



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

February 10, 2020

The meeting was called to order at 7:01 p.m. by President Lisa Schaertl.

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

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 January 13, 2020 regular meeting.

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Christopher Harris presented the Treasurer's report. January 2020 financial reports are available for review. C. Harris recommends changing debit card to credit card. C. Harris and A. Tillinghast will look at and the finance committee will work on a credit card policy.

R.Ott, claims reviewer, reported that debit card purchases and vouchers submitted were for library purchases and properly documented. Bank reconciliations for January 2020 will be reviewed in February. Total cash assets held by CNB on January 31, 2020 were \$272,410.61.

RESOLVED, on motion by R. O'Brien, to approve unpaid claims totaling \$2,889.52 and payments made prior to board approval of \$150 as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		01/07/2020	01/07/2020	35.00
Andrea Tillinghast	Bill		01/14/2020	1/14/2020	15.00
Baker & Taylor	Bill		12/02/2019	12/02/2019	598.37
Chris Harris	Bill		01/31/2020	01/31/2020	500.00
Curtis, Bernice B	Bill		01/30/2020	01/30/2020	16.10
Jack Schneider	Bill		1/07/2020	01/07/2020	50.00
LaTerra, Christine	Bill		12/23/2019	12/23/2020	19.09
Manchester-Shortsville Central School	Bill		01/06/2020	01/06/2020	54.35
Midwest Tape	Bill		01/13/2020	01/13/2020	431.81
New York Library Assoc.	Bill		01/16/2020	01/16/2020	20.00
Olszewski, Patricia A.	Bill		01/29/2020	01/29/2020	38.82
Pioneer Library System	Bill		01/15/2020	01/15/2020	1,019.00
Quill	Bill		12/18/2019	12/18/2019	91.98
<b>Total unpaid claims</b>					<b>\$ 2,889.52</b>
Total payments made prior to approval					\$150.00

RESOLVED, on motion by R. O'Brien to approve January debit card purchases of \$447.57 as follows:

Debit Purchase: Name	Type	Num	Date	Amount
Staples	Check	Debit	01/03/2020	63.50
Amazon	Check	Debit	01/06/2020	57.58
Walmart	Check	Debit	01/07/2020	35.44
Tops Market	Check	Debit	01/10/2020	26.73
United States Postmaster	Check	Debit	01/10/2020	55.00
Walmart	Check	Debit	01/15/2020	19.80
United States Postmaster	Check	Debit	01/16/2020	54.00
Vivial	Check	Debit	01/23/2020	41.30
Techsoup.org	Check	Debit	01/27/2020	117.00
Walmart	Check	Debit	01/28/2020	4.72
<b>Total debit card purchases</b>				<b>\$ 475.07</b>

**DIRECTOR'S REPORT** – New York State Annual Report for Public Libraries is due to PLS 2/14/2020. 2020 census training for Library staff is planned, so that staff can answer questions and assist patrons with using the library computers and WIFI to complete their surveys. January 2020 statistics reviewed.

#### **COMMITTEE REPORTS:**

**Policy** – L. Schaertl presented the committee report. Policy 400-7, Circulation and Use of Materials, in the works and back to committee for review. Did not meet in January. Next meeting February 20, 2020.

**Facilities** – R. Ott presented the committee report. On 1/31/2020 met with school, library staff, designers and architects to get confirmation on details of summer project. Reviewed steps and timeline, looked at carpet, public circulation desk plans, and entrance. All in agreement on design concept. Furniture to be ordered in February.

**Personnel** - No report.

**Finance and Audit** – A. Tillinghast presented the 2020-2021 draft budget with tax levy increase from \$196,200 to \$224,890. Overall normal operating budget. Print materials increased by 3%, supplies increased by \$1000, DVD's decreased by \$1000, payroll services will decrease and summer materials went within other columns. Fines for children will be eliminated and start phasing out all fines by the fall (except for lost or damaged material).

Recommended by board to add Facilitator for long range planning in 2020 budget for \$2000. The Director will present final budget for board approval at March meeting and advertise for vote in May

**Long Range Planning** – No report.

**Nominations** – R. O'Brien proposed Kim Sutter for new candidate for upcoming vacancy on the Board of Trustees. BIO reviewed. K. Sutter will come to next meeting. R. O'Brien nominated Marguerite (Peggy) Sutton as candidate for the position of Secretary of the Board of Trustees. J. Persson moved to cast unanimous ballot for P. Sutton. All in favor.

#### **UNFINISHED BUSINESS**

L. Schaertl will work with P. Ayres to initiate orientation for new trustees. Will review schedule for orientation dates after meeting with new trustees: P. Sutton and J. Oliver.

#### **NEW BUSINESS-**

R. O'Brien made motion to accept the resignation of Trustee Michelle Krise, effective February 3, 2020, motion carried.

L. Schaertl appointed J. Oliver to the Facilities and Finance & Audit committees.

#### **CORRESPONDENCE AND COMMUNICATIONS** - None

The meeting was adjourned at 8:31 p.m.

**NEXT MEETING:** Monday, March 9, 2020 at 7 p.m.

*Submitted by Marguerite (Peggy) Sutton, Secretary*