

TRANSCRIPT OF THE MAY 17, 2021 MEETING OF THE RED JACKET COMMUNITY LIBRARY BOARD OF TRUSTEES

1

00:00:03.540 --> 00:00:03.870

Okay.

2

00:00:05.040 --> 00:00:16.410

Lisa Schaertl: I'll call the meeting to order at 704 this meeting is taking place remotely via video conference in accordance with the governor's executive order 202 extending emergency adjustments to the open.

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00:00:16.410 --> 00:00:19.320

Lisa Schaertl: Meetings law in response to the COVID 19 pandemic.

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00:00:19.380 --> 00:00:30.420

Lisa Schaertl: The public has the ability to view or listen to this meeting proceeding online through links posted in our public website, and also the public was invited to attend in person this month.

5

00:00:31.140 --> 00:00:39.780

Lisa Schaertl: This meeting is being recorded. A transcript of the meeting will be posted on the library website, in addition to the Minutes. Thank you. Can we please have roll call.

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00:00:40.800 --> 00:00:43.440

Peggy Sutton: We have trustees Pat Ayres

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00:00:44.550 --> 00:00:45.000

Patricia Ayres: here.

8

00:00:46.290 --> 00:00:46.620

Peggy Sutton: Randy Ott

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00:00:47.970 --> 00:00:48.390

randallott: here.

10

00:00:48.930 --> 00:00:49.170

Peggy Sutton: Kim Sutter

11

00:00:51.600 --> 00:00:52.020

Kimberly Sutter: here.

12

00:00:53.640 --> 00:00:54.360

Peggy Sutton: Peggy Sutton, here.

13

00:00:56.220 --> 00:00:57.150

Peggy Sutton: amy hart.

14

00:00:58.590 --> 00:00:59.040

Amy: here.

15

00:00:59.970 --> 00:01:07.350

Peggy Sutton: And we have library director Andrea Tillinghast here, Jan Boor, Jill Persson .

16

00:01:09.630 --> 00:01:12.240

Peggy Sutton: Absent Dustine Mott and Chris Spencer.

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00:01:16.710 --> 00:01:19.290

Lisa Schaertl: and you didn't call me but i'm here.

18

00:01:20.850 --> 00:01:21.090

Peggy Sutton: Oh.

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00:01:25.860 --> 00:01:26.790

Patricia Ayres: I don't know.

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00:01:27.960 --> 00:01:36.630

Lisa Schaertl: I posted the agenda and I updated it just not very long ago, so I apologize for the last minute changes does anyone have any questions or comments on the agenda.

21

00:01:40.110 --> 00:01:40.440

randallott: nope.

22

00:01:41.070 --> 00:01:41.970

Patricia Ayres et al: No, no.

23

00:01:43.290 --> 00:01:51.510

Lisa Schaertl: The next section in our agenda is the public and staff comments and announcements and we actually do have a member of the public joining us tonight, Jamie Simmons.

24

00:01:53.100 --> 00:02:02.490

Lisa Schaertl: The public comment policy is posted So if you want to ask questions or if you had a comment to make, generally, we have a three minute.

25

00:02:02.730 --> 00:02:05.910

Lisa Schaertl: window for you to make a talk.

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00:02:07.020 --> 00:02:08.910

Lisa Schaertl: Jamie did you want to say anything.

27

00:02:10.620 --> 00:02:18.390

Jamie Simmons: not necessarily i'm just learning a little bit more over time here about what the

28

00:02:19.020 --> 00:02:30.510

Jamie Simmons: library does, and some of the programs you guys run, but I would join just to kind of observe and be aware of some of that so just thanks for what you do and i'm just here to kind of listen in.

29

00:02:31.800 --> 00:02:36.660

Lisa Schaertl: Thank you. for those of you who don't know Jamie is a candidate for the board of education.

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00:02:40.620 --> 00:02:41.940

Lisa Schaertl: So we have.

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00:02:43.320 --> 00:02:53.520

Lisa Schaertl: minutes from the April meeting were there any comments or questions on the Minutes from the April meeting? I don't see any.

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00:02:57.030 --> 00:02:59.850

Patricia Ayres: I move that we approve the Minutes as written.

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00:03:00.840 --> 00:03:07.500

Lisa Schaertl: We have a motion from Pat Ayres to approve the Minutes from the April 19 2021 board meeting as written.

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00:03:08.640 --> 00:03:10.410

Lisa Schaertl: Is there any question or comment.

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00:03:12.630 --> 00:03:13.500

Lisa Schaertl: All in favor.

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00:03:14.250 --> 00:03:15.420

Amy et al : Aye Aye.

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00:03:16.650 --> 00:03:17.460

Lisa Schaertl: Any opposed.

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00:03:20.160 --> 00:03:21.420

Lisa Schaertl: Hearing none the motion carries.

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00:03:22.530 --> 00:03:25.290

Lisa Schaertl: financial reports and approval of expenditures.

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00:03:27.450 --> 00:03:29.790

Lisa Schaertl: We have the claims review report from Randy.

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00:03:30.840 --> 00:03:55.020

randallott: This month we have unpaid bills of \$2,662 and 60 cents of we have our first bill from Ellen's firm in Albany this month, the April debit card payment is \$184 and 20 cents and that's it for what we need to approve tonight.

42

00:03:59.850 --> 00:04:01.500

Peggy Sutton: do we need a motion to.

43

00:04:02.040 --> 00:04:04.740

Lisa Schaertl: not at this point.

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00:04:06.150 --> 00:04:09.990

Lisa Schaertl: But now the next thing would be to.

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00:04:12.300 --> 00:04:15.900

Lisa Schaertl: do the approval of payments, so I need to pull up

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00:04:17.940 --> 00:04:20.730

Lisa Schaertl: the vouchers.

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00:04:24.900 --> 00:04:27.810

Lisa Schaertl: So here are the vouchers that Randy has audited.

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00:04:29.340 --> 00:04:31.950

Lisa Schaertl: It shows, as he mentioned a

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00:04:33.630 --> 00:04:46.080

Lisa Schaertl: first invoice from White Osterman Hannah and total unpaid bills are \$2,662 and 60 cents and then there are debit card payments.

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00:04:47.940 --> 00:05:00.360

Lisa Schaertl: Normally, in an in person meeting, we would pass this voucher around to all trustees and have a chance to look at the invoices and sign the voucher.

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00:05:02.520 --> 00:05:10.080

Lisa Schaertl: sheet here, but since we don't we'll do by a roll call vote. First we'll have a motion to approve these expenditures.

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00:05:11.820 --> 00:05:14.910

Jill Persson: i'll make the motion to approve the expenditures.

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00:05:15.780 --> 00:05:33.810

Lisa Schaertl: Great Thank you, we have a motion from Jill Persson to approve unpaid claims totaling \$2,662 and 60 cents and payments made prior to board approval, including debit card payments totally \$184 and 22 cents by roll call vote.

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00:05:36.870 --> 00:05:38.760

Peggy Sutton: Pat Ayres

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00:05:41.220 --> 00:05:41.670

Patricia Ayres: aye.

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00:05:45.090 --> 00:05:47.220

Peggy Sutton: Randy Ott

Randallott: aye

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00:05:49.680 --> 00:05:50.280

Peggy Sutton: Kim sutter.

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00:05:51.030 --> 00:05:51.540

Kim Sutter: Aye

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00:05:52.950 --> 00:05:57.630

Peggy Sutton: And Peggy Stutton aye, and Lisa Schaertl

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00:05:57.750 --> 00:05:58.080

Lisa Schaertl: Aye

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00:05:59.520 --> 00:06:01.470

Peggy Sutton: and Amy Hart

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00:06:03.180 --> 00:06:03.540

Amy: aye

63

00:06:04.350 --> 00:06:11.190

Peggy Sutton: Okay, and we will have a nay from Dustine Mullen and Chris Spencer due to absence.

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00:06:13.350 --> 00:06:13.560

Lisa Schaertl: OK.

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00:06:15.120 --> 00:06:18.780

Lisa Schaertl: Motion carries i'm moving on to the treasurer's report.

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00:06:20.460 --> 00:06:21.150

Patricia Ayres: wait For a sec.

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00:06:21.270 --> 00:06:29.730

Patricia Ayres: Yes. Dusty wants to get in but she can't find the link Can somebody send it to her.

68

00:06:29.790 --> 00:06:35.220

Lisa Schaertl: tell her to go to the library website homepage scroll down to the bottom click the link.

69

00:06:37.590 --> 00:06:39.330

Patricia Ayres: somebody's going to do it faster than I can

70

00:06:43.500 --> 00:06:44.970

Patricia Ayres: Okay i'm guess i'm doing it.

71

00:06:45.360 --> 00:06:45.780

Lisa Schaertl: Would you. Thank you

72

00:06:47.970 --> 00:06:49.410

Patricia Ayres: well.

73

00:06:50.490 --> 00:06:52.530

Lisa Schaertl: yeah i'm a slow texter as well.

74

00:06:53.130 --> 00:06:54.480

Jill Persson: I think I can do it.

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00:06:54.810 --> 00:06:58.890

Patricia Ayres: Thank you yeah she sent it to all of us, I think, or most of us.

76

00:06:58.920 --> 00:06:59.550

Unknown speaker: yeah.

77

00:07:00.930 --> 00:07:02.670

Lisa Schaertl: i'm not watching my texts right now.

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00:07:05.400 --> 00:07:06.480

Jill Persson: Maybe easier to just call.

79

00:07:07.380 --> 00:07:08.790

Patricia Ayres: yeah that might be better.

80

00:07:09.720 --> 00:07:11.730

Unknown speaker: I might not be the best person to do this.

81

00:07:21.150 --> 00:07:24.090

Lisa Schaertl: While we're waiting, Jan what should I pull up for your treasurer's report.

82

00:07:24.570 --> 00:07:26.370

Jan Boor: The P&L budget.

83

00:07:30.030 --> 00:07:33.570

Jan Boor: And we can just look at a picture of the finances.

84

00:07:36.570 --> 00:07:38.160

Jan Boor: Not that there's a whole lot to tell.

85

00:07:40.170 --> 00:07:43.830

Jan Boor: Andrea's really good about keeping expenses down she hasn't been spending any money.

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00:07:46.080 --> 00:07:47.820

Lisa Schaertl: All right, here we go.

87

00:07:50.670 --> 00:07:52.320

Lisa Schaertl: So Dusty is joining us.

88

00:07:52.590 --> 00:07:55.530

Patricia Ayres: Ah, only halfway through my sentence.

89

00:08:06.390 --> 00:08:07.410

Lisa Schaertl: Hi dusty are you here

90

00:08:11.250 --> 00:08:12.540

Patricia Ayres: not yet, obviously.

91

00:08:14.850 --> 00:08:15.570

Lisa Schaertl: she's on mute.

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00:08:21.420 --> 00:08:23.400

Dusty Mullen: Oh, there we go i'm here sorry.

93

00:08:24.270 --> 00:08:30.780

Lisa Schaertl: Alright, welcome that's all right we've just gone through the claims review report and approved the claims voucher.

94

00:08:31.230 --> 00:08:34.560

Lisa Schaertl: Okay perfect so Jan's about to present the treasurer's report.

95

00:08:37.350 --> 00:08:42.120

Jan Boor: So we're still we're still looking good mostly

96

00:08:43.590 --> 00:08:44.310

Jan Boor: Most of the.

97

00:08:45.360 --> 00:08:56.730

Jan Boor: budget lines are right on target looks like we're going to go over with the office expense, mostly because a week bill in accounting that weren't expected.

98

00:08:59.610 --> 00:09:03.450

Jan Boor: but fortunately we're under in other categories so overall will be fine.

99

00:09:05.280 --> 00:09:10.020

Jan Boor: Like I said, Andrea hasn't been spending a whole lot, so there hasn't been a lot of activity financially.

100

00:09:11.340 --> 00:09:12.900

Jan Boor: And, that's about it.

101

00:09:14.250 --> 00:09:15.240

Jan Boor: it was pretty quiet month.

102

00:09:17.670 --> 00:09:19.020

Jan Boor: Are there any questions.

103

00:09:21.180 --> 00:09:22.890

randallott: Jan I had a question.

104

00:09:23.910 --> 00:09:25.980

randallott: I think last month.

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00:09:27.360 --> 00:09:46.440

randallott: In March, there was a deposit of around 1700 dollars and i'm wondering if you recall, or maybe Andrea recalls did that include a 1300 or \$1,300 and change payment that was reimbursement from the New York state retirement system.

106

00:09:46.860 --> 00:09:47.760

Jan Boor: Yes, it is.

107

00:09:47.850 --> 00:09:48.630

randallott: Okay, good.

108

00:09:48.780 --> 00:09:50.670

randallott: I thought it should have been by now.

109

00:09:53.040 --> 00:09:58.020

Jan Boor: It gets recorded under other, here miscellaneous income.

110

00:10:00.060 --> 00:10:02.700

Jan Boor: But yes, we did get the rebate, we did get a refund for the overpayment.

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00:10:02.790 --> 00:10:07.590

randallott: I didn't think of it last month, but I thought of it this month, so I thought I better check with you so.

112

00:10:08.580 --> 00:10:09.390

Jan Boor: Now we did get it.

113

00:10:10.140 --> 00:10:13.830

randallott: yep I figured it must have been hidden in that bigger amount.

114

00:10:14.640 --> 00:10:15.450

Jan Boor: It was it was.

115

00:10:15.870 --> 00:10:17.640

randallott: Something that went in with it, or something.

116

00:10:17.670 --> 00:10:18.120

randallott: Thank you.

117

00:10:18.210 --> 00:10:18.480

Jan Boor: yeah.

118

00:10:21.870 --> 00:10:22.650

Jan Boor: Anything else?

119

00:10:27.030 --> 00:10:27.750

Jan Boor: You guys are easy.

120

00:10:30.150 --> 00:10:31.020

Lisa Schaertl: You do a good job.

121

00:10:33.390 --> 00:10:36.510

Lisa Schaertl: Okay anything else you'd like to see in the finance.

122

00:10:42.180 --> 00:10:42.840

Lisa Schaertl: All right.

123

00:10:45.510 --> 00:10:47.550

Lisa Schaertl: Next, we have directors report.

124

00:10:50.730 --> 00:10:51.870

Lisa Schaertl: What would you like to start with Andrea.

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00:10:51.930 --> 00:10:56.160

Andrea Tillinghast: just the regular directors report, the PDF yeah.

126

00:10:59.640 --> 00:11:00.960

Andrea Tillinghast: So um.

127

00:11:03.000 --> 00:11:08.160

Andrea Tillinghast: Most of you have probably read through this already so I'll just hit the highlights.

128

00:11:12.300 --> 00:11:17.460

Andrea Tillinghast: Fiends of the library chicken Barbecue, so I will be there, working with.

129

00:11:18.570 --> 00:11:23.970

Andrea Tillinghast: Some of the girl scout troop some of our other friends yeah Jill will be there.

130

00:11:25.980 --> 00:11:32.160

Andrea Tillinghast: And then immediately after that our Community gardening program starts over in.

131

00:11:34.680 --> 00:11:47.760

Andrea Tillinghast: Budd or Jones Blunt park I forget which is which, so that's a six o'clock tomorrow and so we'll have the rest of the volunteers there Jim Lynch, Terry Valenti, Dorcas Lynch.

132

00:11:50.880 --> 00:11:58.290

Andrea Tillinghast: Tom Lynch I think we'll be in good shape and then whoever else from the public chooses to come and take part in the Community gardening.

133

00:12:00.900 --> 00:12:05.430

Andrea Tillinghast: there's been some significant time spent over the course of this past couple weeks.

134

00:12:07.170 --> 00:12:14.070

Andrea Tillinghast: in taking the applications and reviewing them and starting to conduct interviews for the youth service coordinator position.

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00:12:15.780 --> 00:12:27.900

Andrea Tillinghast: I am going to hold one more interview this week, because this applicant is she's got some of the experience with children that were looking for, and she also.

136

00:12:30.060 --> 00:12:45.030

Andrea Tillinghast: has got a bachelor's degree in early education and she's local, so I think that would be a good a big bonus for us and I understand that Kim is going to sit in on the interview with me and.

137

00:12:46.050 --> 00:12:51.930

Andrea Tillinghast: i've got an interview this Thursday for someone for the position of the part time clerk.

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00:12:55.350 --> 00:13:09.420

Andrea Tillinghast: That was the existing list from Ontario county human resources civil service, there was one name on the list and one applicant returned the canvas letter so.

139

00:13:11.070 --> 00:13:22.950

Andrea Tillinghast: that's one interview, it does happen to be another local person, so I think that's nice we'll see how that interview goes and again Kim Sutter will be sitting in on that interview with me.

140

00:13:23.550 --> 00:13:27.720

Lisa Schaertl: So Andrea, since there's one person on the canvas list does that mean that's pretty much our choice.

141

00:13:30.000 --> 00:13:40.890

Andrea Tillinghast: We do not have to hire that person, but we would have to have a very compelling reason not to, I think, is the way they put it in civil service.

142

00:13:41.370 --> 00:13:42.930

Lisa Schaertl: yeah okay, Well, hopefully its someone.

143

00:13:43.920 --> 00:13:47.400

Lisa Schaertl: And i'm going to interrupt you just for a second and welcome our guest.

144

00:13:48.780 --> 00:13:50.070

Lisa Schaertl: Who has just joined us?

145

00:13:58.710 --> 00:14:00.240

Dusty Mullen: looks like they're muted Lisa.

146

00:14:00.300 --> 00:14:05.400

Lisa Schaertl: yeah whoever joined us by iPhone is on mute I wondered if you would mind introducing yourself.

147

00:14:14.430 --> 00:14:14.820

Lisa Schaertl: I guess not. Okay.

148

00:14:16.530 --> 00:14:18.720

Lisa Schaertl: i'm sorry go ahead.

149

00:14:21.330 --> 00:14:22.530

Andrea Tillinghast: Okay um.

150

00:14:29.220 --> 00:14:52.560

Andrea Tillinghast: So we did have our vote that was passed and that was on May 3 you all are already aware of this but its 4.39% increase in our annual tax levy which was levied primarily to cover legal expenses, with the situation with the school.

151

00:14:55.290 --> 00:14:56.130

Andrea Tillinghast: So.

152

00:14:57.240 --> 00:15:08.550

Andrea Tillinghast: I did attend a webinar from the division of library development in State Department of Education, that the topic was public library minimum hours, it was.

153

00:15:09.030 --> 00:15:20.250

Andrea Tillinghast: a webinar and during the course of that webinar I found out though we have the minimum requirement of 35 hours per week that we could

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00:15:22.380 --> 00:15:36.450

Andrea Tillinghast: make a plan with our library system director, which is a course to work toward coming back to those 35 hours a week, but as long as we have a plan in place DLD is not going to

155

00:15:38.670 --> 00:15:46.890

Andrea Tillinghast: have repercussions for not returning to the 35 hours a week, if we have a plan that brings us up so that's essentially what I learned from that.

156

00:15:51.450 --> 00:15:55.470

Andrea Tillinghast: we've got some statistics in the folder.

157

00:15:57.000 --> 00:16:06.150

Andrea Tillinghast: Though we're trending in the correct direction, is typical of what other libraries are seeing. I was happy to see statistics during the April

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00:16:08.310 --> 00:16:11.880

Andrea Tillinghast: go up some, and that is primarily due to.

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00:16:13.770 --> 00:16:19.980

Andrea Tillinghast: The fact that April 5 we opened the library, so, if you look at monthly circulation by patron.
160
00:16:27.450 --> 00:16:37.020
Andrea Tillinghast: So it doesn't seem like a lot but 528 is more than the 230 or so we were getting before so.
161
00:16:38.490 --> 00:16:41.700
Andrea Tillinghast: So once we're trending in the right direction i'm not as concerned.
162
00:16:42.960 --> 00:16:46.830
Andrea Tillinghast: It is a large jump from last month large enough.
163
00:16:48.480 --> 00:16:50.700
(unknown speaker): Does that mean how many , how many books.
164
00:16:52.860 --> 00:16:53.250
Andrea Tillinghast: Yes.
165
00:16:55.050 --> 00:16:55.890
Lisa Schaertl: What was the question.
166
00:16:57.510 --> 00:17:02.370
Andrea Tillinghast: She said, what does the circulation mean it's the number of items checked out.
167
00:17:03.690 --> 00:17:08.790
Andrea Tillinghast: So I mean certainly there were other people in here, using the facilities in other ways.
168
00:17:09.990 --> 00:17:11.760
Andrea Tillinghast: computers and.
169
00:17:12.810 --> 00:17:21.420
Andrea Tillinghast: copier those sorts of things, or just coming into sit in the chairs, that is starting April 5 they could do that.
170
00:17:22.620 --> 00:17:25.140
Andrea Tillinghast: If you look at the statistics for owwl to go.
171
00:17:28.530 --> 00:17:31.590
Andrea Tillinghast: So this is ebooks and the audio books.
172
00:17:34.260 --> 00:17:39.180
Andrea Tillinghast: This is where under Manchester shortsville, I think there are we under.
173
00:17:42.990 --> 00:17:45.480
Andrea Tillinghast: yeah we're about halfway up the list.
174
00:17:45.930 --> 00:17:46.650
Lisa Schaertl: What number.
175
00:17:46.770 --> 00:17:47.640
randallott: up some.
176
00:17:47.730 --> 00:17:48.660

Unknown speaker: 16.

177

00:17:52.320 --> 00:17:52.680

Andrea Tillinghast: Okay.

178

00:17:53.700 --> 00:17:57.600

Andrea Tillinghast: So 27 is not that great for this past month.

179

00:17:58.650 --> 00:18:01.650

Andrea Tillinghast: Maybe, people are spending more time outside but.

180

00:18:03.990 --> 00:18:06.120

Andrea Tillinghast: These are all people who.

181

00:18:07.710 --> 00:18:11.790

Unknown Speaker: I thought red jacket what what's red jacket under.

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00:18:13.110 --> 00:18:19.200

Andrea Tillinghast: So when it says Manchester Shortsville central school district, separate from red jacket, this means.

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00:18:20.220 --> 00:18:31.530

Andrea Tillinghast: Manchester Shortsville school district if they have an account here with the school, they can use that same account with their library card to log into owwl to go.

184

00:18:32.070 --> 00:18:44.040

Andrea Tillinghast: it's something that Kathy Liebenritt and I worked on last year, so that's what you're seeing the 200 and I was thinking it was 226 is that what I remember.

185

00:18:46.530 --> 00:19:01.590

Andrea Tillinghast: So, yes it's both of those together, but when it adds Manchester Shortsville central school district it's because Kathy and I worked last year on that allows it sorts the ebooks and the audio so that.

186

00:19:02.790 --> 00:19:11.160

Andrea Tillinghast: kids that have a library card and go to the school district they'll only see age appropriate things, but they can still use the owwl catalog with their school account.

187

00:19:13.980 --> 00:19:21.270

Andrea Tillinghast: So that's good yeah in there aren't a lot of school districts that you see in here if you go through the entire list.

188

00:19:22.530 --> 00:19:23.100

Andrea Tillinghast: So.

189

00:19:24.270 --> 00:19:26.070

Andrea Tillinghast: kind of a new thing we were one of the first.

190

00:19:29.280 --> 00:19:38.700

Andrea Tillinghast: So that's you know I don't have, you can look at the programs if you want, but not necessary, really.

191

00:19:40.080 --> 00:19:40.680

Andrea Tillinghast: um.

192

00:19:42.630 --> 00:19:59.460

Andrea Tillinghast: So in the hiring folder there was all the information about the positions in greater detail, we don't need to go into that I just put it up there for trustees to review, you can see exactly where we are at the different stages, with the different employees.

193

00:20:00.930 --> 00:20:01.800

(Unknown Speaker) Okay, thank you.

194

00:20:02.910 --> 00:20:05.520

Andrea Tillinghast: yeah it's got names on there so maybe we don't show it.

195

00:20:06.600 --> 00:20:07.770

Lisa Schaertl: Okay yeah.

196

00:20:10.470 --> 00:20:13.980

Andrea Tillinghast: But that's really all I have to share with you.

197

00:20:17.250 --> 00:20:19.020

Andrea Tillinghast: You guys already know the big news so.

198

00:20:19.110 --> 00:20:19.470

(Unknown Speaker) well.

199

00:20:22.470 --> 00:20:23.790

Andrea Tillinghast: I think it's on the agenda.

200

00:20:24.840 --> 00:20:26.880

Lisa Schaertl: yeah it's under your directors report.

201

00:20:27.870 --> 00:20:28.320

Andrea Tillinghast: mm hmm.

202

00:20:29.430 --> 00:20:44.790

Andrea Tillinghast: Yes, so I tendered my resignation to this library as library director on May 12 and will be effective 30 days as a policy requires until June 12.

203

00:20:48.240 --> 00:20:51.480

Lisa Schaertl: So can I have a motion to accept the resignation.

204

00:20:52.500 --> 00:20:55.950

randallott: I move to accept Andrea's resignation with regret.

205

00:20:58.230 --> 00:20:59.250

Lisa Schaertl: Effective June 12.

206

00:20:59.700 --> 00:21:01.080

randallott: Effective June 12.

207

00:21:03.210 --> 00:21:12.690

Lisa Schaertl: We have motion from Randy Ott to accept the resignation of Andrea Tillinghast, with regret, effective June 12 2021, are there any questions or discussion.

208

00:21:16.020 --> 00:21:17.100

Lisa Schaertl: All in favor then.

209

00:21:19.770 --> 00:21:20.940

Lisa Schaertl: Are there any opposed.

210

00:21:21.630 --> 00:21:21.840

Lisa Schaertl: No.

211

00:21:23.550 --> 00:21:24.330

Lisa Schaertl: Motion carries.

212

00:21:26.520 --> 00:21:27.270

randallott: Thank you, Andrea.

213

00:21:28.140 --> 00:21:28.950

randallott: Is the 12th.

214

00:21:29.070 --> 00:21:32.970

randallott: before our next board meeting, no, yes it is.

215

00:21:33.060 --> 00:21:33.630

Dusty Mullen: yeah.

216

00:21:34.560 --> 00:21:35.610

Lisa Schaertl: Our next board meeting is the 21st

217

00:21:35.610 --> 00:21:37.590

randallott: 21st okay.

218

00:21:42.480 --> 00:21:42.930

Lisa Schaertl: Okay.

219

00:21:44.670 --> 00:21:49.170

Lisa Schaertl: Andrea you had a question about health insurance.

220

00:21:53.880 --> 00:22:04.920

Andrea Tillinghast: Oh it's kind of a moot point now I was going to change the health insurance plan that I was under so that it would be not as expensive because the rates have gone up.

221

00:22:05.310 --> 00:22:10.830

Andrea Tillinghast: Okay, but now it doesn't matter because I'm resigning okay.

222

00:22:11.070 --> 00:22:12.780

Lisa Schaertl: So that's not a problem anymore okay.

223

00:22:14.190 --> 00:22:23.280

Lisa Schaertl: And the Personnel Committee will work with Andrea to do all of the out processing and we have policies about paying for.

224

00:22:23.640 --> 00:22:36.720

Lisa Schaertl: Unused vacation and sick time there are, that's all spelled out and policy so we'll make sure we go through all that and I have the action to file the RPC action with the Ontario on HR so we'll go over that with personnel.

225

00:22:39.570 --> 00:22:40.560

Lisa Schaertl: Committee reports.

226

00:22:42.060 --> 00:22:42.810

Lisa Schaertl: Starting with.

227

00:22:44.430 --> 00:22:46.320

Lisa Schaertl: nomination committee.

228

00:22:51.570 --> 00:22:51.810

Andrea Tillinghast: Oh I have the wrong agenda.

229

00:22:55.500 --> 00:22:57.090

Lisa Schaertl: yeah i'm sorry I updated it.

230

00:22:57.090 --> 00:22:57.630

Andrea Tillinghast: that's okay.

231

00:22:57.750 --> 00:22:58.410

Lisa Schaertl: hours ago.

232

00:23:00.180 --> 00:23:00.720

(Unknown Speaker): Lisa.

233

00:23:00.930 --> 00:23:04.860

(Unknown Speaker): yeah it also says staffing update.

234

00:23:05.640 --> 00:23:11.520

Lisa Schaertl: yeah and I think Andrea kind of went through that in her directors report she talked about when she's hiring.

235

00:23:13.470 --> 00:23:15.630

Andrea Tillinghast: I can talk about it a little more if you want now.

236

00:23:15.870 --> 00:23:17.460

Lisa Schaertl: yeah probably good idea.

237

00:23:17.700 --> 00:23:18.990

Andrea Tillinghast: So I have interviewed.

238

00:23:20.340 --> 00:23:28.440

Andrea Tillinghast: Four people for the position of youth services coordinator i'm calling it coordinator, because the person won't really be you know, a librarian.

239

00:23:30.180 --> 00:23:38.610

Andrea Tillinghast: The one that I had really thought would be our best fit has withdrawn her application, because the hours.

240

00:23:40.410 --> 00:23:44.190

Andrea Tillinghast: So that's Okay, but I was contacted by.

241

00:23:45.480 --> 00:23:58.710

Andrea Tillinghast: Another person who had applied and I reviewed her application and she is a local person, and I decided to give her an interview next week.

242

00:24:00.600 --> 00:24:13.320

Andrea Tillinghast: So, as it stands now there's two that I would say, would be okay, that I already have interviewed I really have hopes for this youth services interview on Wednesday.

243

00:24:14.460 --> 00:24:15.960

Andrea Tillinghast: kim's gonna sit in on that.

244

00:24:17.100 --> 00:24:23.400

Andrea Tillinghast: She looks like she has the experience and she has a degree in early childhood and she's local.

245

00:24:25.500 --> 00:24:26.820

Lisa Schaertl: Is that next week or this week.

246

00:24:27.390 --> 00:24:30.750

Andrea Tillinghast: This week, this week, this Wednesday at 4:30.

247

00:24:32.280 --> 00:24:48.900

Andrea Tillinghast: And so, for the part time clerk again there was one name on the list there was one person that returned that responded to the canvas letter and so she's the one i'll be interviewing on this Thursday the 20th at 4:30.

248

00:24:50.790 --> 00:24:51.150

(Unknown Speaker) OK.

249

00:24:53.910 --> 00:25:03.450

Andrea Tillinghast: Now the youth services person would be hired provisionally if they accept the offer each of them has been informed that this during the course of the interview.

250

00:25:04.740 --> 00:25:12.090

Andrea Tillinghast: They would have to test into the top three to keep their position that's standard civil service stuff.

251

00:25:14.940 --> 00:25:24.630

Andrea Tillinghast: The test won't be held until July, it will be open to July 31 because it's really qualifications exam not a true test.

252

00:25:25.860 --> 00:25:34.890

Andrea Tillinghast: And then they expect Albany to score those it takes about a month, they would score those in August, with results by maybe end of August.

253

00:25:36.030 --> 00:25:48.930

Andrea Tillinghast: So the people who took the test and to the library and then you just have to go from there, whether you've got someone provisional that scores in the top three or not or there's ways to kind of work at it with civil service, a little bit.

254

00:25:52.560 --> 00:25:52.950

(Unknown Speaker) All right.

255

00:25:56.250 --> 00:25:58.620

Lisa Schaertl: And i've just talked to Kim and have asked.

256

00:25:59.670 --> 00:26:14.130

Lisa Schaertl: Kim and Pat as the Personnel Committee to work with you to develop a transition plan, which would include hopefully a staff schedule for the month of June, even if we have to have empty spots that says new hire here, yes or.

257

00:26:14.610 --> 00:26:22.200

Lisa Schaertl: Yes, we'll we'll try to get a draft personnel schedule together. Okay, I know, we had a some time off requests.

258

00:26:23.760 --> 00:26:24.360

Andrea Tillinghast: mm hmm.

259

00:26:27.090 --> 00:26:28.980

Lisa Schaertl: All right, any other questions for Andrea then.

260

00:26:32.940 --> 00:26:36.780

Andrea Tillinghast: So you just want me to put together a schedule for June, you said or June and July.

261

00:26:37.680 --> 00:26:39.870

Lisa Schaertl: June and July would be great okay.

262

00:26:41.160 --> 00:26:43.950

Lisa Schaertl: So we can work out the details with Personnel Committee.

263

00:26:44.850 --> 00:26:45.840

Lisa Schaertl: on the transition plan.

264

00:26:47.430 --> 00:26:47.820

Andrea Tillinghast: Okay.

265

00:26:54.030 --> 00:26:55.890

Lisa Schaertl: Okay, so any other questions.

266

00:26:58.410 --> 00:27:02.400

Lisa Schaertl: Alright, so let's move on to nominations committee report.

267

00:27:03.960 --> 00:27:04.590

Patricia Ayres: okie doke.

268

00:27:08.940 --> 00:27:26.400

Patricia Ayres: Prior oh after the election, we received some comments via social media about our lack of publicity essentially about the budget and the public information session for the budget review.

269

00:27:27.420 --> 00:27:37.440

Patricia Ayres: And Lisa had an opportunity to talk to these people and we decided that we needed to move forward with adding more.

270

00:27:39.330 --> 00:27:41.580

Patricia Ayres: Written instructions, how to.

271

00:27:43.110 --> 00:27:48.690

Patricia Ayres: hold our elections, and what we need to do prior and so on and so forth, so.

272

00:27:50.370 --> 00:28:04.050

Patricia Ayres: What we did do this year was to advertise as it's required and additional publicity via the Facebook page the website and our e newsletter.

273

00:28:05.550 --> 00:28:06.060

Patricia Ayres: and

274

00:28:07.200 --> 00:28:19.860

Patricia Ayres: The Community feedback was that we should also do the school marquee the digital sign out front, yard signs and on Facebook share the post to community groups more than once.

275

00:28:20.310 --> 00:28:36.810

Patricia Ayres: i'm going to do a little mea culpa here, the fact that the sign was not used or the signs were not put out was that I didn't remember to tell Andrea and Dusty to do that, and where the signs are etc so.

276

00:28:37.890 --> 00:28:42.150

Patricia Ayres: i'm the guy or the person that needs to be blamed nobody else.

277

00:28:44.280 --> 00:28:46.740

Andrea Tillinghast: yeah I didn't I didn't even know that we had them so.

278

00:28:46.830 --> 00:28:47.160

Patricia Ayres: Right.

279

00:28:48.180 --> 00:28:48.660

Lisa Schaertl: Yes.

280

00:28:49.020 --> 00:28:54.840

Patricia Ayres: In the past, the good thing about this is, is that we know people look at them.

281

00:28:56.160 --> 00:28:57.540

Patricia Ayres: Because they were missed.

282

00:28:58.590 --> 00:29:08.820

Patricia Ayres: Right I'm taking a positive attitude about that and we're going to change the rules and we're going to make sure that somebody knows every election year.

283

00:29:10.230 --> 00:29:11.640

Patricia Ayres: We plan to.

284

00:29:12.990 --> 00:29:17.280

Patricia Ayres: put this all in policies and procedures pretty much and.

285

00:29:18.600 --> 00:29:28.080

Patricia Ayres: You can kind of look at the different things we want to do you have procedures written down so that one person doesn't have to remember to do everything and.

286

00:29:28.980 --> 00:29:40.020

Patricia Ayres: coordinate better with the friends in terms of knowing who the tellers are going to be and how they are to proceed and count ballots and verify elections, and so on, so forth.

287

00:29:40.980 --> 00:29:57.030

Patricia Ayres: And we hope to incorporate the ideas from the Community, as well as the things that we already do. have them in the policy book as procedures and or policies. questions.

288

00:29:58.770 --> 00:29:59.400

randallott: I like that.

289

00:30:01.380 --> 00:30:13.320

Lisa Schaertl: yeah we realized after the fact that we rely too much on institutional memory, on individual board members knowing what to do and remembering to tell someone else what to do and so will definitely get a more comprehensive procedure done.

290

00:30:16.140 --> 00:30:16.950

Patricia Ayres: that's the plan.

291

00:30:18.270 --> 00:30:18.540

Patricia Ayres: OK.

292

00:30:18.630 --> 00:30:20.130

randallott: So the goal is for next year Pat.

293

00:30:20.580 --> 00:30:23.670

randallott: Yes, definitely before next election.

294

00:30:24.060 --> 00:30:25.350

Patricia Ayres: Absolutely okay.

295

00:30:28.590 --> 00:30:31.560

Lisa Schaertl: All right, thank you um any questions on that.

296

00:30:34.290 --> 00:30:35.550

Lisa Schaertl: Great.

297

00:30:38.250 --> 00:30:55.560

Lisa Schaertl: Moving on to the ad hoc committee on operations review. this ad hoc committee's purpose is to work with the school district, the Manchester Shortsville Central school has terminated our agreement, and we need to negotiate a new agreement by September 2022 so.

298

00:30:57.690 --> 00:31:11.640

Lisa Schaertl: Because this involves some negotiations and some legal we are we discuss it in executive session. so Jamie i'm going to put you back in the waiting room and we're going to go into executive session to discuss this

299

00:31:12.720 --> 00:31:19.620

Lisa Schaertl: Current litigation and when we're finished and we come back out of executive session i'll bring you back in.

300

00:31:20.400 --> 00:31:21.030

Lisa Schaertl: all right.

301

00:31:22.470 --> 00:31:23.430

Jamie Simmons: No problem, thank you.

302

00:31:23.820 --> 00:31:25.530

Lisa Schaertl: All right, i'm gonna put you in the waiting room.

303

00:31:26.040 --> 00:31:26.700

randallott: we need a motion though.

304

00:31:26.910 --> 00:31:29.460

Lisa Schaertl: yeah we need a motion to enter executive session.

305

00:31:31.470 --> 00:31:32.370

Patricia Ayres: I move that we move into executive session.

306

00:31:32.670 --> 00:31:37.530

Lisa Schaertl: we have a motion from Pat Ayres to enter executive session, any discussion.

307

00:31:39.360 --> 00:31:40.170

Lisa Schaertl: All in favor.

308

00:31:41.760 --> 00:31:42.300

(Unknown Speaker): Lisa.

309

00:31:42.540 --> 00:31:45.960

(Unknown Speaker): is there a person still on iPhone that we didn't

310

00:31:46.110 --> 00:31:48.690

Lisa Schaertl: I don't see him I think they dropped off.

311

00:31:49.410 --> 00:31:50.100

(Unknown Speaker) Okay, so.

312

00:31:51.120 --> 00:31:53.040

Jill Persson: yeah they're still there Lisa.

313

00:31:53.370 --> 00:31:54.960

Lisa Schaertl: I don't see them. Why don't I see them.

314

00:31:56.190 --> 00:32:04.890

Jill Persson: you're not going to see the iPhone you're going to see just a phone number. but there's 8 participants.

315

00:32:05.010 --> 00:32:08.250

Lisa Schaertl: okay Andrea if you can see them, could you put them in the waiting room because I can't see them.

316

00:32:14.430 --> 00:32:16.800

Andrea Tillinghast: Show non video participants.

317

00:32:17.760 --> 00:32:21.300

Dusty Mullen: It looks good to me there's just seven of us Jamie was the eighth.

318

00:32:21.780 --> 00:32:23.910

Lisa Schaertl: yeah I don't think they're here they dropped off.

319

00:32:24.930 --> 00:32:26.040

(Unknown Speaker): see it says eight.

320

00:32:29.010 --> 00:32:30.810

Dusty Mullen: My participant list says seven.

321

00:32:31.560 --> 00:32:36.150

Dusty Mullen: It was it was eight and then Jamie went to the waiting room yeah.

322

00:32:36.600 --> 00:32:37.920

(Unknown Speaker): Maybe it causes a.

323

00:32:41.280 --> 00:32:41.910

(Unknown Speaker): it says in the Meeting.

324

00:32:44.760 --> 00:32:45.060

Andrea Tillinghast: Okay.

325

00:33:01.170 --> 00:33:02.790

Lisa Schaertl: Are we good? Did I say all in favor.

326

00:33:03.660 --> 00:33:04.950

Patricia Ayres: yes you did.

327

00:33:05.010 --> 00:33:07.980

Lisa Schaertl: okay Motion carried so we're in executive session now.

WEBVTT

1

00:00:00.240 --> 00:00:02.550

Lisa Schaertl: Recording to the cloud.

2

00:00:04.230 --> 00:00:08.580

Lisa Schaertl: I let Jamie back in all right, because I can't see the attendee list so i'm glad that you could.

3

00:00:09.599 --> 00:00:10.800

Jamie Simmons: I;m back, thank you.

4

00:00:11.639 --> 00:00:17.520

Lisa Schaertl: Alright, we are returned to the regular meeting and have resumed recording.

5

00:00:18.570 --> 00:00:19.260

Lisa Schaertl: um.

6

00:00:21.270 --> 00:00:42.060

Lisa Schaertl: I just wanted to recap, the next steps for the committee are to meet with the board of education regarding the operations and to announce that Kerry Adams will be joining the ad hoc committee as a community liaison.

7

00:00:44.010 --> 00:00:45.090

Lisa Schaertl: As we work on this.

8

00:00:47.010 --> 00:00:51.000

Lisa Schaertl: All right, anything else from the ad hoc committee that we can do in public session.

9

00:00:53.370 --> 00:00:53.760

Lisa Schaertl: Very well.

10

00:00:54.960 --> 00:00:55.320

Lisa Schaertl: What.

11

00:00:56.100 --> 00:00:56.940

Patricia Ayres: I don't think so.

12

00:00:57.180 --> 00:01:00.000

Lisa Schaertl: Okay, so we'll move on to finance and audit then.

13

00:01:04.860 --> 00:01:18.180

randallott: We didn't meet this month, this past month, we have a meeting next week, this time next Monday and Peggy I forgot to contact you, you can have your long range plan meeting at seven we're going to meet at six.

14

00:01:18.960 --> 00:01:19.410

Peggy Sutton: Thanks

15

00:01:20.520 --> 00:01:21.420

randallott: And so what.

16

00:01:23.190 --> 00:01:37.260

randallott: What we're going to do, last month we presented the first reading of an investment policy and I'm not presenting we're not presenting that tonight as a second reading, we need to discuss that a little bit because.

17

00:01:37.920 --> 00:01:42.780

randallott: The office of the State controller had recently done a.

18

00:01:43.680 --> 00:01:53.250

randallott: audit of Platekill public library down in mid Hudson region and just released the report and it was on their investment policy, and they had a couple good points in there.

19

00:01:53.670 --> 00:01:58.860

randallott: That, I think we should probably just clean up ours, a little bit, since we haven't approved it yet.

20

00:01:59.370 --> 00:02:11.220

randallott: So it's not much of a change, but there was a couple good things that they recommended that we want to talk about next Monday and then we'll bring it to the board assuming that committee agrees.

21

00:02:11.760 --> 00:02:23.100

randallott: we'll bring it to the board in June for a second reading, and then we can either act on it, then, or because it will be slightly revised you may want us to bring it to you in July.

22

00:02:24.420 --> 00:02:30.840

randallott: So we'll so that's really the only thing I have to report is that we really don't have a report tonight.

23

00:02:34.440 --> 00:02:36.510

Lisa Schaertl: Very good, any other questions on the Finance Committee.

24

00:02:39.600 --> 00:02:41.280

Lisa Schaertl: Okay.

25

00:02:41.370 --> 00:02:42.960

Lisa Schaertl: Last on the agenda.

26

00:02:44.160 --> 00:02:54.570

Lisa Schaertl: Policy Committee so last month we presented gifts and donations and collection development for first reading and I didn't see any comments.

27

00:02:57.570 --> 00:03:00.960

Lisa Schaertl: or changes on them, let me pull it up and check again.

28

00:03:05.700 --> 00:03:08.670

Lisa Schaertl: So I present it for a second reading and adoption.

29

00:03:12.300 --> 00:03:13.680

Lisa Schaertl: Policy 400-2.

30

00:03:14.340 --> 00:03:18.450

randallott: I move to adopt the new version of 400-2.

31

00:03:18.960 --> 00:03:26.550

Lisa Schaertl: we have a motion from Randy Ott to adopt the revision to policy 400-2 gifts and donations, is there any discussion.

32

00:03:29.160 --> 00:03:30.000

Lisa Schaertl: All in favor.

33

00:03:30.900 --> 00:03:31.410

Amy et. al: Aye.

34

00:03:31.680 --> 00:03:32.760

Lisa Schaertl: opposed.

35

00:03:35.820 --> 00:03:38.070

Lisa Schaertl: None opposed motion carries and that's adopted.

36

00:03:39.390 --> 00:03:42.210

Lisa Schaertl: The next one, was the collection development.

37

00:03:47.160 --> 00:03:49.830

Lisa Schaertl: Again I don't see any comments or changes.

38

00:03:52.140 --> 00:03:53.940

Lisa Schaertl: This was presented for first reading last month.

39

00:04:02.730 --> 00:04:08.310

Lisa Schaertl: I move to adopt the revised policy 400-5 collection development is there any discussion.

40

00:04:11.250 --> 00:04:12.030

Lisa Schaertl: All in favor.

41

00:04:13.980 --> 00:04:14.040

Patricia Ayres et al: aye

42

00:04:14.370 --> 00:04:15.210

Lisa Schaertl: Any opposed.

43

00:04:17.130 --> 00:04:26.040

Lisa Schaertl: Motion carries I will finalize these between Peggy and I will clean up the formatting and get those published on our public website.

44

00:04:27.120 --> 00:04:37.770

Lisa Schaertl: Finally, we have a policy that we discussed last month, but we didn't really do a formal first reading or second reading on it and it's this volunteer policy.

45

00:04:40.830 --> 00:04:58.500

Lisa Schaertl: I'd like the board to consider bypassing the first reading and second reading and adopt it if you can tonight because we are going to be relying pretty heavily on volunteers in June and July so it'd be really nice to have this policy in place. Andrea drafted it I made some changes.

46

00:05:00.660 --> 00:05:03.690

Lisa Schaertl: I'm going to give you time to just read it it's quite short.

47

00:05:11.970 --> 00:05:15.480

randallott: The only question I had Andrea when I when I looked at this was.

48

00:05:16.920 --> 00:05:20.850

randallott: Is this pretty typical, I mean is, it is it kind of boilerplate.

49

00:05:21.870 --> 00:05:22.920

Andrea Tillinghast: yeah.

50

00:05:23.640 --> 00:05:33.660

randallott: that's what I was hoping you'd say. for now and then, if we get if we have concerns with it we'll start making modifications in the future, probably, right.

51

00:05:34.890 --> 00:05:35.310

Andrea Tillinghast: yeah.

52

00:05:35.910 --> 00:05:42.300

Andrea Tillinghast: The most important part is that the volunteers are covered by the property and liability insurance yes.
53

00:05:42.600 --> 00:05:57.720

Andrea Tillinghast: you have to have every volunteer sign an application, then this will count them as one of the library's volunteers and therefore they will be covered under property and liability insurance, so they just have to sign the application.

54

00:05:58.260 --> 00:06:02.820

Lisa Schaertl: Do you have a reference that I should add, is like a pioneer library system model policy or something.

55

00:06:03.450 --> 00:06:05.370

Andrea Tillinghast: Let me email it to you

Lisa Schaertl: okay.

56

00:06:07.290 --> 00:06:09.360

Jill Persson: The only thing I would suggest.

57

00:06:10.650 --> 00:06:11.550

Jill Persson: Given the.

58

00:06:11.640 --> 00:06:14.490

Lisa Schaertl: could you speak up, we can barely hear you.

59

00:06:15.540 --> 00:06:33.270

Jill Persson: The only thing I would suggest is if we're saying in the policy that volunteers are covered by the property and liability insurance policy, that we somehow made it clear that people have to fill out the application before they can volunteer.

60

00:06:34.620 --> 00:06:37.650

Jill Persson: And i'm not sure I saw that in there, that specified.

61

00:06:38.190 --> 00:06:39.810

Lisa Schaertl: I think it does.

62

00:06:40.890 --> 00:06:44.040

Lisa Schaertl: Each volunteer must complete a library volunteer application.

63

00:06:45.270 --> 00:06:47.460

Jill Persson: Okay, and Thank you.

64

00:06:47.760 --> 00:06:50.220

Lisa Schaertl: Do you want me to separate it out as its own paragraph.

65

00:06:50.520 --> 00:06:54.030

(Unknown Speaker): I would yeah just so that you're clear.

66

00:06:54.090 --> 00:06:55.620

Lisa Schaertl: makes it easier to see.

67

00:06:55.950 --> 00:06:57.180

(Unknown Speaker): Yes, okay.

68

00:06:58.440 --> 00:07:01.170

Lisa Schaertl: And Andrea also drafted a volunteer application.

69

00:07:03.750 --> 00:07:05.760

Lisa Schaertl: which basically just has you fill in.

70

00:07:07.260 --> 00:07:08.370

Lisa Schaertl: Your information.

71

00:07:09.750 --> 00:07:21.780

Lisa Schaertl: And then she put in the hours that we're open and I suggested just deleting them and saying most volunteer hours will be performed during the hours we're open, check the website, there may be additional opportunities outside the library hours so.

72

00:07:24.000 --> 00:07:26.370

Lisa Schaertl: That kind of bypasses the whole question of what our hours are

73

00:07:29.100 --> 00:07:30.780

Lisa Schaertl: Any questions and comments on this.

74

00:07:31.410 --> 00:07:34.530

Patricia Ayres: I just read this this tonight and.

75

00:07:35.640 --> 00:07:40.020

Patricia Ayres: I think a friends group of friends should be capitalized.

Lisa Schaertl: OK

76

00:07:40.950 --> 00:07:43.800

Patricia Ayres: instead of just lowercase.

77

00:07:46.110 --> 00:07:49.350

Patricia Ayres: At the end, not on the application, on the policy.

78

00:07:50.670 --> 00:07:53.520

Patricia Ayres: At that the last two options or so.

79

00:07:54.570 --> 00:07:55.530

Patricia Ayres: the last one.

80

00:07:55.860 --> 00:07:57.810

Patricia Ayres: is good, go up

81

00:07:57.900 --> 00:08:00.300

Patricia Ayres: A little it's a Oh, I guess.

82

00:08:00.690 --> 00:08:01.950

randallott: I recommend we just change it to.

83

00:08:01.950 --> 00:08:04.860

randallott: The actual title friends of the red jacket Community library.

84

00:08:05.100 --> 00:08:07.500

Jill Persson: There you go that make sense.

85

00:08:10.950 --> 00:08:11.580

Lisa Schaertl: Okay.

86

00:08:12.930 --> 00:08:20.820

Dusty Mullen: Lisa would it would it be pertinent to put in there, that that the form needs to be completed prior.

87

00:08:23.340 --> 00:08:27.060

Dusty Mullen: To any volunteering, so each volunteer must complete the library application.

88

00:08:28.320 --> 00:08:29.400

Dusty Mullen: You know before.

89

00:08:30.450 --> 00:08:30.750

(Unknown Speaker): yeah.

90

00:08:32.190 --> 00:08:34.320

Jill Persson: yeah because you don't like to have somebody.

91

00:08:35.670 --> 00:08:36.300

Jill Persson: come in .

92

00:08:37.680 --> 00:08:39.150

Dusty Mullen: And there's five minutes right.

93

00:08:42.090 --> 00:08:43.560

(Unknown Speaker): The application is at home.

94

00:08:44.370 --> 00:08:47.430

Lisa Schaertl: Right Okay, so I added prior to beginning volunteer.

95

00:08:47.430 --> 00:08:47.910

Lisa Schaertl: service.

96

00:08:49.140 --> 00:08:50.850

Dusty Mullen: Thank you, thank you.

97

00:08:51.150 --> 00:09:02.610

Lisa Schaertl: Now the way this is written it's the library, a library friends group is a formal association, so that's kind of the definition so I think that I wouldn't change that to red jacket.

98

00:09:02.610 --> 00:09:04.080

Lisa Schaertl: Friends of the red jacket community library.

99

00:09:04.200 --> 00:09:04.530

Patricia Ayres: Right.

100

00:09:04.590 --> 00:09:07.140

Lisa Schaertl: that's just the generic definition of friends

randallott: okay.

101

00:09:09.780 --> 00:09:16.890

Lisa Schaertl: or I could change it to like all friends groups, the friends of the red jacket Community library serves at the pleasure of the board .

102

00:09:18.510 --> 00:09:31.920

randallott: I think it's nice to recognize them they do so much for us and they donate so much, and this is one more thing they're willing to help out with in troubled times, so I think any little sign that we can recognize their contributions is good.

103

00:09:34.230 --> 00:09:34.740

Dusty Mullen: agreed.

104

00:09:36.720 --> 00:09:37.770

Jill Persson: Okay, so here's.

105

00:09:39.270 --> 00:09:40.530

Jill Persson: A question.

106

00:09:41.850 --> 00:09:47.610

Jill Persson: Are we going to ask the friends to fill out an application of volunteer application or they exempt from this.

107

00:09:48.840 --> 00:09:50.400

randallott: yeah individuals would right.

108

00:09:50.790 --> 00:09:52.170

Patricia Ayres: Yes, I think they should.

109

00:09:52.440 --> 00:09:52.680

Patricia Ayres: know.

110

00:09:53.340 --> 00:09:56.040

Patricia Ayres: they're going to be actively working in the library yes.

111

00:09:56.760 --> 00:10:04.710

Andrea Tillinghast: Okay, yes, because then they will be covered under the life insurance, even if they're volunteering at the Barbecue.

112

00:10:06.120 --> 00:10:07.560

Andrea Tillinghast: or something I don't know.

113

00:10:19.320 --> 00:10:23.850

Patricia Ayres: I would say that's just a community event and it's not at the library.

114

00:10:24.990 --> 00:10:25.890

Patricia Ayres: but when they start.

115

00:10:26.160 --> 00:10:26.820

Patricia Ayres: Helping with.

116

00:10:26.850 --> 00:10:27.540

Patricia Ayres: programming.

117

00:10:28.950 --> 00:10:29.250

Patricia Ayres: I.

118

00:10:29.280 --> 00:10:31.170

Patricia Ayres: definitely think they should be.

119

00:10:34.080 --> 00:10:34.980

Patricia Ayres: be covered.

Lisa Schaertl: How's that look.

120

00:10:54.960 --> 00:11:05.130

randallott: That that's fine when we eventually get our policy written with respect to the friends, you know we might need to go back and modify this so it's consistent with that right.

121

00:11:05.430 --> 00:11:15.570

Lisa Schaertl: But this will get us, this is good for the summer

Randallott: yeah

Lisa Schaertl: okay would there be any objection to us adopting this tonight.

Peggy Sutton: I'll adopt it

122

00:11:20.430 --> 00:11:23.370

Lisa Schaertl: So I think we have a motion, did I hear a motion from Peggy Sutton to .

123

00:11:23.970 --> 00:11:24.690

Lisa Schaertl: Adopt this policy.

124

00:11:25.770 --> 00:11:26.280

Patricia Ayres: I second.

125

00:11:28.590 --> 00:11:29.670

Lisa Schaertl: um any discussion.

126

00:11:30.420 --> 00:11:31.680

randallott: The only thought I have is I.

127

00:11:31.680 --> 00:11:37.740

randallott: just want to if there's maybe somebody at the circulation desk if there are questions or concerns.

128

00:11:38.460 --> 00:11:53.850

randallott: That come up during the process that they kind of we document them so that we can modify this in six months, or something like that, since it is so new so you don't have to go back to it and then forget what it was that you know what were the little things.

129

00:11:54.840 --> 00:11:59.340

Lisa Schaertl: Why don't add it to the policy committee agenda to revisit it at the end of the summer.

130

00:11:59.460 --> 00:12:05.760

randallott: yeah as long as we have some process for making sure that we're going to go back to it that sounds good.

131

00:12:06.000 --> 00:12:09.450

Lisa Schaertl: i'll add it to our list of policies to review.

132

00:12:13.110 --> 00:12:13.530

Lisa Schaertl: Okay.

133

00:12:15.420 --> 00:12:17.400

Lisa Schaertl: Maybe i'll take this one and clean it up.

134

00:12:17.640 --> 00:12:18.450

Lisa Schaertl: and finalize.

135

00:12:20.700 --> 00:12:21.870

randallott: We haven't voted, yet you know.

136

00:12:22.440 --> 00:12:23.910

Lisa Schaertl: Oh right Thank you.

137

00:12:25.740 --> 00:12:27.180

Lisa Schaertl: Somebody did make a motion right.

138

00:12:27.210 --> 00:12:29.370

Andrea Tillinghast: Yes, he made a motion.

139

00:12:30.840 --> 00:12:33.540

Lisa Schaertl: Any discussion, other than that.

140

00:12:34.560 --> 00:12:35.580

Lisa Schaertl: Okay, all in favor.

141

00:12:35.970 --> 00:12:36.390

(all) Aye.

142

00:12:37.410 --> 00:12:39.870

Lisa Schaertl: Any opposed

143

00:12:41.520 --> 00:12:49.170

Lisa Schaertl: Okay motion carries Thank you so Peggy you'll do the gifts and collection development policy and i'll do the other two.

144

00:12:49.680 --> 00:12:51.060

Peggy Sutton: yeah Thank you.

145

00:12:54.030 --> 00:12:54.810

Peggy Sutton: All right.

146

00:12:56.370 --> 00:12:57.570

Jill Persson: Lisa this.

147

00:12:58.710 --> 00:13:00.660

Jill Persson: Application do you need it for tomorrow.

148

00:13:01.440 --> 00:13:01.830

Patricia Ayres: No.

149

00:13:05.310 --> 00:13:05.670

Jill Persson: Good.

150

00:13:06.450 --> 00:13:07.800

Lisa Schaertl: what's tomorrow.

Patricia Ayres: The barbeque the friends are doing tomorrow

151

00:13:14.190 --> 00:13:16.710

Lisa Schaertl: See it didn't even occur to me that you need that because that's a friends.

152

00:13:18.540 --> 00:13:19.050

Patricia Ayres: function off the school.

153

00:13:20.370 --> 00:13:20.940

Patricia Ayres: out of the library.

154

00:13:23.910 --> 00:13:25.170

Patricia Ayres: that's a school problem.

155

00:13:25.740 --> 00:13:26.130

Jill Persson: Okay.

156

00:13:28.380 --> 00:13:30.150

Lisa Schaertl: it's gonna be interesting about yeah.

157

00:13:30.330 --> 00:13:30.630

Andrea Tillinghast: We have this

158

00:13:31.980 --> 00:13:35.040

Andrea Tillinghast: Under Utica national insurance, so I don't think it'll be too bad.

159

00:13:37.590 --> 00:13:44.910

Lisa Schaertl: it's good idea to get active members of the friends to sign the application and just have it on file, so that we'll be able to have it.

160

00:13:47.400 --> 00:13:49.770

Lisa Schaertl: Okay, very good Thank you so much, everybody.

161

00:13:50.250 --> 00:13:50.580

(Unknown speaker): Um

162

00:13:51.660 --> 00:13:52.170

Lisa Schaertl: What.

163

00:13:52.290 --> 00:13:52.740

Kimberly Sutter: Quick Question

164

00:13:53.400 --> 00:13:58.680

Amy: On the volunteer application does it say 12 and then I think in the policy its 15.

165

00:13:59.220 --> 00:14:01.770

Jill Persson: yeah hmm yep.

166

00:14:03.390 --> 00:14:04.530

Lisa Schaertl: let's say 15.

167

00:14:04.560 --> 00:14:06.630

Patricia Ayres: yeah.

168

00:14:06.720 --> 00:14:07.020

Jill Persson: yeah

169

00:14:07.080 --> 00:14:08.040

Lisa Schaertl: Do you think 15.

170

00:14:08.430 --> 00:14:09.990

randallott: whatever the policy says.

171

00:14:10.350 --> 00:14:18.330

Lisa Schaertl: Well, no wait a minute, it says volunteers must be 12 years of age or older the policy says they must be 15 years of age, unless, supervised.

172

00:14:22.950 --> 00:14:28.440

Jill Persson: I say we take anyone under 12 but you might want to clarify that either in the policy or the application.

173

00:14:31.170 --> 00:14:32.910

Lisa Schaertl: Well let's use the same language

174

00:14:32.910 --> 00:14:34.080

Amy: fifteen or older.

175

00:14:34.680 --> 00:14:35.550

Lisa Schaertl: 15 years unless

176

00:14:36.060 --> 00:14:37.170

Lisa Schaertl: supervised by an adult.

177

00:14:37.800 --> 00:14:43.800

Lisa Schaertl: So, like if someone could bring in their 12 year old child and supervise them in a volunteer activity.

Jill Persson: OK

178

00:14:48.270 --> 00:14:48.810

Kimberly Sutter: How long are

179

00:14:48.870 --> 00:14:51.120

Kimberly Sutter: How long are the applications, going to be good for.

180

00:14:54.900 --> 00:14:59.220

Kimberly Sutter: Do they have a year viability on them.

181

00:15:04.890 --> 00:15:06.270

Lisa Schaertl: I don't think they ever expire.

182

00:15:09.000 --> 00:15:09.420

Dusty Mullen: Lisa

183

00:15:10.440 --> 00:15:15.810

Dusty Mullen: Can you go back to the policy, I still don't think the verbiage on that is correct.

184

00:15:17.490 --> 00:15:18.330

Dusty Mullen: So.

185

00:15:19.680 --> 00:15:21.030

Dusty Mullen: Because it's saying if they're.

186

00:15:22.170 --> 00:15:27.480

Dusty Mullen: 15 they can volunteer without an adult present is that correct

187

00:15:27.540 --> 00:15:27.840

Lisa Schaertl: Right.

188

00:15:29.040 --> 00:15:30.990

Jill Persson: that's what the application says.

189

00:15:32.640 --> 00:15:40.410

Andrea Tillinghast: it used to be we get a lot of teens that were high school age I can't remember exactly what it but they needed certain number of hours.

190

00:15:40.500 --> 00:15:42.270

Andrea Tillinghast: for community service.

191

00:15:42.840 --> 00:15:47.910

Andrea Tillinghast: And so they would be getting their hours in the library and we'd have them rolling coins or dusting.

192

00:15:47.910 --> 00:15:48.720

Andrea Tillinghast: shelves or.

193

00:15:48.750 --> 00:15:50.250

Andrea Tillinghast: something along those lines.

194

00:15:50.550 --> 00:15:52.380

Lisa Schaertl: 15 is like a freshman right.

195

00:15:53.460 --> 00:15:54.150

Andrea Tillinghast: yeah

196

00:15:55.830 --> 00:15:57.300

Jill Persson: No would be 14.

197

00:15:59.190 --> 00:16:00.420

Dusty Mullen: So, to clarify.

198

00:16:00.420 --> 00:16:14.580

Dusty Mullen: Then the age of 12 is irrelevant, so a seven or eight year olds could come and volunteer under the supervision of another adult volunteer so 12, this is an irrelevant number correct.

199

00:16:15.900 --> 00:16:22.830

Andrea Tillinghast: 12 year olds have to be supervised, and once you get to be 15 you don't need a supervisor.

200

00:16:23.250 --> 00:16:41.310

Dusty Mullen: right but initially the waiver said, you must be 12 to volunteer and now we're saying 15 unless you're supervised so to me I interpret that as a six or seven year old could come and volunteer under supervision of another adult So is there a minimum age.

201

00:16:42.810 --> 00:16:43.170

Andrea Tillinghast: 12.

202

00:16:45.240 --> 00:16:49.980

Lisa Schaertl: No, I think I get what Dusty's saying, can someone bringing their six year old to volunteer.

203

00:16:50.310 --> 00:16:51.630

Lisa Schaertl: if hey supervise them

Andrea Tillinhast: sure. You guys can do whatever you want

204

00:16:52.380 --> 00:16:52.740

Dusty Mullen: Okay.

205

00:16:52.800 --> 00:16:54.390

Dusty Mullen: I just wanted to clarify.

206

00:16:58.470 --> 00:17:06.720

Lisa Schaertl: i'm going to say if somebody wants to come in and volunteer at the library, and they have to bring their child with them and they set their child down cutting out paper dolls as a volunteer service fine

207

00:17:08.370 --> 00:17:12.960

randallott: I think I think Andreas recommendation of 12 is probably a good idea to start.

208

00:17:16.140 --> 00:17:16.680

Andrea Tillinghast: yeah.

209

00:17:17.880 --> 00:17:28.110

Jill Persson: There are some parents who might think that their five or six year old is ready to volunteer and that five or six year old might not really be ready to volunteer.

210

00:17:28.770 --> 00:17:31.170

Lisa Schaertl: Alright, so how would you like to reconcile these two.

211

00:17:31.470 --> 00:17:36.630

Dusty Mullen: So I, I believe the verbiage in the in the policy is fine.

212

00:17:39.060 --> 00:17:42.210

Dusty Mullen: But no, that has to be changed, it would be 12.

213

00:17:43.740 --> 00:17:54.030

Dusty Mullen: Is that is must be at least 12 years old and that there would be a stipulation in there, you know, under the age of 15 requires adult an additional adult supervision.

214

00:17:55.440 --> 00:17:55.680

Jill Persson: yeah.

215

00:17:58.590 --> 00:17:59.310

Jill Persson: That sounds good, Dusty

216

00:17:59.460 --> 00:18:09.570

Dusty Mullen: but I would I would take out, unless, you know it must be 12 years of age period, and then something in there between 12 and 15.

217

00:18:11.490 --> 00:18:11.850

Dusty Mullen: It still.

218

00:18:18.180 --> 00:18:20.760

Dusty Mullen: i'm sorry I don't mean to be a pain.

219

00:18:21.210 --> 00:18:21.930

Lisa Schaertl: that's good no.

220

00:18:22.500 --> 00:18:29.550

Dusty Mullen: But volunteers under the age of 15. well Okay, no, I guess, if it says, you must be 12 all right i'll let it.

221

00:18:30.660 --> 00:18:34.200

Dusty Mullen: moot point i'm good with that, so that we just need to make sure that the.

222

00:18:36.270 --> 00:18:37.920

Dusty Mullen: Agreement matches

223

00:18:38.040 --> 00:18:40.350

Jill Persson: You could say volunteers.

224

00:18:41.010 --> 00:18:42.300

Jill Persson: between The ages of 12 and.

225

00:18:42.330 --> 00:18:45.810

Jill Persson: 15 or 12 and 14.

226

00:18:47.910 --> 00:18:51.570

Jill Persson: yeah between 12 and 15 must be supervised by adults.

227

00:18:51.750 --> 00:18:53.490

Dusty Mullen: Thank you, I prefer that.

228

00:18:58.170 --> 00:18:58.380

Lisa Schaertl: Okay.

229

00:18:59.310 --> 00:19:01.350

Andrea Tillinghast: at least we don't have court ordered volunteers.

230

00:19:01.380 --> 00:19:02.010

Andrea Tillinghast: Coming over.

231

00:19:02.670 --> 00:19:04.800

Lisa Schaertl: yeah do you want to be vote on that.

232

00:19:05.010 --> 00:19:06.360

randallott: Yes, we definitely need.

233

00:19:06.570 --> 00:19:08.820

Lisa Schaertl: A motion to adopted as amended.

234

00:19:09.150 --> 00:19:09.930

Dusty Mullen: yeah

235

00:19:13.470 --> 00:19:16.710

Lisa Schaertl: I have a motion from dusty to adopt the policy.

236

00:19:17.970 --> 00:19:21.210

Lisa Schaertl: 400 - 16 as amended all in favor.

237

00:19:24.390 --> 00:19:24.750

all: aye, OK.

238

00:19:26.850 --> 00:19:36.210

Lisa Schaertl: OK motion carries. And just double checking the volunteer application says must be 12 years of age, right? i'll go back to revert to 12 years of age.

239

00:19:40.920 --> 00:19:42.690

Lisa Schaertl: Okay, that work for everybody.

240

00:19:43.110 --> 00:19:43.380

Jill Persson: Hold on just one second Because.

241

00:19:46.410 --> 00:19:47.430

Amy: you're on your.

242

00:19:49.770 --> 00:19:49.950

Jill Persson:: Hold on a second.

243

00:19:51.870 --> 00:19:54.150

Jill Persson:: Peggy needs some time.

244

00:19:57.540 --> 00:19:58.260

Peggy Sutton: Yes, yeah.

245

00:20:02.910 --> 00:20:03.270

Peggy Sutton: All right.

246

00:20:05.070 --> 00:20:14.160

Lisa Schaertl: Okay, and thank you guys for doing this, during the meeting I appreciate it normally we hash out these differences in committee, Dusty I really appreciate you taking

247

00:20:16.200 --> 00:20:18.570

Lisa Schaertl: A good hard look at it, making sure we get it right, thank you.

248

00:20:20.190 --> 00:20:21.360

Lisa Schaertl: Okay um.

249

00:20:21.510 --> 00:20:23.250

Lisa Schaertl: Any further discussion about policy.

250

00:20:26.190 --> 00:20:27.540

Lisa Schaertl: Very good um.

251

00:20:28.680 --> 00:20:33.120

Lisa Schaertl: Next, on the agenda would be facilities and Pat I think has no report.

252

00:20:33.540 --> 00:20:34.200

Patricia Ayres: No report.

253

00:20:35.730 --> 00:20:38.250

Lisa Schaertl: next thing is personnel.

254

00:20:39.240 --> 00:20:41.190

Kimberly Sutter: Get can you put mine up there Lisa.

255

00:20:41.250 --> 00:20:42.150

Lisa Schaertl: Yes, I can.

256

00:20:42.930 --> 00:20:43.830

Kimberly Sutter: Thank you.

257

00:20:48.360 --> 00:21:01.230

Kimberly Sutter: Alright, so this last couple weeks we've worked on a couple things so Andrea is to create a transition plan and a committee Member myself or pat will work with Andrea to execute that and.

258

00:21:02.850 --> 00:21:07.620

Kimberly Sutter: Andrea will have a mix of hours between working from home and in person at the library.

259

00:21:08.910 --> 00:21:09.900

Kimberly Sutter: And then.

260

00:21:11.100 --> 00:21:18.420

Kimberly Sutter: As mentioned earlier, I will join Andrea for the two interviews that there are this week on Wednesday and Thursday.

261

00:21:20.280 --> 00:21:33.510

Kimberly Sutter: Some of the programs that Andrea has brought to the library for the Community will need some volunteer support so we'll have to look at that in the next few weeks, as we do transition and then.

262

00:21:34.860 --> 00:21:44.910

Kimberly Sutter: We did ask that the communication between Andrea and really anyone else include a committee Member so that, as we transition from Andrea to.

263

00:21:45.270 --> 00:21:54.750

Kimberly Sutter: An interim Director or another permanent director, however, that works through is effective and efficient and there's no questions of where did this end up.

264

00:21:55.770 --> 00:21:58.560

Kimberly Sutter: And then we have record of some of the emails because once.

265

00:22:00.630 --> 00:22:05.610

Kimberly Sutter: June 12 comes her pls email shuts down and we won't have access to it.

266

00:22:08.340 --> 00:22:09.300

Kimberly Sutter: questions.

267

00:22:13.680 --> 00:22:15.420

Lisa Schaertl: Okay, thank you.

268

00:22:16.800 --> 00:22:17.400

Lisa Schaertl: um.

269

00:22:18.720 --> 00:22:19.890

Lisa Schaertl: Long Range planning.

270

00:22:24.390 --> 00:22:26.640

Peggy Sutton: OK, I have the long range planning committee.

271

00:22:29.130 --> 00:22:51.240

Peggy Sutton: I have potential dates to meet on May 24 from seven to eight, that is, the Monday coming up, and I have some proposed committee Members and I heard that from most people on so myself and Dustine are going to co chair the committee Lisa Schaertl will be a member.

272

00:22:52.560 --> 00:22:55.470

Peggy Sutton: amy Hart, are you able to be a member.

Amy: Yeah

273

00:22:56.280 --> 00:23:06.810

Peggy Sutton: Okay, and then we have the library director Andrea who we have for the next month to be a member of the committee.

274

00:23:07.980 --> 00:23:19.440

Peggy Sutton: On one of the things on the committee is going to do is contact pls for information about long range planning like, including the available tools we have.

275

00:23:19.950 --> 00:23:31.530

Peggy Sutton: And I actually do have a phone call with Ron from pioneer library system on Monday i'm going to meet with him at three o'clock so it'll be before our meeting.

276

00:23:32.310 --> 00:23:46.140

Peggy Sutton: He wasn't able to meet with all of us, I tried to set up several days and it just didn't work out so i'm just going to have a short meeting with him, just to hear about the process and see what kind of tools that he has available.

277

00:23:47.340 --> 00:24:02.100

Peggy Sutton: So one of the things I like maybe to do is when we be we want to look at the current plan we have and bring forward any goals that need completion that make sense for the library on a new plan.

278

00:24:03.210 --> 00:24:08.550

Peggy Sutton: And we're going to have to determine what tools and processes we're going to use.

279

00:24:09.690 --> 00:24:19.800

Peggy Sutton: But one of the main things I really want to do is with all the upcoming summer programs, it would be really beneficial if we could tie in to the Community.

280

00:24:20.220 --> 00:24:32.010

Peggy Sutton: To see what their library needs are and use the long range planning process so, for example we're going to need to advertise and promote the libraries value to the community.

281

00:24:32.730 --> 00:24:46.740

Peggy Sutton: assess what the Community wants and needs from the library, such as hours facilities and programs and share with Community the benefits and the limitations of the current or new space.

282

00:24:47.400 --> 00:25:08.280

Peggy Sutton: and have conversations to start rebuilding the foundation of support. So our main goal of our May 24 meeting is to draft a plan and timeframe for a long range plan development and we're going to assign committee members to attend the Community events.

283

00:25:09.540 --> 00:25:13.200

Peggy Sutton: And I would like to meet again in two to four weeks.

284

00:25:15.330 --> 00:25:35.340

Peggy Sutton: Depending on how far along in that meeting I just feel like we have a lot to do so, I put down two to four weeks, maybe we might have to be meet because we have to get this going, if we want to get out there and reach the Community and try to tie it all in, and is there any questions from anybody.

285

00:25:36.540 --> 00:25:37.590

Peggy Sutton: or any input.

286

00:25:38.550 --> 00:25:39.390

randallott: looks Nice.

287

00:25:39.660 --> 00:25:41.220

Patricia Ayres: yes sounds like a great plan.

288

00:25:42.810 --> 00:25:47.910

Jill Persson: So let me know what you need I can put it to the leaders and my troop.

289

00:25:49.530 --> 00:25:50.010

Peggy Sutton: Okay.

290

00:25:52.470 --> 00:25:53.850

Peggy Sutton: anybody else.

291

00:25:58.620 --> 00:26:02.550

Lisa Schaertl: Right Thank you Peggy and Dusty i'm looking forward to that.

292

00:26:05.730 --> 00:26:08.370

Lisa Schaertl: I don't have any unfinished business did I miss anything.

293

00:26:10.770 --> 00:26:14.700

Lisa Schaertl: Okay, I do obviously have new business our Director search.

294

00:26:21.660 --> 00:26:28.650

Lisa Schaertl: And because we've had experience before of being without a director and I didn't like it and I don't want to do it again.

295

00:26:29.700 --> 00:26:30.990

Lisa Schaertl: We're Moving really fast.

296

00:26:32.310 --> 00:26:46.980

Lisa Schaertl: I appointed an ad hoc committee on Friday and committee members are myself, Kim Sutter and Jill Persson, and Amy Hart and Peggy volunteered to assist with interviews, but I do want to keep them focused on the long range plan which is critical.

297

00:26:48.150 --> 00:26:57.960

Lisa Schaertl: So Kim Sutter and I met on May 15 and Jill provided input on the documents and we reviewed the hiring process documents, including working with Ontario county HR.

298

00:26:59.040 --> 00:27:12.930

Lisa Schaertl: We added an item to that document to seek an interim director immediately. those documents I did put in a folder on drive so if anybody wants to look at the process and bring yourself up to speed, they are in a folder on drive.

299

00:27:14.160 --> 00:27:18.690

Lisa Schaertl: The job description we reviewed, and we agreed it's still good it was just a redone in 2019.

300

00:27:19.980 --> 00:27:25.620

Lisa Schaertl: we reviewed the pioneer library system system-wide salary and benefits data for.

301

00:27:27.090 --> 00:27:41.760

Lisa Schaertl: For 2020 and I put that in the folder as well if anybody wants to look at it it's what the directors or managers are being paid in all of the libraries across the pioneer library system, and then I.

302

00:27:43.560 --> 00:27:48.630

Lisa Schaertl: Coordinated that with whether they get health insurance benefits and, if so, what kind.

303

00:27:49.830 --> 00:27:56.700

Lisa Schaertl: And it also includes how many years they've been making director salary, so, if you look at that spreadsheet and i'll bring it up anybody wants to see it.

304

00:27:57.480 --> 00:28:05.100

Lisa Schaertl: But we confirm that a salary range of 45 to \$50,000 would be competitive, and .

305

00:28:06.060 --> 00:28:27.420

Lisa Schaertl: I need to have a salary range and call Ontario county HR tomorrow and tell them the salary range, so that they can begin advertising the position and get us the canvass list of candidates so i'm looking for board approval to publish it at 45 to \$50,000 commensurate with experience.

306

00:28:28.530 --> 00:28:34.140

Lisa Schaertl: I don't know if that needs to be a motion, or just, because we're not hiring anyone I don't know if that needs to be motion or just a general agreement.

307

00:28:35.400 --> 00:28:36.630

Patricia Ayres: I would make it a motion.

308

00:28:37.020 --> 00:28:37.890

Jill Persson: yeah me too.

309

00:28:38.340 --> 00:28:39.420

Lisa Schaertl: So.

310

00:28:39.600 --> 00:28:41.220

Patricia Ayres: I'll move that we use.

311

00:28:41.280 --> 00:28:47.160

Patricia Ayres: A 45 to \$50,000 so salary for the directors.

312

00:28:49.530 --> 00:28:58.020

Lisa Schaertl: we have a motion from Pat Ayres to publish the salary of 45 to \$50,000 for the director position.

313

00:29:00.150 --> 00:29:01.380

Lisa Schaertl: Any discussion or questions.

314

00:29:03.210 --> 00:29:03.930

Lisa Schaertl: All in favor.

315

00:29:04.710 --> 00:29:05.640

Dusty Mullen et all : Aye Aye.

316

00:29:07.320 --> 00:29:08.190

Lisa Schaertl: Any opposed.

317

00:29:10.560 --> 00:29:11.970

Lisa Schaertl: Okay motion carries Thank you.

318

00:29:13.050 --> 00:29:20.700

Lisa Schaertl: We also recommend appointing an interim director as soon as possible, because the process of hiring someone through Ontario HR does take.

319

00:29:20.970 --> 00:29:21.720

Lisa Schaertl: Some time.

320

00:29:22.890 --> 00:29:23.190

Jill Persson: yeah.

321

00:29:23.310 --> 00:29:29.520

Lisa Schaertl: so we discussed a couple possible candidates and we'd like to begin interviews this week.

322

00:29:32.040 --> 00:29:34.560

Lisa Schaertl: Again, I'd like the board's approval to do that.

323

00:29:39.270 --> 00:29:39.630

randallott: You want approval.

324

00:29:41.010 --> 00:29:45.390

randallott: To start that process or to hire someone.

325

00:29:45.600 --> 00:29:53.460

Lisa Schaertl: just to start the process, because what we'll do is we'll start interviewing people, and when we find a candidate, we would.

326

00:29:54.930 --> 00:30:00.630

Lisa Schaertl: In a second interview, we would bring it to the board for approval to appoint that person.

327

00:30:01.980 --> 00:30:05.550

randallott: because our primary charge is to make sure we have a director.

328

00:30:05.880 --> 00:30:26.220

Lisa Schaertl: yes And I would hope that we could, if the stars align and we find someone that we all like, I would call a special meeting before June 21 to appoint that person as an interim director to start when they can, after Andrea has left us.

329

00:30:27.570 --> 00:30:28.050

Lisa Schaertl: So.

330

00:30:29.910 --> 00:30:42.060

Lisa Schaertl: If you guys feel more comfortable making a motion to authorize the hiring committee to start seeking an interim director great otherwise I think we'll just go ahead and do it, and you will certainly have a motion to appoint that person.

331

00:30:42.270 --> 00:30:42.930

randallott: right

332

00:30:43.140 --> 00:30:44.460

Patricia Ayres: yeah I think I don't think we.

333

00:30:44.580 --> 00:30:47.340

Patricia Ayres: need a motion to appoint an interim.

334

00:30:47.640 --> 00:30:48.390

Lisa Schaertl: To get started.

335

00:30:48.660 --> 00:30:49.830

Patricia Ayres: yeah.

336

00:30:50.100 --> 00:30:53.100

Lisa Schaertl: alright So we'll get started, if any, if nobody has any objections.

337

00:30:54.240 --> 00:30:55.710

Dusty Mullen: No objections.

338

00:30:56.940 --> 00:30:59.010

Lisa Schaertl: and just you know, an interim director.

339

00:31:00.270 --> 00:31:02.190

Lisa Schaertl: can be appointed by us.

340

00:31:02.730 --> 00:31:03.780

Lisa Schaertl: without having to go.

341

00:31:03.780 --> 00:31:20.580

Lisa Schaertl: Through Ontario well without having to go through the list of eligible people from Ontario county HR. they can serve for 90 days, while we go through the process with Ontario county HR civil service to hire an actual director and i've got the process down from.

342

00:31:21.600 --> 00:31:33.630

Lisa Schaertl: Jene Trimm at Ontario HR about how that works, we basically find a candidate, we write up a contract or an agreement with a candidate saying there's what their stipend would be what their duties would be.

343

00:31:35.910 --> 00:31:49.770

Lisa Schaertl: We get the board to approve appointing that candidate and then we need to contact Ontario county HR and have them open an application and the candidate has to complete an application in Ontario county HR and then they can start that's the process.

344

00:31:51.750 --> 00:31:52.200

Lisa Schaertl: Okay.

345

00:31:54.270 --> 00:31:55.020

Lisa Schaertl: that's the hiring committee.

346

00:32:05.280 --> 00:32:15.780

Lisa Schaertl: That leads us to the final thing prepare the 2020 Annual Report to the Community Andrea did the data intensive Annual Report to the State and pioneer library system did approve it and.

347

00:32:16.200 --> 00:32:22.350

Lisa Schaertl: forgot to send it back to us until she asked so that's come back. it's a long list of statistics about.

348

00:32:23.430 --> 00:32:32.010

Lisa Schaertl: attendance of programs and circulation, etc, and we use it to prepare our annual report to the Community, which I would have liked to have done.

349

00:32:32.670 --> 00:32:42.330

Lisa Schaertl: A couple months ago, but it didn't make the list of things to do so i'll take that information and i'll go ahead and draft our report to the community for you, for you all to review and approve

350

00:32:43.200 --> 00:32:55.410

randallott: can add that the first time we have a in person meeting can we have that on the agenda, the annual report, so we can actually have a chance to look at it, if we want to.

351

00:32:57.120 --> 00:32:59.250

randallott: The one that one that was approved by pls that.

352

00:32:59.250 --> 00:33:09.300

randallott: Andrea prepared. Normally, we would have done that you know, at a meeting at some point, but you know we've been isolated, so much. in a month or two, I mean whenever that happens.

353

00:33:10.830 --> 00:33:13.320

Lisa Schaertl: yeah Randy I did put it on drive somewhere.

354

00:33:13.410 --> 00:33:13.980

randallott: You did.

355

00:33:14.310 --> 00:33:17.820

randallott: Oh well, i'll find it then i'll search for it.

356

00:33:18.000 --> 00:33:19.230

randallott: Okay sorry.

357

00:33:19.470 --> 00:33:35.910

Lisa Schaertl: No that's all right you're absolutely right, because I remember last year we actually went we did have a motion to approve it before it was submitted to pls and we didn't do that this year that did fall through the cracks so I took the approved one and at least put that on drive.

358

00:33:41.310 --> 00:33:42.930

randallott: don't look for it now i'll find it.

359

00:33:44.160 --> 00:33:44.610

Lisa Schaertl: There it is.

360

00:33:46.680 --> 00:33:48.000

randallott: Okay yep Thank you.

361

00:33:48.810 --> 00:33:49.950

Patricia Ayres: Annual Reports

362

00:33:52.680 --> 00:33:56.610

Lisa Schaertl: And I don't have up their previous years, is it necessary

363

00:33:56.640 --> 00:33:58.050

randallott: no Not for me

364

00:33:58.740 --> 00:34:00.090

Patricia Ayres: they're in a file someplace.

365

00:34:00.360 --> 00:34:08.250

Lisa Schaertl: they're in a file someplace yeah so, then they are for us review at this point is just for our information, since it's already been sent to and approved by pls.

366

00:34:10.770 --> 00:34:11.280

Lisa Schaertl: All right.

367

00:34:14.280 --> 00:34:19.320

Lisa Schaertl: correspondence and communications Randy did you post the letter or is that still being worked.

368

00:34:20.220 --> 00:34:21.720

randallott: it's ready to be printed.

369

00:34:22.830 --> 00:34:29.730

randallott: it's in the ad hoc I didn't put it in the meeting folder it's in the ad hoc folder if you want to call it up.

370

00:34:30.120 --> 00:34:41.760

randallott: You can I don't know if you want it to but I want to print it tomorrow Pat's going to sign it at the Barbecue do you mind little like tomato sauce smudges on it or.

371

00:34:44.790 --> 00:34:51.420

randallott: And then i'm going to bring it back and scan it and with her signature and then I will send it out.

372

00:34:52.470 --> 00:34:59.730

randallott: unless she wants to I might send it to Pat if she prefers and she'll send it out if or else I will one of us will send it out.

373

00:35:00.060 --> 00:35:02.310

Patricia Ayres: Yes, I probably will for my email.

374

00:35:02.490 --> 00:35:03.210

randallott: yeah okay.

375

00:35:03.390 --> 00:35:05.490

Lisa Schaertl: Your email as an attachment.

376

00:35:05.490 --> 00:35:07.200

randallott: i'll send it to her as a PDF.

377

00:35:07.290 --> 00:35:10.920

randallott: And then she can then she can email it once after she signs it.

378

00:35:11.310 --> 00:35:15.060

Lisa Schaertl: Okay, and in addition to are you also sending them a hard copy.

379

00:35:15.060 --> 00:35:16.230

Lisa Schaertl: by mail.

380

00:35:16.770 --> 00:35:27.150

randallott: You want hard so that's we yes, we can do that, we can do us mail to the named people and then email to everybody.

381

00:35:28.230 --> 00:35:30.510

randallott: So, to the board President and to the superintendent.

382

00:35:30.870 --> 00:35:32.520

randallott: we will send hard copies.

383

00:35:33.210 --> 00:35:33.540

Lisa Schaertl: that's good.

384

00:35:33.570 --> 00:35:37.830

randallott: and then to everybody send an email copy yeah.

385

00:35:38.130 --> 00:35:39.630

Patricia Ayres: Okay, that sounds good okay.

386

00:35:41.310 --> 00:35:42.750

Lisa Schaertl: So this is the letter that we just.

387

00:35:42.750 --> 00:35:43.470

Andrea Tillinghast: this is wrong

388

00:35:44.970 --> 00:35:45.300

Lisa Schaertl: What.

389

00:35:46.740 --> 00:35:49.320

Andrea Tillinghast: It just it's just a typo in a zip code.

390

00:35:49.620 --> 00:35:50.940

Lisa Schaertl: at the top

391

00:35:55.200 --> 00:35:55.950

randallott: In the banner.

392

00:35:56.460 --> 00:35:57.120

randallott: a four

393

00:35:58.140 --> 00:35:59.580

Patricia Ayres: five four eight.

394

00:36:00.780 --> 00:36:01.140

Lisa Schaertl: fixed

395

00:36:01.410 --> 00:36:02.460

Patricia Ayres: for charlene's

396

00:36:03.570 --> 00:36:06.900

Lisa Schaertl: Okay, so that's the letter, and I will.

397

00:36:09.840 --> 00:36:16.590

Lisa Schaertl: i'll put a link to this into the meeting folder and here's a here's an opportunity to teach you all a new trick so.

398

00:36:16.830 --> 00:36:18.510

Lisa Schaertl: We have been keeping.

399

00:36:18.960 --> 00:36:23.970

Lisa Schaertl: reports in the committee folders and then i've been asking you to put a copy in the meeting folder.

400

00:36:24.630 --> 00:36:36.300

Lisa Schaertl: Well, Google drive has a new thing or you can put a link to a document so rather than copying the document into the other folder we're going to put a link to it, the letters going to stay here in the in the ad hoc committee folder.

401

00:36:37.350 --> 00:36:39.330

Lisa Schaertl: Okay i'm going to.

402

00:36:41.760 --> 00:36:42.930

Lisa Schaertl: add a shortcut.

403

00:36:43.950 --> 00:36:44.640

Lisa Schaertl: to drive.

404

00:36:46.050 --> 00:36:50.220

Lisa Schaertl: And i'm going to find the red jacket Community library drive.

405

00:36:52.230 --> 00:36:53.580

Lisa Schaertl: Meeting documents.

406

00:36:56.790 --> 00:36:57.660

Lisa Schaertl: May.

407

00:36:59.670 --> 00:37:03.150

Lisa Schaertl: And i'm going to make a new folder called correspondence.

408

00:37:08.880 --> 00:37:10.050

Lisa Schaertl: i'm going to add a shortcut.

409

00:37:12.750 --> 00:37:16.560

Lisa Schaertl: Now, when we go to the meeting documents.

410

00:37:23.430 --> 00:37:28.890

Lisa Schaertl: you'll see there's a new folder called correspondence and in here, you see this little word document with a little arrow.

411

00:37:30.090 --> 00:37:34.740

Lisa Schaertl: That means it's linked to that document over in the ad hoc committee folder.

412

00:37:34.800 --> 00:37:36.450

randallott: I like that a lot better than the old way.

413

00:37:36.720 --> 00:37:37.170

randallott: yeah.

414

00:37:37.410 --> 00:37:38.550

Lisa Schaertl: If I click on it.

415

00:37:39.720 --> 00:37:46.530

Lisa Schaertl: If I clicked on it it'll open up the document but i'm now looking at the document that's in the ad hoc committee folder.

416

00:37:47.850 --> 00:37:50.010

Lisa Schaertl: So there's just one copy now okay.

417

00:37:50.700 --> 00:37:52.440

Patricia Ayres: Okay okay.

418

00:37:53.550 --> 00:37:54.330

randallott: Do you.

419

00:37:54.420 --> 00:37:56.190

randallott: Like charge a fee for this meeting.

420

00:37:57.090 --> 00:37:59.400

randallott: are you charging a training fee for this.

421

00:38:01.830 --> 00:38:05.730

Lisa Schaertl: No i'm just happy to share a new trick and annoyed it took me that long to learn it.

422

00:38:07.980 --> 00:38:08.370

Lisa Schaertl: Okay.

423

00:38:11.550 --> 00:38:17.010

Lisa Schaertl: All right, that brings us to the end of our agenda does anybody have anything else

424

00:38:18.240 --> 00:38:30.090

Andrea Tillinghast: I just wanted to say thank you all for your support during the course of this past year or so it's really appreciated, so I just want formally say that.

425

00:38:30.630 --> 00:38:32.130

Lisa Schaertl: Thank you you're welcome.

426

00:38:32.550 --> 00:38:34.350

Patricia Ayres: And we really appreciate you.

427

00:38:34.590 --> 00:38:35.640

randallott: we appreciate all you've done.

428

00:38:36.030 --> 00:38:36.360

Patricia Ayers; and always will.

429

00:38:36.780 --> 00:38:38.790

randallott: wish you the very best and we'll miss you.

430

00:38:41.100 --> 00:38:49.110

Jill Persson: you've done an incredible job with everything happened in the past year, and thank you.

431

00:38:49.590 --> 00:38:51.930

Lisa Schaertl: I sure don't know how we would have gotten through Covid without you.

432

00:38:52.650 --> 00:38:53.910

Patricia Ayres: No, no.

433

00:38:56.310 --> 00:38:58.050

Andrea Tillinghast: Thank you, thanks.

434

00:38:58.830 --> 00:39:08.160

Lisa Schaertl: All right, yes, thank you so with that said i'm going to adjourn the meeting at 828 and i'm going to stop the recording but if anybody wants to remain.

435

00:39:09.570 --> 00:39:10.410

Lisa Schaertl: You may.