



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

June 15, 2020

The meeting was called to order at 7:02 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

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 202.34 extending emergency adjustments to the Open Meetings Law in response to the Covid-19 pandemic (reference: <https://www.dos.ny.gov/coog/openmeetlaw.html>). 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.

No questions received for public comment.

Manchester Shortsville Central School District Budget vote and Library Trustee election extended to June 16.

APPROVAL OF MINUTES - RESOLVED, on motion by P. Ayres to approve the minutes with typo correction from the May 18, 2020 regular meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Janine Boor presented the Treasurer’s report. May 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$407.48, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for May 2020 were reviewed. Total cash assets held by CNB on April 30, 2020 were \$202,644.17.

RESOLVED, on motion by P. Ayres, to approve unpaid claims totaling \$335.28 and payments made prior to board approval of \$407.48 by roll call vote with aye from Trustees Pat Ayres, Roxie O’Brien, Jessica Oliver, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton as follows:

Vendor	Type	Num	Date	Due Date	Amount
Andrea Tillinghast	Bill		05/20/2020	05/30/2020	9.98
CSLP	Bill		06/01/2020	06/11/2020	23.00
Demco	Bill		05/12/2020	05/22/2020	21.94
Messenger Post Newspapers	Bill		05/06/2020	06/06/2020	101.23
NYSID	Bill		05/22/2020	06/01/2020	139.14
Wood Memorial Library	Bill		06/01/2020	06/11/2020	39.99
Total unpaid claims					\$335.28
Amazon	Debit		05/08/2020	05/08/2020	215.84
Amazon	Debit		05/08/2020	05/08/2020	191.64
Total payments made prior to board approval					\$407.48

DIRECTOR’S REPORT – A. Tillinghast reported the May program and virtual online programs 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. Carpet project in process and on track. The plan is to bring staff back on June 22,

2020 and continue with modified services as outlined in the Reopening Plan. In process to hire cleaning services for the RJCL. Library vote is to be counted on June 9, 2020 at 5:00 p.m.

RESOLVED, on motion by J. Persson to accept the resignation, due to retirement, of library clerk Bernice Curtis effective June 30, 2020.

RESOLVED, on motion by R. O'Brien to approve the Director's Red Jacket Community Library (RJCL) Reopening Plan, which outlines steps to resume services to the community in coordination with Pioneer Library System (PLS) and in compliance with the Governor's NY Forward plan.

New and revised policies in response to COVID-19 pandemic were presented for second reading and adoption.

RESOLVED, on motion by L. Schaertl to adopt or approve the following new or revised policies with revisions to corrections and formatting:

Existing policies (revised):
400-1 Hours and Closings
400-12 Community Health

New policies:
300-3 Working Remotely
410-1 Contact Tracing
410-2 Contactless Checkout
410-3 Employee Health Screening
410-4 Pandemic Illness
410-5 Personal Protective Equipment
410-6 Quarantining of Materials
410-7 Cleaning and Disinfecting the Library Facility
410-8 Sanitizing Electronic Devices

RESOLVED, on motion by R. Ott to approve the revised Disaster Plan for the Red Jacket Community Library (RJCL) with corrections. A redacted plan, removing confidential sections, will be posted on the public website. The full plan will be available to the staff located in the red binder in Director's Office and at the circulation desk.

COMMITTEE REPORTS:

Finance and Audit – R. Ott presented the finance committee report.

300-4, Information Technology (IT) Security was presented for second reading and adoption.

RESOLVED, on motion by P. Sutton to approve Policy 300-4, Information Technology (IT) Security.

500-3 Library Treasurer was presented for second reading and adoption.

RESOLVED, on motion by P. Ayres to approve Policy 500-3 Library Treasurer.

Fiscal year ends June 30, 2020 and committee recommends the board to adopt a resolution authorizing the Treasurer to engage with accounting firm.

RESOLVED, on motion by P. Sutton to authorize the Treasurer to retain the services of Bonn, Dioguardia, and Ray LLP upon the close of the fiscal year to perform a financial review, to prepare a written report to certify the accuracy of the Library's financial statement, and to prepare and file IRS Form 990.

Policy – L. Schaertl presented the policy report.

300-3 Confidentiality of Library Records policy and agreement form was presented for second reading and adoption. RESOLVED, on motion by P. Ayres to approve Policy 300-3, Confidentiality of Library Records policy and agreement form with correction.

The Policy Committee reviewed the 11 policies in response to the COVID-19 pandemic, incorporated board comments and presented them for Board approval and adoption (noted under the Director's Report above). The Library Director and Peggy Sutton presented the revised Disaster Plan. The Committee reviewed and commented. The new revised plan was presented for approval and adoption (noted under the Director's report).

Policies with review dates earlier than 2016 need to be reviewed by the end of 2020 to meet the NYS minimum standards for libraries. The committee will review, and revise as needed to present for review or approval in July-December.

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. Once library opens will review performance with Library Director and staff.

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

Nominations – R. O'Brien presented nominations for Board of Trustees officers for 2020-2021 for vote in July:

Lisa Schaertl for President, Pat Ayres for Vice President and Peggy Sutton for Secretary

UNFINISHED BUSINESS

The Finance Committee recommends keeping the Library Trustees meeting on the third Monday of the month. This gives the Finance Committee the additional needed time to get and prepare financial information for the monthly reports. The meeting will remain on the third Monday.

NEW BUSINESS

None

CORRESPONDENCE AND COMMUNICATIONS

None

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

NEXT MEETING:

Annual Organizational Meeting Monday, July 20, 2020 at 7 p.m. - Location to be announced

Next regular meeting Monday, July 20, 2020 at 7:30 p.m. - Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary