



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

March 15, 2021

The meeting was called to order at 7:03. This meeting took place remotely via video conference in accordance with the governor's executive order 202.96 extending emergency adjustments to the open meetings law in response to the COVID 19 pandemic. The public has the ability to view or listen to this meeting proceeding online through links posted on our public website. This meeting is being recorded. A transcript of the meeting will be posted on the library website, in addition to the minutes.

Quorum was present: Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent Trustee Chris Spencer; Guests: Amy Hart and Jessica Knaak Colquhoun.

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 with corrections from the February 22, 2021 board meeting.

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. February 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$21.27, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for February 2021 were available for review. Total cash assets held by CNB on February 26, 2021 were \$232, 607.70.

**RESOLVED**, on motion by J. Persson to approve unpaid claims totaling \$1,566.56 and payments made prior to board approval, including debit card payments of \$21.27 by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton; nay (due to absence) from Chris Spencer, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		02/02/2020	02/12/2022	10.00
Baker & Taylor	Bill		02/10/2021	02/20/2021	77.22
Baker & Taylor	Bill		02/13/2021	02/23/2021	71.88
Baker & Taylor	Bill		02/17/2021	02/27/2021	36.65
CSLP	Bill		02/11/2021	02/21/2021	255.82
Librarica	Bill		02/22/2021	03/04/2021	226.86
MSCS	Bill		01/28/2021	02/07/2021	130.73
Midwest Tape	Bill		02/01/2021	02/11/2021	22.49
Midwest Tape	Bill		02/17/2021	02/27/2021	16.49
Midwest Tape	Bill		02/17/2021	02/27/2021	26.24
Midwest Tape	Bill		02/22/2021	03/04/2021	66.72
Midwest Tape	Bill		02/22/2021	03/04/2021	23.24
Penworthy Co	Bill		02/17/2021	02/27/2021	602.22
<b>Total unpaid claims</b>					<b>\$1,566.56</b>
Amazon	Debit		02/04/2021	02/04/2021	14.29
Amazon	Debit		02/04/2021	02/04/2021	6.98
<b>Total payments made prior to board approval</b>					<b>\$21.27</b>

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

Will be meeting with Village of Manchester Board about summer reading program. Met with Web Pearsall from DEC about fishing rod loaner program. Obtained partnership with local Trout Unlimited for fishing rod maintenance. Will need a library card to sign out fishing rods. Friends will pay for hot spot for virtual programs.

Submitted NYS Department of Education annual report for 2020 to PLS for approval. Board to approve annual report next month.

Reviewed quotes for payroll services and will renew with Paychex at a new lower rate. Revised draft budget for 2021-2022.

**COMMITTEE REPORTS:**

**Ad Hoc Committee on Operations Review-** P. Ayres presented the committee report.

The committee met with representatives of the MSCSD and the Board of Education (BOE) regarding operations on March 1, 2021. The MSCSD informed the committee that they believe the current contract between the RJCL and MSCSD is out of compliance with education law and must be renegotiated. On March 3, 2021 RJCL received letter from MSCSD terminating the contract. The committee met with Pioneer Library System (PLS) on how to respond to the letter. Recommended to get advice of an attorney.

RESOLVED, on motion by R. Ott to move to Executive Session.

The board entered executive session to discuss proposed or current litigation at 7:32. The board returned to the regular meeting at 7:58.

RESOLVED, on motion by J. Persson to accept the engagement letter from the attorney Whiteman, Osterman and Hanna.

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

Working on Investment Policy.

Three budget options were reviewed. One with an increase of 2% tax levy and the other with 0% increase. Budget draft #5 was also presented with an increase of \$10,000 for unforeseen legal and building expenses.

RESOLVED, on motion by P. Ayres, to adopt the 2020-2021 budget with a tax levy of \$237,890 and a total expense of

\$243,079 by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton; nay (due to absence) from Chris Spencer.

The Library Director will prepare legal notices. The budget vote will be Monday May 4, 2020.

**Policy** – No report

**Facilities** – No report.

**Personnel** – No report.

**Long Range Planning** – L. Schaertl would like the committee to start Long Range Planning in April or May. Looking at outreach to the Community groups and the Board of Education to understand the Community’s current needs and desires for library services and facilities. PLS has resources for surveys. Would like to spend money on a facilitator for Long Range Planning.

**Nominations** – D. Mullen presented the committee report.

Introduction of two potential Trustee candidates: Amy Hart and Jessica Knaak Colquhoun. The committee will nominate a candidate to fill the vacancy on the Board of Trustees at the April meeting.

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

None

#### **CORRESPONDENCE AND COMMUNICATIONS**

Trustees were notified on February 28, 2021 of letters from BOA to individual trustees regarding recent harassment complaint.

Letter of March 3, 2021 from Timothy Burns, MSCSD Business Administrator, terminating contract.

The meeting was adjourned at 8:25p.m.

#### **NEXT MEETING:**

Next regular meeting Monday, April 19, 2020 at 7:00 p.m. - Location to be announced.

*Submitted by Marguerite (Peggy) Sutton, Secretary*