



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

November 18, 2019

The meeting was called to order at 7pm

Present: Trustees Lisa Schaertl, Randy Ott, Patty Carrig, Michelle Krise, Roxie O'Brien, Pat Ayres, Nicole Schuler, Jill Persson; Director Andrea Tillinghast. Also present: Peggy Sutton, community member and Ken Reeves, President of the Friends of the RJCL. Absent: Trustee Erin Shannon

The agenda was approved with no changes.

### PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Ken Reeves invited Trustees to attend the Friends of RJCL Annual Meeting Sat., Nov. 23 at 2 pm.

### APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres, to approve the minutes of the October 21 Board Meeting.

RESOLVED, on motion by P. Ayres, to approve the minutes of the November 4 Special Meeting with correction.

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

A. Tillinghast presented the Treasurer's report. Financial reports available for review include:

- a) Balance Sheet
- b) Profit and Loss YTD
- c) Profit and Loss Budget Performance (line-item detail)
- d) Transaction List
- e) Deposit Detail
- f) Expense Summary

R. Ott, claims reviewer, reported that debit card purchases and claims submitted were for library purchases and properly documented. Account reconciliations were reviewed and are in agreement. Total cash assets held by CNB on October 31, 2019 were \$158,741.11.

RESOLVED, on motion by R. O'Brien to approve October 2019 claims totaling \$4,479.05 and payments made prior to board approval totaling \$860.90 as follows:

No.	Vendor	Inv Date	Amount
101	Ace Water	10/29/2019	\$ 67.50
102	Andrea Tillinghast	10/31/2019	19.31
103	Bernice Curtis	10/31/2019	25.62
104	Manchester Shortsville Central School	11/1/2019	73.69
105	Midwest Tape	10/21/2019	168.66
106	Pioneer Library System	11/5/2019	248.00
107	Quill	10/1/2019	108.41
108	Quill	10/11/2019	68.36
109	The Merchandiser	9/26/2019	330.58
110	Baker & Taylor	10/14/2019	452.96
111	Baker & Taylor	10/21/2019	287.90
112	Baker & Taylor	11/1/2019	327.54
113	Baker & Taylor	11/3/2019	85.60
114	Belson Outdoors	10/21/2019	236.00
115	Bonn, Dioguardi & Ray	10/31/2019	1,750.00
116	LaTerra, Christine	11/5/2019	8.19
117	Staples	10/25/2019	175.75
118	Midwest Tape	10/1/2019	44.98
	<b>Total</b>		<b>\$4,479.05</b>
<i>Payments prior to board approval</i>			
Echeck	Quill	10/15/2019	\$828.92
3684	Demco	10/21/2019	\$31.98
	<b>Total</b>		<b>\$ 860.905</b>

RESOLVED, on a motion by R. O'Brien to approve October 2019 debit card purchases totaling \$2,528.24.

RESOLVED, on motion by R. Ott to amend the resolution adopted at the July 2019 Annual Meeting and amended September 9, 2019, regarding Designation of Bank and Check Signers, to update the names and addresses of persons authorized to transfer or withdraw funds to be:

PRESIDENT	LISA R. SCHAERTL	4285 SHORTSVILLE RD., SHORTSVILLE NY
VICE PRESIDENT	PATRICIA L. AYRES	4671 HERENDEEN RD., SHORTSVILLE NY
DIRECTOR	ANDREA G. TILLINGHAST	2336 ROUTE 21 S., CANANDAIGUA NY

RESOLVED, on motion by J. Persson to remove Rita Lonneville and add Andrea Tillinghast as an Online Banking Administrator.

**DIRECTOR'S REPORT** – A. Tillinghast reported that the library had a lot of things going on in October with approx. 75 people at the book fair each night of the open house. RJCL will be participating in Toys for Tots Program with a bin in the library. Andrea met with Hunger Solutions NY while she was attending NYLA.

### **STANDING COMMITTEE REPORTS**

**Policy** – L. Schaertl presented revised policy 400-14 Patron Conduct for second reading and approval.

RESOLVED, on motion by P. Ayres to approve the revised policy 400-14 Patron Conduct.

**Facilities** – P. Ayres reported that the lighting situation in the parking lot has improved. Will follow up with Creative Library Concepts regarding status of designs.

**Personnel** - J. Persson reported on the status of the Treasurer search. The committee has created a job description with duties and expectations. Ads will be placed in the Merchandiser, posted on the RJCL website and Facebook page, and sent to the Pioneer Library System network.

**Finance and Audit** - R. Ott reported that the committee completed the annual review of the Procurement Policy as required by law, and presented revisions to 500-4 Procurement Policy for first reading.

**Long Range Planning** – no report

**Nominations** – R. O'Brien introduced Peggy Sutton as a prospective board member to fill anticipated vacancies.

**CORRESPONDENCE AND COMMUNICATIONS** - none

### **UNFINISHED BUSINESS**

The Annual Report to the Community is completed and was presented for board review. E. Shannon will make corrections and work with A. Tillinghast on printing.

### **NEW BUSINESS**

The Board discussed regular meeting dates for 2020 and which day of the week they should be held. No change was made at this time.

The meeting was adjourned at 7:57pm

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