



Red Jacket Community Library

BOARD OF TRUSTEES ANNUAL MEETING

Minutes

July 20, 2020

CALL TO ORDER The meeting was called to order at 7:05 p.m. by President Lisa Schaertl.

This meeting took place remotely via videoconference, in accordance the Governor’s Executive Order 202.48 extending emergency adjustments to the Open Meetings Law in response to the Covid-19 pandemic. The public had the ability to view or listen to this meeting proceeding online, through links posted on our public website. This meeting was recorded. A transcript of the meeting will be posted on the library website, in addition to the minutes.

ROLL CALL Quorum was present: Trustees Pat Ayers, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Library Director Andrea Tillinghast; Treasurer Jan Boor; Guest Dustine Mott; Absent: Trustee Jessica Oliver

APPROVAL OF AGENDA The agenda was approved with no changes.

APPROVAL OF MINUTES RESOLVED, on motion by P. Ayres to approve the minutes from July 9, 2019 Annual Meeting.

ANNOUNCEMENT

With 865 ballots cast, voters approved a tax levy increase for Red Jacket Community Library (RJCL) by a vote of 574-291. Trustee election results were Jacob Maslyn: 621, Dustine Mott: 502, Angelina “Neng” Marquez: 370.

SWEARING IN OF NEWLY ELECTED TRUSTEES

L. Schaertl administered the Oath of Office to newly elected Trustee Dustine Mott.

Announcement of vacancy on the Board due to elected Trustee declining to serve.

ELECTION OF OFFICERS

RESOLVED, on a motion by Jill Persson, to accept the slate of officers presented by the Nominations Committee. President-Lisa Schaertl, Vice President- Pat Ayres, Secretary-Peggy Sutton

COMMITTEE ASSIGNMENTS Committee assignments for 2020-2021 made as follows:

Personnel	J. Persson, K. Sutter, P. Ayres
Policy	L. Schaertl, R. Ott, P. Sutton
Facilities	P. Ayres, R. Ott, J. Oliver
Finance & Audit	R. Ott, J. Oliver, D. Mott
Planning	P. Sutton, L. Schaertl
Nominating	P. Ayres, K. Sutter

APPOINTMENT OF CLAIMS REVIEWER RESOLVED on motion by P. Ayres to appoint Trustee Randall Ott as claims reviewer.

DESIGNATION OF BANK AND CHECK SIGNERS

RESOLVED, THAT THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY (HEREINAFTER REFERRED TO AS THE “BANK”) IS HEREBY DESIGNATED AS A DEPOSITORY OF THE RED JACKET COMMUNITY LIBRARY, 7 LEHIGH AVENUE, SHORTSVILLE, NY (HEREINAFTER REFERRED TO AS THE “CORPORATION”) AND THE DEPOSIT ACCOUNTS OF ANY KIND MAY BE OPENED AND MAINTAINED IN THE NAME OF THE CORPORATION WITH SAID BANK. BE IT FURTHER

RESOLVED, THAT THE FUNDS OF THE CORPORATION MAY BE ELECTRONICALLY TRANSFERRED OR WITHDRAWN UPON CHECK, DRAFT NOTE, WRITTEN ORDER, WRITTEN WITHDRAWAL REQUEST OR DEBIT CARD TRANSACTIONS OF THE CORPORATION SIGNED, OR PURPORTING TO BE SIGNED BY THE FACSIMILE SIGNATURE(S), BY ANY OF THE FOLLOWING PERSONS. IN SOME INSTANCES, THE REQUEST FOR THE ELECTRONIC TRANSFER OF FUNDS MAY BE ACCEPTED BY AN OFFICER OF THE BANK OVER THE TELEPHONE.

LIBRARY DIRECTOR	ANDREA TILLINGHAST	2336 ROUTE 21, CANANDAIGUA, NY
PRESIDENT	LISA R. SCHAERTL	4285 SHORTSVILLE RD., SHORTSVILLE NY
VICE PRESIDENT	PATRICIA AYRES	4671 HERENDEEN RD., SHORTSVILLE NY

THE BANK IS HEREBY AUTHORIZED TO PAY SUCH CHECKS, DRAFTS, NOTES, WRITTEN ORDERS, OR TO PAY PURSUANT TO THE WRITTEN WITHDRAWAL AND ELECTRONIC TRANSFER REQUESTS AND TO RECEIVE THE SAME FOR CREDIT TO THE ACCOUNT OF THE PAYEE, OR IN PAYMENT OF THE INDIVIDUAL INDEBTEDNESS OF THE PAYEE, OR ANY OTHER HOLDER WHEN SO SIGNED, OR TO OTHERWISE HONOR ANY WRITTEN INSTRUCTIONS CONCERNING SAID ACCOUNT WHEN SIGNED AS AUTHORIZED ABOVE, WITHOUT INQUIRY AS TO THE CIRCUMSTANCES OF THEIR ISSUE OR THE DISPOSITION OF THEIR PROCEEDS OR ANY SUCH PAYMENTS WHETHER DRAWN TO THE INDIVIDUAL ORDER OR TENDERED IN PAYMENT OF THE INDIVIDUAL OBLIGATIONS OF ANY OF THE ABOVE PERSONS OR ANY OFFICER OR EMPLOYEE OF THIS CORPORATION OR OTHERWISE. BE IT FURTHER

RESOLVED, THAT THE BANK AS A DESIGNATED DEPOSITORY OF THIS CORPORATION, IS HEREBY REQUESTED, AUTHORIZED, AND DIRECTED TO HONOR CHECKS, DRAFTS, OR OTHER ORDERS FOR THE PAYMENT OF MONEY DRAWN IN THIS CORPORATIONS NAME, INCLUDING THOSE PAYABLE TO THE INDIVIDUAL ORDER OF ANY PERSON OR PERSONS WHOSE NAMES APPEAR THEREON AS SIGNER OR SIGNERS THEREOF, WHEN BEARING OR PURPORTING TO BEAR THE FACSIMILE SIGNATURE(S) OF ANY INDIVIDUAL(S) LISTED ON THIS RESOLUTION, AND THE BANK SHALL BE ENTITLED TO HONOR AND TO CHARGE THIS CORPORATION FOR SUCH CHECKS, DRAFTS, OR OTHER ORDERS, REGARDLESS OF BY WHOM OR BY WHAT MEANS THE ACTUAL OR PURPORTED FACSIMILE SIGNATURE(S) THEREON MAY HAVE BEEN AFFIXED THERETO, IF SUCH SIGNATURE(S) RESEMBLE THE FACSIMILE SPECIMENS DULY CERTIFIED TO OR FILED WITH THE BANK BY THE SECRETARY OR OTHER OFFICER OF THIS CORPORATION. BE IT FURTHER

RESOLVED, THAT IF ANY ONE OF THE AUTHORIZED SIGNATURES IS PRESENT, THE BANK'S ACTION IN PAYING SUCH CHECKS, DRAFTS, NOTES, WRITTEN ORDER OR PAYING PURSUANT TO SUCH WRITTEN WITHDRAWAL OR ORAL REQUEST SHALL BE BINDING ON THE CORPORATION SINCE THE REQUIREMENT OF MORE THAN ONE SIGNATURE IS SOLELY AN INTERNAL REQUIREMENT OF THE CORPORATION AND SHALL NOT BE BINDING ON THE BANK. BE IT FURTHER

RESOLVED, THAT ANY CHECKS, DRAFTS, NOTES OR OTHER INSTRUMENTS OF ANY KIND PAYABLE TO OR BELONGING TO THIS CORPORATION MAY BE ENDORSED BY ANY OF ITS OFFICERS, EMPLOYEES OR AGENTS AND DEPOSITED WITH THE BANK FOR THE CREDIT AND USE OF THIS CORPORATION AND SAID ENDORSEMENTS MAY BE MADE IN WRITING OR BY STAMP AND WITHOUT DESIGNATION OF THE PERSON SO ENDORSING. BE IT FURTHER

RESOLVED, THAT THE SECRETARY SHALL FURNISH TO THE BANK THE NAMES OF THE PRESENTLY DULY ELECTED AND QUALIFIED OFFICERS OF THE CORPORATION AND SHALL, FROM TIME TO TIME HEREAFTER AS CHANGES IN THE PERSONNEL OF SAID OFFICERS ARE MADE, IMMEDIATELY CERTIFY SUCH CHANGES TO THE BANK, AND THE BANK SHALL BE FULLY PROTECTED IN RELYING ON SUCH CERTIFICATION OF THE SECRETARY AND SHALL BE INDEMNIFIED AND SAVED HARMLESS FROM ANY CLAIMS, DEMANDS, EXPENSES, LOSS OF DAMAGES RESULTING FROM, OR GROWING OUT OF HONORING THE SIGNATURE OF ANY OFFICER SO CERTIFIED, OR REFUSING TO HONOR ANY SIGNATURE SO CERTIFIED. BE IT FURTHER

RESOLVED, THAT ANY PERSON DESIGNATED AS AN AUTHORIZED SIGNER ON ACCOUNTS OF THE CORPORATION IS AUTHORIZED TO BORROW MONEY ON BEHALF OF THE CORPORATION BY TAKING ADVANCES (INITIATED BY OVERDRAFT OR ONLINE TRANSFER) ON ANY EXISTING CHEXMATE OVERDRAFT LINE OF CREDIT ACCOUNT THAT HAS BEEN ESTABLISHED FOR ACCOUNTS OF THE CORPORATION. BE IT FURTHER

RESOLVED, THAT THE BANK, AS A DESIGNATED DEPOSITORY OF THIS CORPORATION, IS HEREBY REQUESTED, AUTHORIZED AND DIRECTED TO ISSUE A DEBIT CARD TO ANY PERSON OR PERSONS DESIGNATED BY THE CORPORATION AS AN AUTHORIZED SIGNER ON ACCOUNTS OF THE CORPORATION. THE BANK IS HEREBY REQUESTED, AUTHORIZED AND DIRECTED TO HONOR ELECTRONIC TRANSACTIONS INITIATED BY DEBIT CARD WITH THE SIGNATURE OF AN AUTHORIZED SIGNER (SIGNATURE BASED) OR BY THE DEBIT CARD WITH AN ASSIGNED PERSONAL IDENTIFICATION NUMBER (PIN BASED), DRAWN ON THIS CORPORATION'S NAME, INCLUDING THOSE PAYABLE TO THE INDIVIDUAL ORDER OF ANY PERSON OR PERSONS WHO THE CORPORATION HAS DESIGNATED AS AN AUTHORIZED SIGNER. BE IT FURTHER

RESOLVED, THAT THE SECRETARY OR ANY OTHER OFFICER OF THIS CORPORATION IS HEREBY AUTHORIZED TO CERTIFY TO THE BANK A COPY OF THESE RESOLUTIONS AND TO AUTHORIZE ADDITIONAL INDIVIDUALS TO CONDUCT ON-LINE BANKING TRANSACTIONS ON BEHALF OF THE ORGANIZATION THROUGH THE INTERNET. SUCH AUTHORIZATION WILL BE MADE IN WRITING TO THE BANK. THE BANK MAY RELY ON AND ACT UPON SUCH CERTIFICATES, AND THESE RESOLUTIONS SHALL CONTINUE IN FULL FORCE AND EFFECT UNTIL THE BANK IS ADVISED BY A LIKE CERTIFICATE OF ANY CHANGES THEREIN, ON MOTION BY R. OTT AND UNANIMOUSLY CARRIED.

TAX CAP OVERRIDE FOR 2021-2022

WHEREAS, THE ADOPTION OF THE 2021-2022 BUDGET FOR THE RED JACKET COMMUNITY LIBRARY MAY REQUIRE A TAX LEVY INCREASE THAT EXCEEDS THE TAX CAP IMPOSED BY STATE LAW AS OUTLINED IN GENERAL MUNICIPAL LAW SECTION 3-C ADOPTED IN 2011; AND

WHEREAS, GENERAL MUNICIPAL LAW SECTION 3-C EXPRESSLY PERMITS THE LIBRARY BOARD OF TRUSTEES TO OVERRIDE THE TAX LEVY LIMIT BY A RESOLUTION APPROVED BY A VOTE OF SIXTY PERCENT OF QUALIFIED BOARD MEMBERS; NOW, THEREFORE BE IT

RESOLVED, THAT THE BOARD OF TRUSTEES OF THE RED JACKET COMMUNITY LIBRARY VOTE TO EXCEED THE TAX LEVY LIMIT FOR 2021-22 ON A MOTION BY R. OTT AND ROLL CALL VOTE WITH AYE FROM TRUSTEES PAT AYRES, DUSTINE MOTT, RANDY OTT, JILL PERSSON, LISA SCHAERTL, KIM SUTTER, PEGGY SUTTON; NAY FROM JESSICA OLIVER (ABSENT)

HOLIDAY SCHEDULE OF CLOSINGS FOR 2021

RESOLVED, on motion by P. Sutton to approve the day after Thanksgiving, Christmas Eve and New Year’s Eve as floating holidays for 2021.

BOARD OF TRUSTEES CALENDAR

RESOLVED, on motion by P. Ayres to approve the Board of Trustees meeting calendar - Mondays at 7 pm

Sept. 21, 2020	Jan. 25, 2020*	May 17, 2021
Oct. 19, 2020	Feb. 22, 2021*	June 21, 2021
Nov. 16, 2020	Mar. 15, 2021	July 19, 2021
Dec. 21, 2020	Apr. 19, 2021	

**fourth Monday, due to Federal Holiday*

Policy Committee meets the week prior to the board meeting, Monday at 7 pm

Finance Committee meets the week after the board meeting, Mondays at 7 pm

ADJOURNMENT The meeting was adjourned at 7:18 p.m.

Submitted by Marguerite (Peggy) Sutton, RJCL Board Secretary