



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

April 20, 2020

The meeting was called to order at 7:04 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Roxie O'Brien, Jessica Oliver, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Chris Harris; Library Staff Christine LaTerra, Bonnie Curtis, Kathleen Honchen; Guests Jan Boor, Bob McLaughlin; Absent: Trustee Jessica Oliver.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

The meeting took place remotely via videoconference, in accordance with the Governor's Executive Order 202.1 in response to the Covid-19 pandemic. This change was announced at least two weeks prior to today, via several methods including the library website, eNewsletter and signage on the front door. The public has the ability to view or listen to this meeting proceeding online. A transcript of the meeting is posted on the library website, in addition to the usual minutes.

No questions received for public comment.

Pioneer Library System (PLS) has announced 2020 Trustee Workshops. Trustees are encouraged to attend online PLS workshops on April 23 (Trustee Roles & Responsibilities) and May 19 (Financial Oversight for Libraries).

APPROVAL OF MINUTES - RESOLVED, on motion by P. Ayres to approve the minutes from the March 9, 2020 regular meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Christopher Harris presented the Treasurer's report. March 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases and vouchers submitted were for library purchases and properly documented. Bank reconciliations for February 2020 were reviewed. Total cash assets held by CNB on February 28, 2020 were \$258,350.05.

RESOLVED, on motion by R. O'Brien, to approve unpaid claims totaling \$1,029.77. There were no payments made prior to board approval.

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		03/13/2020	03/31/2020	458.23
Manchester-Shortsville Central School	Bill		03/03/2020	03/31/2020	72.32
Midwest Tape	Bill		03/10/2020	03/31/2020	203.16
Pioneer Library System	Bill		03/12/2020	03/31/2020	113.07
Quill	Bill		03/10/2020	03/31/2020	32.99
The Merchandiser	Bill		03/26/2020	03/31/2020	150.00
Total unpaid claims					\$ 1,029.77

RESOLVED, on motion by P. Sutton to approve debit card purchases totaling \$495.78 for February 2020 and \$262.23 for March 2020 as follows:

Debit Purchase: Name	Type	Num	Date	Amount
Amazon Prime	Check	Debit	02/01/2020	12.99
Adobe	Check	Debit	02/03/2020	16.11
Intelligent Blends	Check	Debit	02/24/2020	72.17
Vivial	Check	Debit	02/25/2020	41.30
Quill	Check	Debit	02/28/2020	353.21
Total debit card purchases for February				\$ 495.78

Debit Purchase: Name	Type	Num	Date	Amount
Amazon Prime	Check	Debit	03/01/2020	12.99
Adobe	Check	Debit	03/02/2020	16.11
Walmart	Check	Debit	03/03/2020	8.83
NY Library Association	Check	Debit	03/07/2020	135.00
Wegmans	Check	Debit	03/11/2020	48.00
Vivial	Check	Debit	03/24/2020	41.30
Total debit card purchases for March				\$ 262.23

On a motion by L. Schaertl and unanimously carried, WHEREAS, Christopher Harris of Interwoven Financial Health has submitted an intent to resign as Library Treasurer and is willing to assist the library in the transition to a new treasurer; be it RESOLVED, that the Board of Trustees of the Red Jacket Community Library hereby accepts the resignation of Christopher Harris as Library Treasurer, effective April 21, 2020; and be it further RESOLVED, that the Board hereby authorizes Christopher Harris to provide consulting services commencing April 21, 2020 and continuing through April 30, 2020, with termination of service effective May 1, 2020; and be it further RESOLVED, that the Board hereby approves payment in the amount of \$500, consistent with the existing monthly fixed rate to Christopher Harris as compensation for all services provided during the month of April 2020.

On motion by J. Persson and unanimously carried, WHEREAS, Janine Boor was a finalist among all candidates interviewed for the position of Library Treasurer by the Board of Trustees Search Committee in December 2019; and WHEREAS, Janine Boor has expressed interest in filling the vacancy to serve as Library Treasurer, and to serve unpaid in the months of April 2020 and May 2020; and WHEREAS, the Personnel Committee and Finance Committee propose a monthly fixed rate of \$500 as an acceptable rate of pay for treasurer responsibilities described in Policy 500-3, be it therefore RESOLVED, that the Board of Trustees of the Red Jacket Community Library, in accordance with Article IV of the Bylaws of the Red Jacket Community Library, hereby appoints Janine Boor as Library Treasurer, effective April 21, 2020; and be it further RESOLVED, that the Board hereby approves a fixed monthly salary in the amount of \$500 to Janine Boor for service provided as Library Treasurer, effective June 1, 2020.

J. Boor was sworn in as new Treasurer.

DIRECTOR'S REPORT – A. Tillinghast reported the March program statistics onsite and virtual. The Library has been closed to the public since March 17, 2020 due to COVID-19 pandemic. The Library staff have been posting programs online since the closing. RJCL Facebook page has had an increase in usage. A. Tillinghast met with Library staff to review benefits available with respect to COVID-19. First draft of procedure, Continuity Plan in the Event of the Director's Unexpected Severe Illness or Death, was presented for first reading. Trustees to review and make comments prior to the next board meeting. The Disaster Plan was presented and last updated in 2015. A. Tillinghast and K. Sutter will work on updating.

COMMITTEE REPORTS:

Policy – L. Schaertl presented the policy report. Policies with review dates earlier than 2016 need to be reviewed by end of the year to meet the new minimum standards for libraries. Upcoming meeting date to be determined.

Facilities – P. Ayres presented the committee report. The District is moving forward with carpet installation. The carpet installation will be overseen by the firm (SEI) in charge of the Capital Project. SEI is meeting with Pro Carpet to get an estimate and timing. If school does not open until September work will begin before the end of June.

Personnel – J. Persson presented the committee report. A health insurance benefit for the Director is included in the 2020-2021 budget. It was recommended to authorize the health insurance benefit to begin June 1, 2020.

RESOLVED, on motion made by L. Schaertl to authorize expenditure of \$741.37 per month for Excellus BCBS Platinum 4 Plan for the Director Andrea Tillinghast, with an employee contribution via payroll deduction of \$239.70 per month or \$119.85 per pay period, with effective date of June 1, 2020.

Finance and Audit – R. Ott presented the finance committee report. There was a spreadsheet error on the adopted budget and corrected, which did not affect the total income and expenditures of \$230,740 and tax levy of \$227,890 as adopted by the board on March 9, 2020.

In keeping with the Governor’s Executive Order 202.13, the budget vote is postponed until at least June 1, 2020, and subject to the further directive as to the timing, location or manner of voting for such elections. The library is awaiting guidance from the State and Pioneer Library System.

A public hearing on the budget will be held prior to the vote, on a date to be determined according to guidance from the State and Pioneer Library System.

Trustee elections are similarly postponed by the Governor’s executive order, and petition activity is on pause.

Interested candidates should send a letter of interest to rjcltrustees@owwl.org

Policy 500-3, Library Treasurer, was presented for first reading. Trustees to review and make comments for the next board meeting.

Long Range Planning – No report.

Nominations – R. O’Brien reported that the committee is searching for at least two new candidates to run for the Board of Trustees in the 2020 election. Each Trustee should send a couple of names to R. O’Brien of any interested candidates.

UNFINISHED BUSINESS

None

NEW BUSINESS

RESOLVED, on motion by P. Ayres to approve the NYS Annual report.

CORRESPONDENCE AND COMMUNICATIONS - None

The meeting was adjourned at 7:56 p.m.

NEXT MEETING: Monday, May 18, 2020, at 7 p.m. Location to be determined.

Submitted by Marguerite (Peggy) Sutton, Secretary