



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

October 19, 2020

The meeting was called to order at 7:00 p.m. by President Lisa Schaertl.

The meeting took place remotely via videoconference, in accordance with the Governor’s Executive Order 202.67 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 Mullen, Randall Ott, Lisa Schaertl, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent: Neng Marquez, Jill Persson, Kim Sutter, Chris Spencer

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

APPROVAL OF MINUTES – RESOLVED, on motion by P. Ayres to approve the minutes from the September 21, 2020 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

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

R. Ott, claims reviewer, reported that debit card purchases were \$135.45 and vouchers submitted were for library purchases and properly documented. Bank reconciliations for September 2020 were reviewed. Total cash assets held by CNB on September 30, 2020 were \$359, 413.23.

RESOLVED, on motion by P. Ayres to approve unpaid claims totaling \$35,259.91 and payments made prior to board approval of \$135.45, by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Lisa Schaertl, and Peggy Sutton and nay from Neng Marquez, Jill Persson, Chris Spencer and Kim Sutter (all absent), as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		09/25/2020	09/25/2020	34.00
Ace Coffee & Water	Bill		10/01/2020	10/01/2020	8.00
Baker & Taylor	Bill		08/28/2020	08/28/2020	104.91
Baker & Taylor	Bill		09/03/2020	09/03/2020	53.49
Baker & Taylor	Bill		09/09/2020	09/09/2020	83.75
Baker & Taylor	Bill		09/17/2020	09/17/2020	64.06
Creative Library Concepts	Bill		10/08/2020	10/08/2020	18, 201.34
Junior Library Guide	Bill		10/01/2020	10/01/2020	466.90
Midwest Tape	Bill		09/09/2020	09/09/2020	26.23
Midwest Tape	Bill		09/15/2020	09/15/2020	14.24
Midwest Tape	Bill		09/22/2020	09/22/2020	20.24
Midwest Tape	Bill		09/22/2020	09/22/2020	18.74
Midwest Tape	Bill		09/29/2020	09/29/2020	92.23
State Comp (NYS Ret.)	Bill		09/25/2020	09/25/2020	15, 448.00
PLS	Bill		09/25/2020	09/25/2020	498.78
Wondermakers	Bill		09/08/2020	09/08/2020	125.00
Total unpaid claims					\$35, 259.91

Amazon	Debit	09/08/2020	09/08/2020	29.89
Amazon	Debit	09/08/2020	09/08/2020	6.99
Amazon	Debit	09/09/2020	09/09/2020	11.69
Staples	Debit	09/03/2020	09/03/2020	19.78
Amazon	Debit	09/11/2020	09/11/2020	67.10
Total payments made prior to board approval				\$135.45

DIRECTOR'S REPORT – A. Tillinghast reported the September program and virtual online programs statistics. A survey was sent out 10/11/2020 in the Enewsletter asking what people want or do not want in virtual programs.

The RJCL began taking appointments for browsing the collection on 10/05/2020.

Accepted resignation of Cleaner J. Massaro on 10/07/2020. Position advertised and interviews in process for cleaning position. MSCSD has been assisting with cleaning since position vacant.

Three new staff computers were installed at the circulation desk by PLS IT person. Met with PLS Director Ron Kirsop and Automation Services team regarding new dual ILS (Integrated Library System) plan and patron privacy. New chairs for computer counter and table arrived.

A new Pandemic Policy from New York State labor law will be reviewed at the Policy Committee meeting on 11/09/2020.

COMMITTEE REPORTS:

Finance and Audit – R. Ott presented the policy report.

Three new or updated policies were presented for first reading:

- 500-5 Unrestricted Fund Balance
- 500-6 Claims Audit and Payment of Bills
- 200-6 Fiscal Oversight.

The Committee will be starting a new Investment Policy.

Policy – L. Schaertl presented the policy report.

RESOLVED, on motion made by R. Ott to adopt 100-2 Policy on Policy Development.

The following new or updated policies, required by the end of 2020 to meet the new minimum standards for libraries

were presented for first reading:

- 400-4 Internet Use
- 500-2 Whistleblower
- 400-9 Meeting Room Use
- 400-10 Public Relations
- 400-15 FOIL
- 300-5 Confidentiality of Library Records

Three more polices are in development and will be presented for first reading in November.

Facilities – P. Ayres presented the facilities report.

The RJCL remodeling project is done!

Personnel – L. Schaertl presented the committee report for K. Sutter.

Following consultation with the Finance committee, it was decided to bring in an independent HR consultant to help resolve ongoing personnel issues between the school district staff and the RJCL staff. Maynard HR scope of work was provided to the board. We believe that the assistance of an HR professional for this required task is necessary to give us the best, impartial investigation and recommendations.

Long Range Planning – P. Sutton presented the Long Range Planning report.

The current Long Range Plan is in compliance. An organizational meeting will be set up in February on how to go about the plan with a timeline.

Nominations

RESOLVED on motion by P. Ayres to amend the motion appointing Chris Spencer to the Board of Trustees, adopted at the September 2020 board meeting, with the correct term expiration date of JUNE 2023.

Ad hoc Committee on Data Security and Privacy – L. Schaertl presented the report.

Progress has been made on the request by District administration to develop an agreement regarding Data Security and Privacy.

UNFINISHED BUSINESS

The following trustees received Sexual Harassment Prevention Training by viewing training videos provided by New York State, followed by an opportunity to interactively ask questions and provide feedback about the training: Pat Ayres, Dustine Mott, Randy Ott, Lisa Schaertl and P. Sutton. Other Trustees and Treasurer will complete and report next month.

NEW BUSINESS

None

CORRESPONDENCE AND COMMUNICATIONS

Email letter to BOE President Jennifer Speers regarding Maynard HR

Email letter from Joseph Shields and reply

The meeting was adjourned at 7:42 p.m.

NEXT MEETING:

Next regular meeting Monday, November 16, 2020 at 7:00 p.m. - Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary