



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

December 21, 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 202.79 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, Randall Ott, Jill Persson, Lisa Schaertl, Chris Spencer, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent: Trustees Neng Marquez, Dustine Mullen

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

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

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer’s report. November 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$506.86 and vouchers submitted were for library purchases and properly documented. Bank reconciliations for September 2020 were available for review. Total cash assets held by CNB on November 30, 2020 were \$284,665.03.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$713.44 and payments made prior to board approval, including debit card payments of \$506.86 by roll call vote with aye from Trustees Pat Ayres, Randall Ott, Jill Persson, Lisa Schaertl, Chris Spencer, Kim Sutter and Peggy Sutton and nay (due to absence) from Neng Marquez and Dustine Mott, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		10/28/2020	11/07/2020	323.10
Baker & Taylor	Bill		11/04/2020	11/14/2020	47.55
Baker & Taylor	Bill		11/10/2020	11/20/2020	116.39
Demco	Bill		11/13/2020	11/23/2020	77.40
MS Lions Club	Bill		11/17/2020	11/26/2020	65.00
Pioneer Library System	Bill		11/10/2020	11/20/2020	84.00
Total unpaid claims					\$713.44
USPS	Debit		11/06/2020	11/06/2020	111.80
Amazon	Debit		11/12/2020	11/12/2020	90.69
Amazon	Debit		11/25/2020	11/25/2020	10.88
Amazon	Debit		11/25/2020	11/25/2020	9.49
ALA	Debit		11/19/2020	11/19/2020	284.00
Total payments made prior to board approval					\$506.86

DIRECTOR’S REPORT – A. Tillinghast reported the November program and virtual online programs statistics.

Met with cleaning service with revised lower quotes. Applied for Cares Act funding which covers COVID related expenses, cleaning supplies and technology.

Worked with Youth Service Librarian on preliminary summer reading plans (face to face, virtual and hybrid). Completed needs assessment for virtual programs and equipment (staff laptop, webcam, headset, USB hubs).

Worked on initial draft of budget for 2021-2022.

COMMITTEE REPORTS:

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

WHEREAS, the board has completed its annual review of the Library’s procurement policy as required by law, therefore be it RESOLVED, on motion by P. Sutton to approve the revised 500-4 Procurement Policy.

Policy – L. Schaertl presented the committee report.

RESOLVED, on motion by R. Ott to adopt the revised 100-01 ALA Standards and Ethics policy.

RESOLVED, on motion by P. Ayres to approve changes to the bylaws of the Red Jacket Community Library, adding Article III Section B with required language regarding compliance with the New York State Open Meetings Law.

The board discussed changes to 300-1 General Personnel Policy related to NYS mandated paid sick leave.

Facilities – P. Ayres presented the facilities committee report.

Friends of Library paid for the new signage above the entry doors of the RJCL. The new awning is up and paid for by MSCSD.

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

The report from independent HR consultant Maynard HR regarding personnel issues between the school district staff and the RJCL was received on December 21, 2020. The personnel committee will review and formulate a plan for next steps.

Long Range Planning – Deferred to February 2021

Nominations – No report

UNFINISHED BUSINESS

The following trustees received Annual Sexual Harassment Prevention Training through their employer: Jill Persson, Chris Spencer and Jan Boor.

NEW BUSINESS

The NYS Commissioner of Education has issued a new *uniform records retention and disposition schedule* that must be adopted by all public library systems and public libraries in New York State by January 1, 2021. The new schedule (LGS-1) replaces the current schedule (MI-1). Therefore,

Be it RESOLVED, on motion by J. Persson of the Board of Trustees of the Red Jacket Community Library, that New York State Education Department Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is hereby adopted for use by the Library in legally disposing of valueless records listed therein. And be it

FURTHER RESOLVED, that in accordance with Article 57-A: that (a) those records that are described in New York State Education Department Records Retention and Disposition Schedule LGS-1 may be dispersed of only after they have met the minimum retention periods described therein; and (b) only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 7:37 p.m.

NEXT MEETING:

Next regular meeting Monday, January 25, 2020 at 7:00 p.m. - Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary