



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

January 13, 2020

The meeting was called to order at 7 pm by President Lisa Schaertl

Present: Trustees Roxie O'Brien, Randall Ott, Erin Shannon, Lisa Schaertl and Peggy Sutton; Director Andrea Tillinghast; Treasurer Chris Harris; guest Jessica Oliver. Absent: Trustees Michelle Krise, Jill Persson, Pat Ayres.

The agenda was approved with no changes.

### PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS – none

### APPROVAL OF MINUTES

RESOLVED, on motion by R. O'Brien, to approve the minutes from the Dec. 9, 2019 regular meeting

RESOLVED, on motion by R. Ott, to approve the minutes from the Dec. 19, 2019 special meeting

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Christopher Harris was sworn in as Treasurer and presented the Treasurer's report. December financial reports, prepared by A. Tillinghast and reviewed by C. Harris, available review are:

- a) Balance Sheet                      b) Deposit Detail                      c) Profit & Loss Overview
- d) Profit & Loss Budget vs. Actual    e) Debit Detail    f) Unpaid Bills - \$4472.29 and 3 additional bills

C. Harris recommends omitting the deposit detail report for future meetings and will instead provide the bank statement/cancelled check report. Additionally, he will add a "projected" column to the P&L Budget vs. Actual Report, and report on budget variances.

R.Ott, claims reviewer, reported that debit card purchases and vouchers submitted were for library purchases and properly documented. Bank reconciliations for December were reviewed. Total cash assets held by CNB on December 31, 2019 were \$291,671.55.

RESOLVED, on motion by R. O'Brien, to approve unpaid claims totaling \$4,472.29 and payments made prior to board approval totaling \$2,718.38 as follows:

Vendor	Type	Date	Num	Due Date	Amount
Baker & Taylor	Bill	12/02/2019		12/02/2019	\$ 598.37
Curtis, Bernice B	Bill	12/19/2019		12/29/2019	16.38
Dell Marketing, L.P.	Bill	12/13/2019		12/23/2019	2,369.40
Fun Products	Bill	11/15/2019		11/25/2019	21.00
LaTerra, Christine	Bill	12/19/2019		12/19/2019	28.31
Manchester-Shortsville Central School	Bill	12/03/2019		12/03/2019	58.18
Midwest Tape	Bill	12/03/2019		12/13/2019	133.45
Quill	Bill	12/13/2019		12/13/2019	538.17
The Merchandiser	Bill	11/28/2019		11/28/2019	709.03
<b>Total unpaid claims</b>					<b>\$ 4,472.29</b>
Shelterpoint	Check		3716		\$838.28
Anderson- VanHorne	Check		3715		\$921.10
Utica National	check		3714		\$959.00
<b>Total claims paid prior to board approval</b>					<b>\$ 2,718.38</b>

RESOLVED, on motion by R. Ott, to approve January debit card purchases of \$533.76.

RESOLVED, on motion made by L. Schaertl, to pay A. Tillinghast \$136, a pro-rated portion of the monthly Treasurer salary, for services performed during the period December 13-20, 2019.

**DIRECTOR'S REPORT** – A. Tillinghast reported that the visit with Santa had a good attendance but the month of December was slower overall. Wish Tree donations were used to order new books. Reviewed the yearly circulation report and Dec. OWWL2Go statistics. Reported that she has renewed her Public Librarians Professional Certificate.

### COMMITTEE REPORTS

**Policy** – L. Schaertl presented the committee report. Changes to Policy 400-7, Circulation and Use of Materials, were presented for first reading. The Board and Director discussed the impact of fines for overdue materials.

WHEREAS, the American Library Association has concluded that fines create “a barrier to the provision of library and information services,” and further, that “studies have shown that small fines do not have an impact on return rates” of borrowed materials, and WHEREAS, the Red Jacket Community Library Board of Trustees supports our mission of “providing access to materials...in a safe and welcoming environment” to all patrons regardless of financial resources, therefore be it RESOLVED that the Board of Trustees authorizes the Director to eliminate fines for overdue materials on a timeline as determined by the Director.

Revisions to Policy 200-4 Conflict of Interest were presented for second reading.

RESOLVED, on motion made by R. O’Brien, to adopt revised Policy 200-4, Conflict of Interest.

**Facilities** – The Board reviewed the committee report filed by P. Ayres on logistics of the 2020 remodel project. A. Tillinghast will follow up with Creative Library Concepts on designs for the circulation desk.

**Personnel** - No report.

**Finance and Audit** – No regular finance committee report. A first draft of the 2020-2021 budget was presented for discussion. The committee will meet with the Treasurer to refine, and present a revision at the February board meeting.

**Long Range Planning** – No report.

**Nominations** – R. O’Brien introduced Jessica Oliver as a candidate for upcoming vacancies on the Board of Trustees.

**UNFINISHED BUSINESS** - none

#### **NEW BUSINESS**

RESOLVED, on motion by R. O’Brien, to accept the resignation of N. Schuler from the Board of Trustees effective January 16, 2020.

RESOLVED, on motion by P. Sutton, to appoint Jessica Oliver as Trustee to complete the term left vacant by the resignation of N. Schuler, expiring June 2023, effective January 16, 2020.

New Trustee J. Oliver was sworn in.

L. Schaertl will work with P. Ayres to initiate orientation for the new trustees.

#### **CORRESPONDENCE AND COMMUNICATIONS-**

Patty Carrig purchased a book from the Wish Tree and dedicated it to the 2019 Trustee Members.

The meeting was adjourned at 8:10 p.m.

**NEXT MEETING:** Monday, February 10, 2020 at 7 p.m.

*Submitted by N. Schuler, Secretary / L. Schaertl, President*