



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

February 22, 2021

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 202.92 extending emergency adjustments to the Open Meetings Law in response to the Covid-19 pandemic. 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, Chris Spencer, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor.

The agenda was approved with no changes.

### PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

Announcement: Resignation of Trustee Neng Marquez

Statement from the Division of Library Development: Until Executive Orders and the mandates outlined in NY Forward are lifted, libraries may continue to operate at a reduced capacity that places a priority on public health and safety.

**APPROVAL OF MINUTES – RESOLVED**, on motion by P. Ayres to approve the minutes from the January 25, 2021 board meeting.

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer’s report. January 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$1260.65 and vouchers submitted were for library purchases and properly documented. Bank reconciliations were available for review. Total cash assets held by CNB on January 29, 2021 were \$251,262.86.

**RESOLVED**, on motion by P. Ayres to approve unpaid claims totaling \$4,979.32 and payments made prior to board approval, including debit card payments of \$1,260.65 by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Chris Spencer, Kim Sutter and Peggy Sutton as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		12/30/2020	01/09/2022	18.33
Baker & Taylor	Bill		01/05/2021	01/15/2021	37.24
Baker & Taylor	Bill		01/05/2021	01/15/2021	56.84
Baker & Taylor	Bill		01/08/2021	01/18/2021	128.71
Baker & Taylor	Bill		01/15/2021	01/25/2021	100.96
Baker & Taylor	Bill		01/25/2021	02/04/2021	143.09
Dell Marketing	Bill		01/14/2021	01/24/2021	618.10
Midwest Tape	Bill		01/12/2021	01/22/2021	13.49
Midwest Tape	Bill		01/25/2021	02/04/2021	22.49
Pioneer Library System	Bill		01/14/2021	01/24/2021	1,734.07
Wayne Finger Lakes BOCES	Bill		01/25/2021	02/04/2021	2,106.00
<b>Total unpaid claims</b>					<b>\$4,979.32</b>
Shelterpoint	Debit		01/06/2021	01/06/2021	1,007.67
Amazon	Debit		01/11/2021	01/11/2021	43.99
Amazon	Debit		01/11/2021	01/11/2021	49.99
Monroe Community College	Debit		01/25/2021	01/25/2021	159.00
<b>Total payments made prior to board approval</b>					<b>\$1,260.65</b>

A. Tillinghast presented budget modifications recommendations for the current year budget for 2020-2021 as follows:

I. Move \$4,000 from 6050.04 Advertising  
\$2,800 to 6050.08 Legal/Accounting/Consulting  
\$1,200 to 6070.1 BOCES Automation

II. Move \$2,000 from 6050.15 Travel/Conferences  
\$900 to 6070.1 BOCES Automation  
\$500 to 6050.06 Dues/Subscriptions  
\$600 to 6050.01 Equipment

III. Move \$66.95 from 6050.21 PPE  
\$66.95 to 6050.12 Office Supplies

RESOLVED, on motion by R. Ott to adopt budget modifications recommended by Library Director.

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

Working with Village Mayors (Fred Mink & Mike Buttacio) on summer programming at local parks. Looking into programming at Community Garden with a March gardening series, dog park story time, crafts at the gazebo, and working with DEC on fishing.

Working on annual report and is due to PLS on March 12, 2021.

CARES Act funding approved for \$1735. The laptop recently ordered is approved under this funding.

Revised draft budget for 2021-2022.

#### **COMMITTEE REPORTS:**

##### **Ad Hoc Committee on Operations Review**

Appointment of ad hoc committee to meet with Board of Education regarding operations: P. Ayres, R. Ott, K. Sutter

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

Reviewed second draft of the 2021-2022 budget. Two budget options were reviewed. One with an increase of 2% tax levy and the other with 0% increase. It was recommended for the Director to seek alternative sources of revenue. The Friends will give a portion of the money towards the 2% increase. It was recommended for Trustees to adopt one of these versions at the regular March board meeting.

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

RESOLVED, on motion by L. Schaertl to adopt the revised 410-001 Pandemic Response Plan.

**Facilities** – No report.

**Personnel** – No report.

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

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

Neng Marquez has resigned and the Board needs to appoint a new Trustee to fill this unexpired term according to the bylaws.

Kim Sutter is up for re-election in May 2021. The bylaws designate that trustee elections be held on the first Monday in May. The Board is waiting on guidance from NYS regarding voting procedures and COVID restrictions.

Trustees up for re-election would normally have to file a petition with the Library Director by April 2, 2021 with signatures of 25 residents of the Manchester-Shortsville School District. Last year the requirement for signatures was waived due to COVID restrictions; the Board is waiting on guidance from NYS regarding signatures.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None **CORRESPONDENCE AND COMMUNICATIONS**

None

The meeting was adjourned at 7:57p.m.

**NEXT MEETING:**

Next regular meeting Monday, March 15, 2020 at 7:00 p.m. - Location to be announced

*Submitted by Marguerite (Peggy) Sutton, Secretary*