



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

July 20, 2020

The meeting was called to order at 7:18 p.m. by President Lisa Schaertl.

The meeting took place remotely via videoconference, in accordance with the Governor’s Executive Order 202.48 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 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 is posted on the library website, in addition to the usual minutes.

Quorum was present: Trustees Pat Ayres, Dustine Mott, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Guest: Angelina “Neng” Marquez; Absent: Trustee Jessica Oliver

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS - none

APPROVAL OF MINUTES – RESOLVED, on motion by R. Ott to approve the minutes from the June 15, 2020 meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

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

R. Ott, claims reviewer, reported that debit card purchases were \$508.87, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for June 2020 were reviewed. Total cash assets held by CNB on June 30, 2020 were \$190,712.32.

RESOLVED, on motion by L. Schaertl, to approve unpaid claims totaling \$508.87 and payments made prior to board approval of \$43.80, by roll call vote with aye from Trustees Pat Ayres, Dustine Mott, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Library Journal Subscription	Bill		06/05/2020	06/05/2020	129.99
Hillyard	Bill		06/15/2020	06/15/2020	220.51
NYSID	Bill		06/25/2020	06/25/2020	131.94
Quill	Bill		06/25/2020	06/25/2020	8.24
Staples	Bill		06/26/2020	06/26/2020	18.19
Total unpaid claims					\$508.87
Patricia Olszewski	Check		06/28/2020	06/30/2020	25.00
Amazon	Debit		06/29/2020	06/29/2020	18.80
Total payments made prior to board approval					\$43.80

WHEREAS unpaid claims must be presented to the board at regular business meetings for audit and approval prior to payment, and WHEREAS, some goods and services are billed as recurring monthly claims for the same dollar amount every month over the course of a year, therefore, be it **RESOLVED**, to approve the following recurring monthly claims for payment at the dollar amount listed herein, beginning July 1, 2020 and ending June 30, 2021:

Adobe	Software subscription	\$ 16.11
Amazon	Prime membership	\$ 12.99
Excellus	Health Insurance	\$ 725.14

and be it further

RESOLVED, that a recurring monthly claim, if more than the dollar amount listed herein, must not be paid without

presentation to the board for further audit and approval. Motion made by J. Persson and carried by roll call vote with aye from Trustees Pat Ayres, Dustine Mott, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton; nay from Jessica Oliver (absent).

WHEREAS, the next regular meeting of the board is set for September 21, 2020 wherein the board will audit claims, therefore be it

RESOLVED, on motion by P. Ayres, to grant authority to Library Director Andrea Tillinghast, beginning July 21, 2020 and ending August 21, 2020, to approve payment of eligible claims in advance of the July 2020 claims audit.

DIRECTOR'S REPORT – A. Tillinghast reported the June program and virtual online programs statistics. The Library staff have been posting programs online with good response. On July 7, 2020 curbside pickup services started. The first two days all appointments were taken every fifteen minutes. Virtual Summer Reading Program kicked off on June 22, 2020. The Director will be adopting an online program calendar offered by Pioneer Library System (PLS) that allows libraries within PLS to put all programs on one calendar.

The school's carpet installation is complete. RJCL Library staff is shelf reading books to return books to the correct order on the shelves. RJCL circulation desk and patron computer workstations to be delivered and installed within two to three weeks by Creative Library Concepts. Relocation of Library Director's office is almost complete.

Part time cleaner hired and trained. Future staffing plans on hold, waiting to see what happens in the fall with school and hours.

RESOLVED, on motion by P. Sutton to approve the appointment of Joseph Massaro to the position of part-time cleaner at a rate of \$12.50/hour effective July 7, 2020.

COMMITTEE REPORTS:

Finance and Audit – No report

Policy – L. Schaertl presented the policy report.

Facilities – P. Ayres presented the facilities report.

Carpet has been installed and ready for the circulation desk when it comes in. Some issues with wiring the current circulation desk, but will be remedied when the new circulation desk goes in. With the new circulation desk, it will change the layout of the library. The Library Director's office was relocated. Instead of putting holes in drywall, ceiling, etc. to accommodate the wires a new computer with a wireless card will be purchased.

Personnel – J. Persson presented the committee report.

Performance appraisals of the Library Director and staff have been completed.

RESOLVED on motion by P. Sutton] to approve a salary increase for the Director A. Tillinghast, to \$52,500 per year, effective July 2, 2020.

RESOLVED on motion by R. Ott to accept the director's recommendation for staff wage increases, with new rates as follows: K. Honchen \$14.16/hour, P. Oslewski \$14.99/hour, C. LaTerra \$16.02/hour, effective July 2, 2020.

Long Range Planning – L. Schaertl presented the Long Range Planning report.

PLS has offered help with long range planning for an “adaptation plan” on how to adapt to the new reality of COVID 19. The Personnel Committee added a goal to the Library Director’s appraisal to work with the board to complete the adaptation plan by the end of the year to show what the library may look like in the ongoing of the pandemic.

Nominations

RESOLVED on motion by P. Ayres to appoint Angelina “Neng” Marquez to the vacancy on the Board of Trustees for a term expiring June 2025, in accordance with the bylaws.

L. Schaertl administered the Oath of Office to newly elected Trustee Angelina “Neng” Marquez.

UNFINISHED BUSINESS

New Trustee orientation continues. The next session will be scheduled by P. Ayres on “How to use Drive”.

NEW BUSINESS

CONFLICT OF INTEREST STATEMENTS - All Trustees, the Director and the Treasurer are required to read [Policy 200-4](#) and submit a signed [Annual Statement](#) before our next meeting.

WHISTLEBLOWER STATEMENTS – All new trustees are required to read [Policy 500-2](#) and submit a signed [Whistleblower Policy Acknowledgement Form](#) before our next meeting.

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 8:09 p.m.

NEXT MEETING:

Next regular meeting Monday, September 21, 2020 at 7:00 p.m. - Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary