



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

June 21, 2021

The meeting was called to order at 7:05. This meeting took place remotely via video conference in accordance with the governor's executive order 202 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, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Interim Director Fran De Nardo; Absent Trustees Amy Hart, Dustine Mullen, Chris Spencer and Treasurer Jan Boor.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Celebration and memorial for Jessica Oliver (RJCL Trustee Jan-Sept 2020) on June 24, 5-9 pm at Lincoln Hill Farms.

SWEARING IN OF INTERIM DIRECTOR

L. Schaertl administered the Oath of Office to Interim Library Director Fran De Nardo.

APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres to approve the minutes from the May 17, 2021 board meeting.

RESOLVED, on motion by P. Ayres to approve the minutes from the executive session of the May 17, 2021 board meeting.

RESOLVED, on motion by R. Ott to approve the minutes from the June 1, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

May 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that there were no debit card purchases and vouchers submitted were for library purchases and properly documented. Bank reconciliations for May 2021 were available for review. Total cash assets held by CNB on May 28, 2021 were \$193,488.48.

RESOLVED, on motion by R. Ott to approve unpaid claims totaling \$1,737.71 and payments made prior to board approval by roll call vote with aye from Trustees Pat Ayres, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, and Peggy Sutton; nay (due to absence) from Amy Hart, Dustine Mullen and Chris Spencer, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		05/15/2021	05/25/2021	54.39
Baker & Taylor	Bill		05/05/2021	05/15/2021	101.47
Midwest Tape	Bill		05/10/2021	05/20/2021	44.98
Midwest Tape	Bill		05/18/2021	5/28/2021	20.24
NYS Unemployment	Bill		05/06/2021	05/16/2021	433.95
Patsy Olszewski	Bill		06/02/2021	06/12/2021	13.18
Whiteman Osterman Hanna	Bill		05/27/2021	06/06/2021	1,069.50
Total unpaid claims					\$1,737.71

Year End Financial Report is due June 30, 202, and will be reported at the July 2021 meeting.

DIRECTOR'S REPORT – F. De Nardo reported the May program and virtual online programs statistics.

J. Schneider, Youth Service Coordinator has started Facebook Storytime Terrific Tuesdays and arranging summer events.

On June 28, 2021, P. Sutton will introduce F. De Nardo to the school Superintendent, business manager, building principals including support staff and IT.

Working to expand connection with Friendly Village and Village Mayors.

COMMITTEE REPORTS:

Nominations – P. Ayres presented the committee report.

The Nominating Committee submits the following slate of officers for consideration for the 2021-2022 year:

Lisa Schaertl for President, Kim Sutter for Vice President, Peggy Sutton for Secretary and Jan Boor for Treasurer.

The election will take place at the July 19, 2021, annual meeting of the board. At the meeting, the current president will ask for nominations from the floor. If there are none, the vote will proceed to adopt the ballot presented and those names will take office.

Ad Hoc Committee on Operations Review- L. Schaertl presented the committee report.

On June 27, 2021, the Ad Hoc Committee will meet with the BOE (Board of Education). Topics include summer hours, COVID protocols, renegotiation of the shared use agreement and framework for moving forward.

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

RESOLVED on motion by Jill Persson to amend the Designation of Bank and Check Signers, adopted at the 2020 Annual Meeting, to authorize the transfer or withdrawal of funds by any of the following persons: Francesca De Nardo, Interim Library Director, 3714 Taylor Rd, Clifton Springs, NY; Lisa Schaertl, President, 4285 Shortsville Rd, Shortsville, NY; Patricia Ayres, Vice President, 4671 Herendeen Rd., Shortsville NY.

RESOLVED on motion by L. Schaertl that the Treasurer is authorized by the Board of Trustees of the Red Jacket Community Library to engage with Bonn, Dioguardi, and Ray LLP to perform the 2020-2021 annual financial review at a mutually convenient time in July 2021 or August 2021.

RESOLVED on motion by J. Persson that the Board of Trustees of the Red Jacket Community Library authorizes the Treasurer to transfer \$20,000 from the Capital Fund into the general operating fund prior to June 30, 2021.

RESOLVED, on motion by L. Schaertl to adopt 500-07 Investment Policy.

Policy – No report.

Facilities – No report.

Personnel – K. Sutter presented the committee report.

RESOLVED, on motion by Lisa Schaertl to approve the provisional appointment of Jordon Schneider to the position of Youth Services Coordinator starting June 7, 2021, at the rate of \$16.00/hour.

K. Sutter will work with Interim Director F. De Nardo on staff performance reviews and salary recommendations for presentation to the board in July

L. Schaertl provided orientation for F. De Nardo including use of the school district systems for work orders and facility use requests, and the Ontario County HR (OCHR) portal.

The exam for the Library Clerk position was given in May and waiting on the new list of candidates. Civil service exams for Library Assistant and Library Manager have scheduled dates.

Ad Hoc Hiring Committee – L. Schaertl presented the committee report.

Interim Director, Fran De Nardo started June 10, 2021. An interim director may work a maximum of 90 days. A search is underway for a permanent director. F. De Nardo is a candidate for the permanent position. Candidates must apply for the civil service exam by July 21, 2021. A new list based on the exam will be available by mid-September. Meanwhile the RJCL board may hire a candidate provisionally and is seeking a candidate with library experience (MLS desired), management experience, community connection and relationship-building skills.

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

LRP committee met on May 24, 2021, and reviewed sample surveys, tools, general information, and minimum standards for the LRP provided by PLS. Committee members went over the current LRP and determined that several goals need to be rewritten or removed.

On June 2, 2021, was a community forum at the library. 43 community members were present including mayors of Shortsville and Manchester, two BOE members and two newly elected BOE members, Friends of the library and 12 library staff/RJCL Board members. Surveys were handed out to community members.

Goal of the next meeting will be to review surveys, assign board members to summer events and set up focus groups with community members.

UNFINISHED BUSINESS

RESOLVED, on motion by L. Schaertl to approve the 2020 annual report to NYS.

RESOLVED, on motion by P. Sutton to approve the 2020 annual report to the community.

NEW BUSINESS

None

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 7:59 p.m.

NEXT MEETING:

Annual meeting Monday, July 19, 2021, at 7:00 p.m.

Regular meeting Monday, July 19, 2021, immediately following the annual meeting.

Submitted by Marguerite (Peggy) Sutton, Secretary