



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

April 19, 2021

The meeting was called to order at 7:04. This meeting took place remotely via video conference in accordance with the governor's executive order 202.101 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, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent Trustee Chris Spencer and Kim Sutter; Guests: Amy Hart.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

Manchester Shortsville Central School District (MSCSD) received \$1 million more in state aid than anticipated and the Board of Education (BOE) adopted a budget with no tax increase.

Elementary will go full in-person April 26. Does not anticipate being able to change middle and high school.

The Friends are having a chicken barbeque on May 17, 2021.

APPROVAL OF MINUTES – RESOLVED, on motion by P. Ayres to approve with correction the minutes from the March 15, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

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

R. Ott, claims reviewer, reported that debit card purchases were \$46.21, 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 March 31, 2021 were \$219, 293.08.

RESOLVED, on motion by J. Persson to approve unpaid claims totaling \$676.98 and payments made prior to board approval, including debit card payments of \$468.21 by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl and Peggy Sutton; nay (due to absence) from Chris Spencer and Kim Sutter, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		03/02/2020	03/12/2022	10.00
Baker & Taylor	Bill		02/26/2021	03/08/2021	86.93
Baker & Taylor	Bill		03/06/2021	03/16/2021	54.39
Baker & Taylor	Bill		03/10/2021	03/20/2021	18.34
Daily Messenger	Bill		03/19/2021	03/29/2021	103.66
Midwest Tape	Bill		03/09/2021	03/19/2021	52.47
Midwest Tape	Bill		03/09/2021	03/19/2021	9.74
Midwest Tape	Bill		03/16/2021	03/26/2021	22.49
Quill	Bill		03/10/2021	03/20/2021	29.98
Quill	Bill		03/10/2021	03/20/2021	188.98
SenJen Elite LCC	Bill		04/01/2021	04/11/2021	100.00
Total unpaid claims					\$676.98

Amazon	Debit	03/10/2021	03/10/2021	12.99
Amazon	Debit	03/10/2021	03/10/2021	7.24
Amazon	Debit	03/16/2021	03/16/2021	13.99
Amazon	Debit	03/16/2021	03/16/2021	11.99
Utica National	Check	03/29/2021	03/29/2021	422.00
Total payments made prior to board approval				\$468.21

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

Accepted the resignation of Youth Services Librarian effective 4/24/2021; then part-time to June 12. Posted Library Assistant position and have received applications. The position closes May 1, 2021. From direction from NYSLRS training will draw 3% from Treasurer's payroll and RJCL to match 3%.

Partnering with FLX Pride for events in June. Met with Village of Manchester Historian regarding cataloging, organization, grants, and interns. Working with Matt Schaertl to collect signatures in the library in support of Water Street Bridge Replacement Grant. Attended PLS webinar, Creating a Community Garden. On May 18 at 6 pm to start meeting at the Community Garden to work on planting flowers and vegetables with a group. This will be a weekly occurrence till Labor Day.

Staff now have physical keys to enter the community library doors directly, rather than swipe cards for school entrances. Preparing staff for upgrade to PLS OWWL catalog, Evergreen 04/21-4/22/2021. All staff trained in the new version of Evergreen. Have preliminary summer reading program flyer. Looking at different summer hours options.

Submitted legal notices regarding the budget vote to Daily Messenger for publishing 04/22/2021 and 04/29/2021.

COMMITTEE REPORTS:

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

Chris Spencer has been added to the committee. Dustine Mullen will attend the May 5, 2021 BOE meeting.

RESOLVED, on motion by P. Ayres to move to Executive Session to discuss current litigation.

The board entered executive session to discuss proposed or current litigation at 7:46pm. The board returned to the regular meeting at 8:24pm.

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

500-07 Investment Policy presented for first reading.

Policy – L. Schaertl presented the committee report.

Policies presented for first reading:

- 400-02 Gifts and Donations
- 400-05 Collection Development

Facilities – No report.

Personnel – No report.

Long Range Planning – No report.

Nominations – L. Schaertl presented the committee report.

RESOLVED on motion by L. Schaertl to appoint Amy Hart to the Red Jacket Community Library Board of Trustees to fill a vacancy on the board, in accordance with our bylaws, for a term expiring June 2025.

L. Schaertl administered the Oath of Office to newly appointed Trustee Amy Hart.

UNFINISHED BUSINESS

None

NEW BUSINESS

Budget vote and Trustee election is Monday May 3. Public information session is Monday April 26 at 7pm. This will take place in-house at the library and on zoom. Lisa Schaertl will prepare documents for the website and will be in attendance for the informational session.

The board will proofread the ballots. P. Ayres and A. Tillinghast will handle the absentee ballots. The Friends will assist with counting the ballots and provide staff for election inspectors/tellers.

CORRESPONDENCE AND COMMUNICATIONS

Letter to MSCSD BOE President expressing desire to remain in shared use facility.

The meeting was adjourned at 8:41p.m.

NEXT MEETING:

Next regular meeting Monday, May 17, 2021 at 7:00 p.m. - Location to be announced.

Submitted by Marguerite (Peggy) Sutton, Secretary