



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

May 18, 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 Janine Boor; Library Staff Christine LaTerra, Bonnie Curtis, Kathleen Honchen, Patsy Olszewski; Guests Neng Marque, Jacob Maslyn, Dusty Mott.

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 regarding emergency adjustments to the Open Meetings Law in response to the Covid-19 pandemic. The public has the ability to view or listen to this meeting proceeding online, through links posted on our public website. This meeting is being recorded. A transcript of the meeting is posted on the library website, in addition to the usual minutes.

Welcome Trustee candidates: Neng Marque, Jacob Maslyn, Dusty Mott. A question & answer session will be after the meeting for the candidates.

No questions received for public comment.

Trustees are encouraged to attend online Pioneer Library System (PLS) workshop on May 19 (PLS Fiscal Oversight).

History of the Red Jacket Community Library (RJCL) on May 26.

Budget information session on June 1 at 7:00 p.m.

APPROVAL OF MINUTES - RESOLVED, on motion by R. O'Brien to approve the minutes with typo corrections from the April 20, 2020 regular meeting. RESOLVED, on motion by P. Ayres to approve the minutes from the May 5, 2020 special meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Janine Boor presented the Treasurer's report. April 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$1277.87 and vouchers submitted were for library purchases and properly documented. Bank reconciliations for April 2020 were reviewed. Total cash assets held by CNB on April 30, 2020 were \$250,027.14.

RESOLVED, on motion by L. Schaertl, to approve unpaid claims totaling \$611.82 and payments made prior to board approval of \$1913.20 by roll call vote with aye from Trustees Pat Ayres, Roxie O'Brien, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		04/28/2020	04/30/2020	8.00
Chris Harris	Bill		04/01/2020	04/30/2020	500.00
Messenger Post Newspapers	Bill		05/06/2020	05/31/2020	101.23
The Merchandiser	Bill		04/30/2020	04/30/2020	2.59
Total unpaid claims					\$ 611.82

Amazon Prime	Debit	04/01/2020	04/01/2020	12.99
Adobe subscription	Debit	04/02/2020	04/02/2020	16.11
Cons Coll	Debit	04/02/2020	04/02/2020	397.33
Paychex invoices	Debit	04/09/2020	04/09/2020	238
Staples	Debit	04/07/2020	04/07/2020	17.97
Techsoup	Debit	04/03/2020	04/03/2020	190.00
Vivial	Debit	04/23/2020	04/23/2020	41.30
Zoom	Debit	04/03/2020	04/03/2020	999.50
Total payments made prior to board approval				\$1913.20

DIRECTOR'S REPORT – A. Tillinghast reported the April program virtual statistics. 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.

Carpet project to start the week of May 25, 2020. Reopening plans are in process with new policies and procedures related to pandemic. Drafts were presented for first reading and will be discussed at the June 9, 2020 policy meeting. A. Tillinghast and P. Sutton will work on updating the Disaster Plan. Training for staff to include but not limited to contactless check-out, quarantining library materials and personal protective equipment (PPE). Target date for staff to return is June 15, 2020 if carpet project is complete and no changes with pandemic timelines of libraries re-opening. No temporary location would be needed since the closing related to pandemic is within the timeline of the carpet installation.

On June 30, 2020 modified service to the public with curbside may begin if all plans and processes are in place with pandemic guidelines. New furniture, computer stations and plexiglass should be delivered around July 3, 2020. In process of getting hand sanitizers, plexiglass counter guards, disinfectants, flyers and signage. Discussions with Manchester-Shortsville Central School District (MSCSD) ongoing on if the school and/or library staff will be providing cleaning/disinfecting.

RESOLVED, on motion by R. Ott to approve Operations procedure regarding the Continuity Plan in the Event of the Director's Unexpected Severe Illness or Death.

Library vote is to be counted on June 9, 2020 at 5:00 p.m. and the school has requested the help of two volunteers (cannot be Library Trustees or staff).

COMMITTEE REPORTS:

Finance and Audit – R. Ott presented the finance committee report. The public hearing is June 1, 2020 and budget vote is June 9, 2020 by absentee ballot. A flyer will be posted on the public website with the 2020-2021 budget and estimated tax rate. Bio's for the three candidates will be included in the flyer.

Finance Committee will review total expenses and budget at their next scheduled meeting and come back with recommendations for budget for the rest of the year.

Policy – L. Schaertl presented the policy report. Next meeting is June 9, 2020 and will finalize all COVID-related policies. Recommended to use series 410 for Pandemic related policies unless procedural.

Facilities – No report.

Personnel – J. Persson presented the committee report. The committee reviewed and is in process of updating performance appraisal documents for the Library Director. The committee agreed that performance appraisals of staff and the Library Director should be separated from salary discussions due to fiscal uncertainties this year. The Committee and A. Tillinghast discussed postponing appraisals until June when meetings can be done in person. Members of the Finance and Personnel Committee met with Treasurer J. Boor to review roles and responsibilities of the Director and Treasurer.

Long Range Planning – No report and will revisit in September.

Nominations – No report. Officer nominations will be made next month.

UNFINISHED BUSINESS

None

NEW BUSINESS

RESOLVED, on motion by P. Ayres to approve the 2019 Annual Report to the Community.

CORRESPONDENCE AND COMMUNICATIONS

Letter to Trustee candidates inviting them to virtual events.

Letter to Charlene Dehn MSCSD Superintendent thanking with assistance with RJCL vote.

The meeting was adjourned at 8:00 p.m.

NEXT MEETING: Monday, June 15, 2020, at 7 p.m. Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary