



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

November 16, 2020

The meeting was called to order at 7:02 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, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Absent: Trustees Neng Marquez, Chris Spencer; Treasurer Janine Boor

The agenda was approved with no changes.

### PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

**APPROVAL OF MINUTES – RESOLVED**, on motion by R. Ott to approve the minutes from the November 16, 2020 board meeting.

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Treasurer’s report is deferred till next month. October 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$67.99 and vouchers submitted were for library purchases and properly documented. Bank reconciliations for September 2020 were reviewed. Total cash assets held by CNB on October 31, 2020 were \$350,302.51.

**RESOLVED**, on motion by P. Ayres to approve unpaid claims totaling \$2,748.11 and payments made prior to board approval of \$432.98, by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton and nay (due to absence) from Neng Marquez and Chris Spencer, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		11/01/2020	11/11/2020	10.00
Baker & Taylor	Bill		09/29/2020	10/09/2020	16.59
Baker & Taylor	Bill		10/08/2020	10/18/2020	56.79
Baker & Taylor	Bill		10/17/2020	10/27/2020	191.48
Baker & Taylor	Bill		10/24/2020	11/03/2020	43.68
Creative Library Concepts	Bill		10/14/2020	10/24/2020	2,200.08
Quill	Bill		10/14/2020	10/24/2020	66.95
Quill	Bill		10/14/2020	10/24/2020	124.56
Quill	Bill		10/14/2020	10/24/2020	7.99
Quill	Bill		10/22/2020	11/01/2020	29.99
<b>Total unpaid claims</b>					<b>\$2,748.11</b>
MSCS	Debit		10/23/2020	10/23/2020	365.00
Wyze	Debit		10/06/2020	10/06/2020	14.99
Amazon	Debit		10/15/2020	10/15/2020	34.99
Amazon	Debit		10/19/2020	10/19/2020	18.00
<b>Total payments made prior to board approval</b>					<b>\$432.98</b>

**DIRECTOR'S REPORT** – A. Tillinghast reported the October program and virtual online programs statistics.

Interviews in process for cleaning position. Looking into quotes from cleaning services. Manchester Shortsville Central School District (MSCSD) has been documenting daily cleaning.

Instituted MSCSD Employee Health Screening form and temperature checks on 10/26/2020.

Friends of the Library Annual Meeting was held virtually on 11/14/2020. The Friends honored the library staff as “Best Friends of the Library” this year in appreciation of their efforts.

Working on update of several pandemic policies to incorporate changes requested by MSCSD.

#### **COMMITTEE REPORTS:**

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

RESOLVED, on motion by P. Sutton that Policy 500-5 Reserve Funds is hereby retitled Policy 500-5 Unrestricted Fund Balance and approved as presented; and be it FURTHER RESOLVED, that Policy 500-1 Procedure G-Memorial and Donations is hereby retired from use.

RESOLVED, on motion by P. Ayres that Policy 200-6 Fiscal Oversight is hereby adopted as presented; and be it FURTHER RESOLVED, that Policy 400-8 Operating Budget/Expense System/Finance and Policy 500-1 Procedure D-Financial Signature/Review Policy are hereby retired from use.

RESOLVED on motion by P. Sutton that Policy 500-6 Claims Audit and Payment of Bills is hereby approved as presented.

Policy 500-4 was presented for first reading and requires annual review by law.

**Policy** – L. Schaertl presented the committee report.

RESOLVED, on motion made by L. Schaertl to approve the following new and updated policies, with corrections as noted:

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

The following policies were presented for first reading:

- 100-01 ALA Standards and Ethic Policy (Incorporating the full text from ALA)
- 200-01 Bylaws (Adding required language specific to open meeting law)
- 300-01 General Personnel (NYS mandated sick leave)

Changes to pandemic policies are deferred until meeting with MSCSD. A pandemic response plan is in development to meet required laws, with a due date extended to April.

**Facilities** – P. Ayres presented the committee report.

The Director presented information about NYS guidelines for public libraries vs. schools in response to yellow, orange, and red COVID micro-cluster zone designations. The board approved the Director's proposed cooperative responses to COVID micro-cluster zones and the information will be posted on the library public website.

**Personnel** – K. Sutter presented the committee report.

Work is being provided by independent HR consultant Maynard HR regarding personnel issues between the school district staff and RJCL staff. Report with recommendations is expected the week of November 16. The personnel committee will review and report to the library board.

**Long Range Planning** – Deferred to February 2021

**Nominations** – No report

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

The MSCSD and RJCL Agreement on Data Protection and Privacy was revised November 2, 2020 (Section II.1 to align the language with our "lease agreement".)

## **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: Kim Sutter. Two other Trustees and Treasurer will complete and report next month.

## **NEW BUSINESS**

None

## **CORRESPONDENCE AND COMMUNICATIONS**

None

The meeting was adjourned at 7:49 p.m.

## **NEXT MEETING:**

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

*Submitted by Marguerite (Peggy) Sutton, Secretary*