



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

January 25, 2021

The meeting was called to order at 7:03 p.m. by President Lisa Schaertl.

The meeting took place remotely via videoconference, in accordance with the Governor’s Executive Order 202.87 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, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent: Trustees Neng Marquez, Jill Persson, Chris Spencer

The agenda was approved with no changes.

### PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

Trustees are subscribed to the NYLA newsletter “News You Can Use”

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

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

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

R. Ott, claims reviewer, reported that debit card purchases were \$189.61 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 December 31, 2020 were \$263,331.35.

**RESOLVED**, on motion by P. Ayres to approve unpaid claims totaling \$4,651.54 and payments made prior to board approval, including debit card payments of \$2,401.48 by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Lisa Schaertl, Kim Sutter and Peggy Sutton and nay (due to absence) from Neng Marquez, Jill Persson and Chris Spencer, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		12/01/2020	12/11/2020	10.00
Ace Coffee & Water	Bill		01/01/2021	01/11/2021	10.00
Baker & Taylor	Bill		12/12/2020	12/22/2020	18.34
Baker & Taylor	Bill		12/21/2020	12/31/2020	17.75
Bayscan Technologies	Bill		12/22/2020	01/21/2021	428.00
Hillyard	Bill		12/22/2020	01/01/2020	15.86
Maynard HR Consulting	Bill		12/28/2020	01/07/2021	3,725.00
Midwest Tape	Bill		12/01/2020	12/11/2020	79.47
Midwest Tape	Bill		12/04/2020	12/14/2020	74.23
Midwest Tape	Bill		12/14/2020	12/24/2020	38.98
Quill	Bill		12/17/2020	12/27/2020	9.49
Quill	Bill		12/17/2020	12/27/2020	14.99
Quill	Bill		12/17/2020	12/27/2020	75.99
Quill	Bill		12/17/2020	12/27/2020	133.44
<b>Total unpaid claims</b>					<b>\$4,651.54</b>

Amazon	Debit	12/08/2020	12/08/2020	9.36
Amazon	Debit	12/09/2020	12/09/2020	5.60
Amazon	Debit	12/09/2020	12/09/2020	108.75
Amazon	Debit	12/10/2020	12/10/2020	11.20
Amazon	Debit	12/10/2020	12/10/2020	5.98
Amazon	Debit	12/10/2020	12/10/2020	5.61
Amazon	Debit	12/17/2020	12/17/2020	5.98
Amazon	Debit	12/23/2020	12/23/2020	37.13
Anderson Van Horne- insurance	Check	12/21/2020	12/21/2020	921.10
MSCSD- Sign/Install	Check	12/21/2020	12/21/2020	357.77
Utica National- insurance	Check	12/15/2020	12/15/2020	933.00
<b>Total payments made prior to board approval</b>				<b>\$2,401.48</b>

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

The library will continue waiving overdue fines with no end date. Staff have been weeding collections. We will be hosting the Manchester-Shortsville Lions Club monthly meeting on Zoom the 3<sup>rd</sup> Wednesday of the month.

CARES Act funding will not fund Red Jacket Community Library (RJCL) request for cleaning services. Issues with automatic faucets in restrooms and swipe passes to entrances not working were resolved or a plan in place. Worked with Manchester Shortsville Central School District (MSCSD) IT department on technology issues which have all been solved or in progress.

Received quote of \$2,100.00 (for ½ year) for BOCES SLS support for Follett. Yearly the cost will be \$4,200.00. The data is needed for the NYS yearly report.

RESOLVED, on motion by P. Ayres to authorize payment of \$2,100 to BOCES for Follett support.

The Director recommended that policies related to the library's COVID-19 response be removed and transitioned to internal procedures, which can be updated when needed by the Director without prior board approval.

RESOLVED, on motion by L. Schaertl, to remove Policies 410-01 through 410-08 and task the library Director to develop and implement procedures that meet the criteria and mandates, as outlined by NY Forward, to operate safely and legally and in accordance with all Executive Orders, Federal, State, and Local laws as they relate to COVID-19. The Director will be responsible for adjusting those procedures as needed to keep the library in compliance with all of the preceding authorities.

Prepared draft 2 of budget for 2021-2022. Budget modifications (allocations) for 2020-2021 will be reviewed at the Finance Committee for recommendations.

**COMMITTEE REPORTS:**

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

Reviewed first draft of the 2021-2022 budget. Second draft of budget will be reviewed at February meeting and the final draft will be presented to the Board of Trustees at the March meeting.

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

RESOLVED, on motion by P. Ayres to adopt the revised 300-01 General Personnel Policy.

**Facilities** – No report. Facility information was covered under the Director’s Report

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

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 has met with the Director and contacted Board of Education (BOE) to review summary report. Next steps include meeting with BOE to discuss the report and work on developing relationships for more productive, succinct interactions. Training was recommended for both parties involved.

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

**Nominations** – No report

**Ad Hoc Committee on Data Security and Privacy** – Work has been completed and committee is dissolved.

#### **UNFINISHED BUSINESS**

The following trustee needs to complete Annual Sexual Harassment Prevention Training: Neng Marquez

#### **NEW BUSINESS**

Q&A for newer trustees – ask us anything. No questions received.

#### **CORRESPONDENCE AND COMMUNICATIONS**

Communications with the BOE are on file.

The meeting was adjourned at 8:07 p.m.

#### **NEXT MEETING:**

Next regular meeting Monday, February 22, 2021 at 7:00 p.m. - Location to be announced

*Submitted by Marguerite (Peggy) Sutton, Secretary*