



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

May 17, 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, Amy Hart, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent Trustee Chris Spencer; Guests: James Simmons

The agenda was approved with no changes.

### PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

James Simmons stated he joined the call to observe and be aware of what the library does. Pat Ayres reported that the Friends are having a chicken barbeque on May 17, 2021, the same day as the school budget vote.

**APPROVAL OF MINUTES – RESOLVED**, on motion by P. Ayres to approve the minutes from the April 19, 2021 board meeting.

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

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

R. Ott, claims reviewer, reported that debit card purchases were \$184.22, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for April 2021 were available for review. Total cash assets held by CNB on April 30, 2021 were \$205,765.72.

**RESOLVED**, on motion by J. Persson to approve unpaid claims totaling \$2,662.60 and payments made prior to board approval, including debit card payments of \$184.22 by roll call vote with aye from Trustees Pat Ayres, Amy Hart, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, and Peggy Sutton; nay (due to absence) from Chris Spencer and Dustine Mullen (joined meeting after the vote), as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		04/01/2020	04/11/2022	10.00
Ace Coffee & Water	Bill		05/01/2021	05/11/2021	10.00
Baker & Taylor	Bill		04/15/2021	04/25/2021	56.72
Baker & Taylor	Bill		04/21/2021	05/03/2021	35.50
Baker & Taylor	Bill		04/23/2021	05/03/2021	147.99
Baker & Taylor	Bill		04/28/2021	05/08/2021	335.85
Midwest Tape	Bill		03/30/2021	04/09/2021	83.21
Midwest Tape	Bill		04/28/2021	5/08/2021	21.74
Pioneer Library System	Bill		04/07/2021	04/17/2021	39.60
Quill	Bill		04/28/2021	05/08/2021	58.99
Whiteman Osterman Hanna	Bill		04/30/2021	05/10/2021	1,863.00
<b>Total unpaid claims</b>					<b>\$2,662.60</b>
Amazon	Debit		04/06/2021	04/06/2021	16.50
Amazon	Debit		04/06/2021	04/06/2021	16.48
Amazon	Debit		04/06/2021	04/06/2021	19.25
Amazon	Debit		04/28/2021	04/28/2021	74.99
TechSoup	Debit		04/05/2021	04/05/2021	57.00
<b>Total payments made prior to board approval</b>					<b>\$184.22</b>

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

The RJCL vote passed with a 4.39% increase in annual tax levy.

Have received applications for Youth Service Coordinator and part time Clerk and interviews either completed or set up.

Have a plan in place working towards the 35 hours/week minimum requirements for open hours to the public. On April 5, 2021 library opened up and circulation and patron visits have increased.

RESOLVED, on motion by R. Ott to accept the resignation of Library Director Andrea Tillinghast, with regret, effective June 12, 2021.

#### **COMMITTEE REPORTS:**

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

Manchester Shortsville Central School District (MSCSD) has provided the library with notice that it is terminating our joint-use agreement effective September 2022. We hope to negotiate a new agreement by September 2022.

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

The board entered executive session to discuss current litigation at 7:37pm. The board returned to the regular meeting at 7:49pm.

Next steps include meeting with Board of Education (BOE). Kerry Adams has joined the Ad Hoc Committee on Operations as a community member/liaison. K. Adams has been a past member of the BOE and RJCL Board of Trustees.

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

500-07 Investment Policy needs more work and will be presented for 2<sup>nd</sup> reading at the June or July board meeting.

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

RESOLVED, on motion by R. Ott to adopt 400-02 Gifts and Donations.

RESOLVED, on motion by L. Schaertl to adopt 400-05 Collection Development.

RESOLVED, on motion by P. Sutton to adopt 400-16 Volunteer Policy and application with approved changes.

**Facilities** – No report.

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

A. Tillinghast will create a transition plan and a committee member will execute the plan. A. Tillinghast will have a mix of hours between working from home and in person at the library. Committee members will join in interviews for Youth Service Coordinator and part time Clerk position. Summer programs will need volunteer support.

**Long Range Planning (LRP)** – P. Sutton presented the committee report.

LRP committee will meet virtually on May 24, 2021 from 7pm to 8pm. Appointed committee members include Peggy Sutton (co-chair), Dustine Mullen (co-chair), Lisa Schaertl, Amy Hart and Andrea Tillinghast.

The committee will contact Pioneer Library System (PLS) for information about LRP including available tools. The goal of the upcoming meeting is to draft a plan and timeline for LRP development.

With all the upcoming summer programs it would be beneficial to tie in with community to see what their library needs are and use the LRP process to:

- Advertise and promote the library's value to the community.
- Assess what the community wants and needs from the library such as hours, facilities, and programs.
- Share with community the benefits and limitations of the current or new space.
- Have conversations to start rebuilding the foundation of support.

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

Received some complaints and feedback from community members regarding the lack of publicity about the library budget vote and the public information session the week prior. The board discussed how to improve. The RJCL published legal notice in the *Daily Messenger* with additional publicity through the library Facebook page, library website and newsletter. The Nominations committee will develop a procedure to define who is responsible for each task, rather than relying on institutional memory. The procedure will include Voting procedures, handling and counting ballots, post-vote procedures, and publicity including incorporating ideas from the community and things the library already does.

## **UNFINISHED BUSINESS**

NONE

## **NEW BUSINESS**

President L. Schaertl appointed an ad hoc hiring committee. Committee members include L. Schaertl, K. Sutter, and J. Persson. Trustees A. Hart and P. Sutton volunteered to assist with interviews.

Committee members L. Schaertl and K. Sutter reviewed the process for hiring a Director, the job description, and the salary and benefits as compared to the PLS system-wide salary and benefits data for 2020. The committee recommended a competitive salary range for the job posting.

RESOLVED, on motion by P. Ayres to publish salary at \$45,000 to \$50,000 for the Director position.

The RJCL Board accepted the committee recommendation to search for and hire a temporary Interim Director.

2020 Annual Report to New York State was completed, approved by PLS, and submitted to the state. The report is available for review.

## **CORRESPONDENCE AND COMMUNICATIONS**

Letter to MSCSD BOE requesting meeting on Summer Operations.

The meeting was adjourned at 8:28p.m.

### **NEXT MEETING:**

Next regular meeting Monday, June 21, 2021 at 7:00 p.m. - Location to be announced.

*Submitted by Marguerite (Peggy) Sutton, Secretary*