efforts. Met with Frank Stowell, Andersen Van Horne Insurance to review the Library's insurance. Has been working with the Pioneer Library System on IT and have decided to stay with Windows vs Linux, and move to Active Directory for networking. Requested replacement of three of the public computers.

RESOLVED, on motion made by R. O'Brien to authorize the Director to purchase 3 public PCs at approximately \$648 each.

RESOLVED, on motion made by R. O'Brien to approve conference expenses for the Director to attend the New York Library Association annual conference totaling approximately \$930 plus meals and mileage.

The board additionally approved a request to reimburse A. Tillinghast for club dues and meals at community service organization meetings.

### **STANDING COMMITTEE REPORTS**

**Policy** – L. Schaertl reported that revisions to policy 400-14 - Patron Conduct were posted for first reading.

**Facilities** – P. Ayres reported on the joint RJCL and school staff meeting with Creative Library Concepts. Also reported that there are many lights out in the parking lot - A. Tillinghast will submit a work order again and P. Ayres will follow up with school superintendent Charlene Dehn.

**Finance and Audit** - R. Ott - reported that the committee is working on an IT Security policy and will be doing the annual review of the procurement policy in November.

**Nominations** – R. O'Brien reported that Patty Carrig will be resigning in December and the committee is seeking candidates to fill the remaining term.

**Long Range Planning** – M. Krise reported that the community center is still working on a business plan.

**CORRESPONDENCE AND COMMUNICATIONS**- L. Schaertl shared a thank-you note from a student for the summer reading program.

### **UNFINISHED BUSINESS**

P. Ayers reported that the Annual Report to the community is in progress.

### **NEW BUSINESS**

1. L. Schaertl announced changes to the Board committee assignments
2. The following trustees received Sexual Harassment Prevention Training by viewing training videos provided by New York State, followed by an opportunity to interactively ask questions and provide feedback about the training: Lisa Schaertl, Randall Ott, Patricia Ayres, Nicole Schuler, Roxie O'Brien, Patti Carrig, Michelle Krise, Jill Persson.
3. Motion to enter executive session by L. Schaertl at 8:25pm for the purpose of discussing matters related to the employment history of a particular person. Motion unanimously carried.

**ADJOURNMENT**- The board exited executive session at 8:58 pm and the meeting was adjourned.

**NEXT MEETING**: Monday, November 18, 7pm