



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

September 21, 2020

The meeting was called to order at 7:01 p.m. by President Lisa Schaertl.

The meeting took place remotely via videoconference, in accordance with the Governor's Executive Order 202.60 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, Neng Marquez, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Guest: Chris Spencer

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

The Pioneer Library System (PLS) Annual Meeting will be held online October 14 at 6 pm. All trustees encouraged to attend.

Kim Sutter was appointed to the Board of Trustees in March 2020 and due to pandemic conditions was unable to file a notarized Oath of Office with the county clerk in the time required. By law, the office must be ruled vacant and her votes disqualified. All board resolutions affected have been reviewed and outcomes unchanged.

RESOLVED, on motion by P. Sutton to re-appoint Kim Sutter to the Board of Trustees for the term expiring June 2021. Oath of Office administered by Lisa Schaertl to Kim Sutter.

Note name change of Trustee Dustin Mott to Dustine Mullen.

Conflict of Interest Statements received for all Trustees. Conflicts disclosed: D. Mullen, employment by Paychex; J. Persson, affiliation with Scouts; A. Tillinghast, affiliation with Manchester Shortsville Lions Club.

Whistleblower Statements received from all new Trustees.

RESOLVED, on motion by P. Ayres to accept the resignation of Trustee Jessica Oliver from the Board of Trustees effective September 9, 2020

APPROVAL OF MINUTES – RESOLVED, on motion by R. Ott to approve the minutes from the July 20, 2020 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

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

R. Ott, claims reviewer, reported that debit card purchases were \$15, 651.38 and vouchers submitted were for library purchases and properly documented. Bank reconciliations for July and August 2020 were reviewed. Total cash assets held by CNB on August 31, 2020 were \$153, 010.89

RESOLVED, on motion by P. Sutton to approve unpaid claims totaling \$21, 945.14 and payments made prior to board approval of \$15, 651.38, by roll call vote with aye from Trustees Pat Ayres, Neng Marquez, Dustine Mullen, Randall Ott, Lisa Schaertl, Kim Sutter and Peggy Sutton and nay from Jill Persson (absent at time of roll call vote), as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		07/30/2020	07/30/2020	17.75
Baker & Taylor	Bill		07/30/2020	07/30/2020	36.10
Baker & Taylor	Bill		07/30/2020	07/30/2020	35.53
Baker & Taylor	Bill		07/30/2020	07/30/2020	18.05
Baker & Taylor	Bill		07/30/2020	07/30/2020	18.03
Baker & Taylor	Bill		07/30/2020	07/30/2020	18.05
Baker & Taylor	Bill		07/30/2020	07/30/2020	36.10
Baker & Taylor	Bill		07/30/2020	07/30/2020	17.47
Baker & Taylor	Bill		07/30/2020	07/30/2020	38.03
Baker & Taylor	Bill		07/30/2020	07/30/2020	354.69
Baker & Taylor	Bill		07/31/2020	07/31/2020	53.57
Baker & Taylor	Bill		07/31/2020	07/31/2020	17.47
Baker & Taylor	Bill		07/31/2020	07/31/2020	34.33
Baker & Taylor	Bill		08/07/2020	08/07/2020	18.34
Baker & Taylor	Bill		08/12/2020	08/12/2020	36.08
Baker & Taylor	Bill		08/19/2020	08/19/2020	54.94
Baker & Taylor	Bill		07/30/2020	07/30/2020	20.80
Baker & Taylor	Bill		08/21/2020	08/21/2020	239.46
Baker & Taylor	Bill		08/01/2020	08/01/2020	152.87
Creative Library Concepts	Bill		05/18/2020	05/18/2020	4,550.00
Creative Library Concepts	Bill		08/24/2020	08/24/2020	12,092.00
Dell Marketing, L.P.	Bill		08/18/2020	08/18/2020	3,178.84
Demco	Bill		08/06/2020	08/06/2020	61.36
Jan Way	Bill		08/18/2020	08/18/2020	464.57
Midwest Tape	Bill		07/31/2020	07/31/2020	26.24
Midwest Tape	Bill		08/25/2020	08/25/2020	22.49
Midwest Tape	Bill		08/25/2020	08/25/2020	122.94
Quill	Bill		08/17/2020	08/17/2020	20.99
Quill	Bill		08/17/2020	08/17/2020	3.99
Quill	Bill		07/23/2020	07/23/2020	6.29
Quill	Bill		08/17/2020	08/17/2020	57.77
USPS	Bill		08/28/2020	08/28/2020	120.00
Total unpaid claims					\$21,945.14
Amazon	Debit		07/16/2020	07/16/2020	29.99
Amazon	Debit		07/10/2020	07/10/2020	133.11
Amazon	Debit		07/15/2020	07/15/2020	79.98
Amazon	Debit		07/15/2020	07/15/2020	144.91
Amazon	Debit		07/15/2020	07/15/2020	44.03
Amazon	Debit		07/15/2020	07/15/2020	9.99
Quill	Debit		07/15/2020	07/15/2020	27.49
Quill	Debit		07/15/2020	07/15/2020	13.49
Quill	Debit		07/15/2020	07/15/2020	42.68
Amazon	Debit		07/17/2020	07/17/2020	24.99
Staples	Debit		07/25/2020	07/25/2020	31.33
Canva	Debit		07/28/2020	07/28/2020	119.40
Monoprice	Debit		07/29/2020	07/29/2020	43.75
Imprint	Debit		07/30/2020	07/30/2020	1,014.13
Amazon	Debit		08/26/2020	08/26/2020	9.99
Amazon	Debit		08/31/2020	08/31/2020	14.99
Oriental Trading	Debit		08/31/2020	08/31/2020	30.29

Ace Coffee	Debit	08/13/2020	08/13/2020	83.50
Baker & Taylor	Debit	08/13/2020	08/13/2020	284.98
Bonn Dioguardi	Debit	08/13/2020	08/13/2020	1,950.00
CSLP	Debit	08/13/2020	08/13/2020	244.25
Midwest Tape	Debit	08/13/2020	08/13/2020	203.89
PLS	Debit	08/13/2020	08/13/2020	5,825.00
Hillyard	Debit	08/13/2020	08/13/2020	115.46
Quill	Debit	08/13/2020	08/13/2020	249.48
Staples	Debit	08/13/2020	08/13/2020	6.99
David Koester	Debit	08/13/2020	08/13/2020	1,700.00
Utica National	Debit	08/17/2020	08/17/2020	3,091.03
Vival	Debit	07/2020	07/2020	41.13
Vival	Debit	08/2020	08/2020	41.13
Total payments made prior to board approval				\$15,651.38

RESOLVED, on motion by P. Ayres to accept the Financial Statements Review Report provided by independent accounting firm Bonn, Dioguardi and Ray, LLP.

RESOLVED, on motion by P. Sutton to authorize Bonn, Dioguardi and Ray, LLP to file the Library's 2019 Form 990, Federal Return of Organization Exempt from Income tax, with the IRS.

DIRECTOR'S REPORT – A. Tillinghast reported the August and September program and virtual online programs statistics. Backpack giveaway 2020 gave away 50 backpacks. Friends donated masks and water bottles.

The RJCL (Red Jacket Community Library) staff have completed shelf reading books for both the public and school collections, and books have been put back in order on the shelves. There was a theft in the library of a laptop, which is under investigation.

Interviews for long term substitute clerk were completed. Candidate declined. Job for Substitute Clerk has been posted.

Library Director met with Phil Bredesen, past Governor of Tennessee who toured the library. Curb side delivery continues, and In-building services started 8/4/2020 by appointment. In October plans for in-person browsing.

COMMITTEE REPORTS:

Finance and Audit – No report

Policy – L. Schaertl presented the policy report.

A 100-2 policy on policies Policy Development was presented for first reading. Six scheduled policies to be reviewed and presented for first reading by the end of 2020 to meet the new minimum standards for libraries. N. Marques has been appointed to the policy committee.

Facilities – P. Ayres presented the facilities report.

The new circulation desk was installed and had some wiring issues. Facilities contacted an electrician who rewired the desk and has six new lines. Creative Library Concepts is in the process of fixing a new computer table which had a broken leg. Library Director office has been moved and completed. Some furniture was removed due to social distancing needs. MSCSD (Manchester Shortsville Central School District) has requested that the fax machine be

relocated. This may require a new phone line and number. MSCSD is handling the repair of the awning by Geneva Awning and Tent Works.

Personnel – K. Sutter presented the committee report.

The committee reviewed PTO (Paid Time Off) policy and recommends no change at this time. The committee recommends that when scheduling time off the director should give priority to employees who continued to work full schedules during the work from home period due to the pandemic. The committee also discussed MSCSD administration concerns and ways to support the Library Director going forward.

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

A committee was appointed: P. Sutton (Committee Chair), L. Schaertl, D. Mullen, P. Ayres. The committee will bring back recommendations and a timeline to the board for developing a long range plan for the Library. Many board members attended the Trustee Workshop on strategic planning online September 10, 2020.

Nominations

RESOLVED on motion by P. Ayres to appoint Chris Spencer 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 Chris Spencer. C. Spencer has been appointed to the Facility and Finance Committee.

UNFINISHED BUSINESS

None

NEW BUSINESS

Discussed request by MSCSD Administration to amend the contract between the Board of Trustees and the Board of Education (BOE) to include a section on Data Security and Privacy along with addenda: (A) School District's Parents Bill of Rights, (B) Parent's Bill of Rights- Supplemental Information Addendum and (C) Third Party Data Security and Privacy Plan with (C) to be written by the Library as the third party. The board prefers to develop a separate agreement on Data Security and Privacy. An ad hoc committee was appointed to work on and resolve the issue: R. Ott (Committee Chair), L. Schaertl, P. Ayres.

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 8:04 p.m.

NEXT MEETING:

Next regular meeting Monday, October 19, 2020 at 7:00 p.m. - Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary