



Red Jacket Community Library

BOARD OF TRUSTEES ANNUAL MEETING

Minutes

July 19, 2021

CALL TO ORDER The meeting was called to order at 7:02 p.m. by President Lisa Schaertl.

ROLL CALL Quorum was present: Trustees Pat Ayers, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Interim Library Director Fran De Nardo; Treasurer Jan Boor; Guests Jennifer Lueke, Nichole Coyne; Absent: Trustee Amy Hart, Chris Spencer and Kim Sutter.

APPROVAL OF AGENDA The agenda was approved with no changes.

APPROVAL OF MINUTES RESOLVED, on motion by J. Persson to approve the minutes from July 20, 2020 Annual Meeting.

ANNOUNCEMENT

With 42 ballots cast, voters approved a tax levy increase for Red Jacket Community Library (RJCL) by a vote of 26-16. Trustee Kim Sutter was re-elected.

SWEARING IN OF NEWLY ELECTED TRUSTEES

Kim Sutter was sworn in on July 10, 2021.

ELECTION OF OFFICERS

RESOLVED, on a motion by P. Ayres, to accept the slate of officers presented by the Nominations Committee at the June board meeting: President-Lisa Schaertl, Vice President- Kim Sutter and Secretary-Peggy Sutton.

COMMITTEE ASSIGNMENTS Committee assignments for 2021-2022 made as follows:

Personnel	K. Sutter (chair), P. Ayres, J. Persson
Policy	L. Schaertl (chair), R. Ott, P. Sutton
Facilities	C. Spencer (chair), P. Ayres, R. Ott
Finance & Audit	R. Ott (chair), D. Mullen, C. Spencer
Planning	D. Ott (co-chair), P. Sutton (co-chair), A. Hart, J. Persson
Nominating	P. Ayres (chair), A. Hart, D. Mullen
Ad hoc committee on Operations	C. Spencer (chair), P. Ayres, R. Ott, K. Sutter, Kerry Adams (community member)
Ad hoc committee Director Search	L. Schaertl (chair), J. Persson, K. Sutter

APPOINTMENT OF CLAIMS REVIEWER RESOLVED, on motion by L. Schaertl to appoint Trustee Randall Ott as claims reviewer.

DESIGNATION OF BANK AND CHECK SIGNERS

RESOLVED, THAT THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY (HEREINAFTER REFERRED TO AS THE "BANK") IS HEREBY DESIGNATED AS A DEPOSITORY OF THE RED JACKET COMMUNITY LIBRARY, 7 LEHIGH AVENUE, SHORTSVILLE, NY (HEREINAFTER REFERRED TO AS THE "CORPORATION") AND THE DEPOSIT ACCOUNTS OF ANY KIND MAY BE OPENED AND MAINTAINED IN THE NAME OF THE CORPORATION WITH SAID BANK. BE IT FURTHER

RESOLVED, THAT THE FUNDS OF THE CORPORATION MAY BE ELECTRONICALLY TRANSFERRED OR WITHDRAWN UPON CHECK, DRAFT NOTE, WRITTEN ORDER, WRITTEN WITHDRAWAL REQUEST OR DEBIT CARD TRANSACTIONS OF THE CORPORATION SIGNED, OR PURPORTING TO BE SIGNED BY THE FACSIMILE SIGNATURE(S), BY ANY OF THE FOLLOWING PERSONS. IN SOME INSTANCES, THE REQUEST FOR THE ELECTRONIC TRANSFER OF FUNDS MAY BE ACCEPTED BY AN OFFICER OF THE BANK OVER THE TELEPHONE.

LIBRARY DIRECTOR	FRAN DE NARDO	3714 TAYLOR RD., SHORTSVILLE, NY
PRESIDENT	LISA R. SCHAERTL	4285 SHORTSVILLE RD., SHORTSVILLE NY
VICE PRESIDENT	KIM SUTTER	702 HOWLAND RD., SHORTSVILLE NY

THE BANK IS HEREBY AUTHORIZED TO PAY SUCH CHECKS, DRAFTS, NOTES, WRITTEN ORDERS, OR TO PAY PURSUANT TO THE WRITTEN WITHDRAWAL AND ELECTRONIC TRANSFER REQUESTS AND TO RECEIVE THE SAME FOR CREDIT TO THE ACCOUNT OF THE PAYEE, OR IN

PAYMENT OF THE INDIVIDUAL INDEBTEDNESS OF THE PAYEE, OR ANY OTHER HOLDER WHEN SO SIGNED, OR TO OTHERWISE HONOR ANY WRITTEN INSTRUCTIONS CONCERNING SAID ACCOUNT WHEN SIGNED AS AUTHORIZED ABOVE, WITHOUT INQUIRY AS TO THE CIRCUMSTANCES OF THEIR ISSUE OR THE DISPOSITION OF THEIR PROCEEDS OR ANY SUCH PAYMENTS WHETHER DRAWN TO THE INDIVIDUAL ORDER OR TENDERED IN PAYMENT OF THE INDIVIDUAL OBLIGATIONS OF ANY OF THE ABOVE PERSONS OR ANY OFFICER OR EMPLOYEE OF THIS CORPORATION OR OTHERWISE. BE IT FURTHER

RESOLVED, THAT THE BANK AS A DESIGNATED DEPOSITORY OF THIS CORPORATION, IS HEREBY REQUESTED, AUTHORIZED, AND DIRECTED TO HONOR CHECKS, DRAFTS, OR OTHER ORDERS FOR THE PAYMENT OF MONEY DRAWN IN THIS CORPORATIONS NAME, INCLUDING THOSE PAYABLE TO THE INDIVIDUAL ORDER OF ANY PERSON OR PERSONS WHOSE NAMES APPEAR THEREON AS SIGNER OR SIGNERS THEREOF, WHEN BEARING OR PURPORTING TO BEAR THE FACSIMILE SIGNATURE(S) OF ANY INDIVIDUAL(S) LISTED ON THIS RESOLUTION, AND THE BANK SHALL BE ENTITLED TO HONOR AND TO CHARGE THIS CORPORATION FOR SUCH CHECKS, DRAFTS, OR OTHER ORDERS, REGARDLESS OF BY WHOM OR BY WHAT MEANS THE ACTUAL OR PURPORTED FACSIMILE SIGNATURE(S) THEREON MAY HAVE BEEN AFFIXED THERETO, IF SUCH SIGNATURE(S) RESEMBLE THE FACSIMILE SPECIMENS DULY CERTIFIED TO OR FILED WITH THE BANK BY THE SECRETARY OR OTHER OFFICER OF THIS CORPORATION. BE IT FURTHER

RESOLVED, THAT IF ANY ONE OF THE AUTHORIZED SIGNATURES IS PRESENT, THE BANK'S ACTION IN PAYING SUCH CHECKS, DRAFTS, NOTES, WRITTEN ORDER OR PAYING PURSUANT TO SUCH WRITTEN WITHDRAWAL OR ORAL REQUEST SHALL BE BINDING ON THE CORPORATION SINCE THE REQUIREMENT OF MORE THAN ONE SIGNATURE IS SOLELY AN INTERNAL REQUIREMENT OF THE CORPORATION AND SHALL NOT BE BINDING ON THE BANK. BE IT FURTHER

RESOLVED, THAT ANY CHECKS, DRAFTS, NOTES OR OTHER INSTRUMENTS OF ANY KIND PAYABLE TO OR BELONGING TO THIS CORPORATION MAY BE ENDORSED BY ANY OF ITS OFFICERS, EMPLOYEES OR AGENTS AND DEPOSITED WITH THE BANK FOR THE CREDIT AND USE OF THIS CORPORATION AND SAID ENDORSEMENTS MAY BE MADE IN WRITING OR BY STAMP AND WITHOUT DESIGNATION OF THE PERSON SO ENDORSING. BE IT FURTHER

RESOLVED, THAT THE SECRETARY SHALL FURNISH TO THE BANK THE NAMES OF THE PRESENTLY DULY ELECTED AND QUALIFIED OFFICERS OF THE CORPORATION AND SHALL, FROM TIME TO TIME HEREAFTER AS CHANGES IN THE PERSONNEL OF SAID OFFICERS ARE MADE, IMMEDIATELY CERTIFY SUCH CHANGES TO THE BANK, AND THE BANK SHALL BE FULLY PROTECTED IN RELYING ON SUCH CERTIFICATION OF THE SECRETARY AND SHALL BE INDEMNIFIED AND SAVED HARMLESS FROM ANY CLAIMS, DEMANDS, EXPENSES, LOSS OF DAMAGES RESULTING FROM, OR GROWING OUT OF HONORING THE SIGNATURE OF ANY OFFICER SO CERTIFIED, OR REFUSING TO HONOR ANY SIGNATURE SO CERTIFIED. BE IT FURTHER

RESOLVED, THAT ANY PERSON DESIGNATED AS AN AUTHORIZED SIGNER ON ACCOUNTS OF THE CORPORATION IS AUTHORIZED TO BORROW MONEY ON BEHALF OF THE CORPORATION BY TAKING ADVANCES (INITIATED BY OVERDRAFT OR ONLINE TRANSFER) ON ANY EXISTING CHEXMATE OVERDRAFT LINE OF CREDIT ACCOUNT THAT HAS BEEN ESTABLISHED FOR ACCOUNTS OF THE CORPORATION. BE IT FURTHER

RESOLVED, THAT THE BANK, AS A DESIGNATED DEPOSITORY OF THIS CORPORATION, IS HEREBY REQUESTED, AUTHORIZED AND DIRECTED TO ISSUE A DEBIT CARD TO ANY PERSON OR PERSONS DESIGNATED BY THE CORPORATION AS AN AUTHORIZED SIGNER ON ACCOUNTS OF THE CORPORATION. THE BANK IS HEREBY REQUESTED, AUTHORIZED AND DIRECTED TO HONOR ELECTRONIC TRANSACTIONS INITIATED BY DEBIT CARD WITH THE SIGNATURE OF AN AUTHORIZED SIGNER (SIGNATURE BASED) OR BY THE DEBIT CARD WITH AN ASSIGNED PERSONAL IDENTIFICATION NUMBER (PIN BASED), DRAWN ON THIS CORPORATION'S NAME, INCLUDING THOSE PAYABLE TO THE INDIVIDUAL ORDER OF ANY PERSON OR PERSONS WHO THE CORPORATION HAS DESIGNATED AS AN AUTHORIZED SIGNER. BE IT FURTHER

RESOLVED, THAT THE SECRETARY OR ANY OTHER OFFICER OF THIS CORPORATION IS HEREBY AUTHORIZED TO CERTIFY TO THE BANK A COPY OF THESE RESOLUTIONS AND TO AUTHORIZE ADDITIONAL INDIVIDUALS TO CONDUCT ON-LINE BANKING TRANSACTIONS ON BEHALF OF THE ORGANIZATION THROUGH THE INTERNET. SUCH AUTHORIZATION WILL BE MADE IN WRITING TO THE BANK. THE BANK MAY RELY ON AND ACT UPON SUCH CERTIFICATES, AND THESE RESOLUTIONS SHALL CONTINUE IN FULL FORCE AND EFFECT UNTIL THE BANK IS ADVISED BY A LIKE CERTIFICATE OF ANY CHANGES THEREIN, ON MOTION BY P. AYRES AND UNANIMOUSLY CARRIED.

TAX CAP OVERRIDE FOR 2022-2023

WHEREAS, THE ADOPTION OF THE 2022-2023 BUDGET FOR THE RED JACKET COMMUNITY LIBRARY MAY REQUIRE A TAX LEVY INCREASE THAT EXCEEDS THE TAX CAP IMPOSED BY STATE LAW AS OUTLINED IN GENERAL MUNICIPAL LAW SECTION 3-C ADOPTED IN 2011; AND

WHEREAS, GENERAL MUNICIPAL LAW SECTION 3-C EXPRESSLY PERMITS THE LIBRARY BOARD OF TRUSTEES TO OVERRIDE THE TAX LEVY LIMIT BY A RESOLUTION APPROVED BY A VOTE OF SIXTY PERCENT OF QUALIFIED BOARD MEMBERS; NOW, THEREFORE BE IT **RESOLVED**, THAT THE BOARD OF TRUSTEES OF THE RED JACKET COMMUNITY LIBRARY VOTE TO EXCEED THE TAX LEVY LIMIT FOR 2022-23 ON A MOTION BY P. SUTTON AND ROLL CALL VOTE WITH AYE FROM TRUSTEES PAT AYRES, DUSTINE MULLEN, RANDY OTT, JILL PERSSON, LISA SCHAERTL, PEGGY SUTTON; NAY (DUE TO ABSENCE) FROM AMY HART, CHRIS SPENCER, KIM SUTTER

HOLIDAY SCHEDULE OF CLOSINGS FOR 2022

RESOLVED, on motion by P. Ayres to approve the day after Thanksgiving, Christmas Eve and New Year’s Eve as floating holidays for 2022.

FEDERAL HOLIDAY CHANGE

WHEREAS, Juneteenth is now a federal holiday, be it hereby RESOLVED, on motion by L. Schaertl, that the library will be closed on June 20, 2022 in observation of Juneteenth.

BOARD OF TRUSTEES CALENDAR

RESOLVED, on motion by P. Sutton to approve the Board of Trustees meeting calendar - Mondays at 7 pm

Sept. 20, 2021	Jan. 24, 2022*	May 16, 2022
Oct. 18, 2021	Feb. 28, 2022*	June 27, 2022*
Nov. 15, 2021	Mar. 21, 2022	July 18, 2022
Dec. 20, 2021	Apr. 18, 2022	

**fourth Monday, due to Federal Holiday*

Policy Committee meets the week prior to the board meeting, Monday at 7 pm

Finance Committee meets the week after the board meeting, Mondays at 7 pm

ADJOURNMENT The meeting was adjourned at 7:15 p.m.

Submitted by Marguerite (Peggy) Sutton, RJCL Board Secretary