



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

July 19, 2021

The meeting was called to order at 7:16 p.m. by President Lisa Schaertl.

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 and Eileen Wegman; Absent: Trustee Amy Hart, Chris Spencer and Kim Sutter.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Jennifer Lueke and Nicole Coyne gave an update on the community center. The Facilities committee will participate in future meetings of the community center.

APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres to approve the minutes from the June 21, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer’s report including the Year-End Financial Report. June 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$628.26, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for June 2021 were available for review. Total cash assets held by CNB on June 30, 2021 were \$174, 851.84.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$1,697.49 and payments made prior to board approval; including debit card payments, totaling \$628.26 as follows:

Vendor	Type	Num	Date	Due Date	Amount
Midwest Tape	Bill		07/01/2021	07/11/2021	22.49
Pioneer Library System	Bill		07/06/2021	07/16/2021	25.00
Whiteman Osterman Hanna	Bill		07/01/2021	07/11/2021	1,650.00
Total unpaid claims					\$1,697.49
Penny Lane	Check		06/30/2021	06/30/2021	98.38
Ace Coffee	Check		06/01/2021	06/30/2021	10.00
Children’s Plus	Check		06/18/2021	06/30/2021	183.45
Collaborative	Check		06/11/2021	06/30/2021	19.00
Fran De Nardo	Check		06/18/2021	06/30/2021	15.27
Jordan Schneider	Check		06/22/2021	06/30/2021	7.54
Library Journal	Check		06/30/2021	06/30/2021	129.99
Midwest Tape	Check		06/21/2021	06/30/2021	113.20
Christine La Terra	Check		06/30/2021	06/30/2021	51.43
Total payments made prior to board approval					\$628.26

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

Over 60 children and adults have signed up for summer reading. Terrific Tuesdays virtual Storytime will continue until September. The library continues to post on the Red Jacket Community Library (RJCL) and community Facebook pages.

F. De Nardo has possible solutions to meet the 35 hours a week minimum required by NYS. She has met with Fred Mink Mayor of Shortsville and the Manchester Village Board to see about options during the day.

F. De Nardo met with K. Sutter, personnel committee chair, regarding staff performance reviews and wage increases. RESOLVED, on motion by L. Schaertl, to approve wage increases as budgeted, with new rates as follows: K. Honchen \$14.73/hour, P. Olszewski \$15.59/hour, effective July 1, 2021.

COMMITTEE REPORTS:

Nominations – No report.

Ad Hoc Committee on Operations Review- R. Ott presented the committee report.

On July 14, 2021, the Ad Hoc Committee met with representatives from the BOE (Board of Education) and Manchester Shortsville Central School District (MSCSD) in the library. The focus of the meeting was to define areas used by the RJCL and MSCSD. The committees agreed that Room 173 will remain the community library office. The “fishbowl” and room adjacent will remain shared space. The MSCSD proposed to convert Room 161, with some facilities improvements, to community library breakroom and storage. The community library will continue to have access to the sink located in the common area. The current location of videos can remain and be used for the community library. MSCSD plans to eliminate RJCL access to Computer lab rooms 160 and 162 as well as rooms 170 and 174. The board raised concerns about specific rooms mentioned in the proposal, and the Ad Hoc Committee will try to negotiate with the BOE regarding those concerns. The new shared use agreement or lease was not discussed in this meeting.

Finance and Audit – R. Ott.

WHEREAS, the next regular meeting of the board is set for September 20, 2021, wherein the board will audit claims, therefore be it RESOLVED, on motion by R. Ott, to grant authority to Interim Library Director Fran De Nardo, beginning July 20, 2021, and ending August 31, 2021, to approve payment of eligible claims in advance of the September 2021 claims audit.

Policy – No report.

Facilities – No report.

Personnel – No report.

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

The committee received seven applications and selected four candidates to interview.

RESOLVED, on motion by L. Schaertl to appoint Francesca De Nardo to the position of Director of the Red Jacket Community Library, provisional on satisfactory completion of the civil service exam, at a salary of \$50,000 per year, effective July 20, 2021.

RESOLVED, on motion by J. Persson, to authorize a health insurance benefit to the Director, in the form of an employer contribution of \$6,325.00 per calendar year as budgeted, towards a qualified plan to be selected by the Director, effective July 20, 2021.

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

LRP committee met on June 30, 2021 and reviewed survey data from the June 2, 2021 community forum. It was determined that the survey needs to be shorter targeting specific questions. D. Mullen developed a new survey tool. RJCL trustees and Friends have been going to summer events handing out surveys and talking with community members about the library. P. Sutton recommends working with a facilitator, (Sherry Sacco,) to assist with focused groups and long-range plan. The committee will meet July 28, 2021 to meet with S. Sacco, set a timeline and go over expectations of the facilitator and process owners (P. Sutton and D. Mullen).

UNFINISHED BUSINESS

None

NEW BUSINESS

Board and Staff Development

It was suggested by J. Persson to have an informal social activity off library grounds as an opportunity to connect since emerging from quarantine and personnel changes of both the library staff and RJCL board. J. Persson will be setting up the date and location.

RESOLVED, on motion by D. Mullen to approve library staff to be paid for their final hour of work on the Friday of the team building activity, and approve the library closing at 6:00 pm that same day.

CONFLICT OF INTEREST STATEMENTS - All Trustees, the Director and the Treasurer are required to read [Policy 200-4](#) and submit a signed Annual Statement before our next meeting.

WHISTLEBLOWER STATEMENTS – All new trustees and library employees are required to read [Policy 500-2](#) and submit a signed Whistleblower Policy Acknowledgement Form before our next meeting.

SWEARING IN OF DIRECTOR

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

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 8:58 p.m.

NEXT MEETING:

Regular meeting Monday, September 20, 2021 at 7:00 pm at the RJCL.

Submitted by Marguerite (Peggy) Sutton, Secretary