



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

December 9, 2019

The meeting was called to order at 7pm.

Present: Trustees Lisa Schaertl, Nicole Schuler, Roxie O'Brien, Randall Ott, Patricia Ayres, Erin Shannon, Patty Carrig, Jill Persson; Director Andrea Tillinghast; guest Peggy Sutton. Absent: Trustee Michelle Krise

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

The Library Wish Tree is up

APPROVAL OF MINUTES

RESOLVED, on motion by R. O'Brien, to approve the minutes from November 18, 2019 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

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

- a) Balance Sheet
- b) Deposit Detail
- c) Profit & Loss Budget Performance Overview
- d) Profit & Loss Budget vs. Actual
- e) Transaction Detail
- f) Unpaid Bills Detail

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 November 30, 2019 were \$324,008.14.

RESOLVED, on motion by R. O'Brien, to approve November 2019 debit card purchases totaling \$1,236.79.

RESOLVED, on motion by P. Ayres, to approve November 2019 claims totaling \$16,505.62 as follows:

Vendor	Type	Date	number	due date	aging	amount
Ace Coffee & Water	Bill	11/01/2019	84846	11/11/2019	19	\$ 67.50
Andrea Tillinghast	Bill	11/30/2019	68347	12/10/2019		338.23
Baker & Taylor	Bill	11/06/2019		11/16/2019	14	568.95
Curtis, Bernice B	Bill	11/15/2019		11/25/2019	5	23.99
Ihrig, Mike	Bill	11/01/2019		12/09/2019		250.00
LaTerra, Christine	Bill	11/15/2019		11/25/2019	5	15.00
Midwest Tape	Bill	11/01/2019		11/11/2019	19	422.29
Office of the State Comptroller	Bill	11/29/2019	51429	12/09/2019		14,074.00
The Merchandiser	Bill	10/31/2019		11/10/2019	20	745.66
TOTAL						\$ 16,505.62

DIRECTOR'S REPORT – A. Tillinghast reported that 30 people attended Friends of the Library annual meeting in November. Books were purchased with the Paula Swol Werth Memorial donation of \$500. Met with a representative to get quotes on alternative payroll service. The Director has been performing treasurer duties on an interim basis.

COMMITTEE REPORTS

Ad Hoc - Treasurer Search – R. Ott presented the committee's review of candidate interviews and the committee's recommendation that the Board appoint Chris Harris as Treasurer and book keeper.

RESOLVED, on motion made by P. Ayres, to authorize the personnel committee to negotiate a contract with Chris Harris, CPA, to begin treasurer and bookkeeping services as soon as feasible for an annual amount not to exceed \$7,600.

Policy – L. Schaertl presented the committee report. Revisions of policy 200-4 Conflict of Interest were presented for first reading. The revision expand the scope to include employees and volunteers as well as Trustees.

Facilities – P. Ayres reported that Creative Library Concepts will have a plan for the circulation desk and furniture to the Board by the first week in January. Geneva Awning and Tent Works Inc. will send someone to measure the awning for repairs.

The board discussed the impact of school renovations this summer: the school plans to remove the library carpet as soon as school is over and replace it in July. The committee will work to get more specific dates for the library closing. A. Tillinghast will create a plan to accommodate patrons during the closing, for Board review.

Personnel - J. Persson reported that the main focus has been on the treasurer search.

Finance and Audit - R. Ott presented the committee report and second reading of revised 500-4 Procurement Policy. RESOLVED, on motion made by L. Schaertl, to adopt the revised 500-4 Procurement Policy.

Nominations – R. O’Brien reported on search for candidates for upcoming vacancies. Actions include distributing fliers, posting yard signs. Candidate Peggy Sutton introduced herself.

CORRESPONDENCE AND COMMUNICATIONS

None

UNFINISHED BUSINESS

Annual Report to the Community is finished.

Continued discussion for Board of Trustees regular meeting dates for 2020

NEW BUSINESS

RESOLVED, on motion made by L. Schaertl, to pay A. Tillinghast the monthly treasurer salary of \$500 for work performed during the period of November 12- December 12, 2019

The Board accepted the resignation of P. Carrig from the Board of Trustees.

RESOLVED on motion made by J. Persson, to appoint Peggy Sutton as Trustee to complete the term left vacant by the resignation of P. Carrig, expiring June 2023.

Committee Assignments discussed. M. Sutton will join the Policy Committee. M. Krise has been asked to join the finance committee.

The meeting was adjourned at 8:16pm.

NEXT MEETING: Monday, January 13, 2020 at 7 p.m.