



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

September 20, 2021

The meeting was called to order at 7:03 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Randall Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Guest Nancy Johnsen; Absent Trustees Amy Hart and Kim Sutter.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

Announcements: Resignation of Trustees Chris Spencer on August 5, 2021 and Dustine Mullen on August 23, 2021. Trustee roster updated and committee assignments re-configured.

APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres to approve the minutes from the July 19, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

July and August 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for July and August 2021 were available for review. Total cash assets held by CNB on July 31, 2021 were \$161,083.13 and on August 31, 2021 were \$149,786.05.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$3,975.70 and payments made prior to board approval, including debit card payments, totaling \$5,077.16:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		07/26/2021	08/07/2021	147.04
Baker & Taylor	Bill		08/17/2021	08/27/2021	33.65
Baker & Taylor	Bill		08/20/2021	08/30/2021	36.66
Baker & Taylor	Bill		08/23/2021	09/02/2021	54.40
Baker & Taylor	Bill		08/30/2021	09/09/2021	36.06
Jordan Schneider	Bill		09/07/2021	09/17/2021	8.37
Junior Library Guild	Bill		08/05/2021	08/17/2021	373.52
USPS	Bill		09/01/2021	09/11/2021	130.00
WFL Boces	Bill		08/12/2021	08/22/2021	2,106.00
Whiteman Osterman and Hannah	Bill		08/31/2021	09/10/2021	1,050.00
Total unpaid claims					\$3,975.70

The bill from NYSLRS is significantly greater than what is allocated in the budget. There is some money reserved in the retirement fund that may be used to help pay this bill.

We may approve Form 990 at our October meeting. If our accountant does not have it prepared when due, they can file for an extension.

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

Summer reading had a variety of programs including Storytime's, crafts, movie nights and trail walks. Terrific Tuesdays Storytime is continuing. In September starting to offer appointments for technology help. Have set up branches (in Shortsville Fire Hall and Manchester Village Hall) and are planning daytime programs including live Storytime, crafts and very low impact type fitness (aerobics/balance) classes.

Advertising for the Part Time Clerk opening. Posts on the library Facebook page have good response.

COMMITTEE REPORTS:

Have added Community Members representatives on some committees.

Nominations – L. Schaert presented the committee report.

RESOLVED, on motion by P. Ayres to appoint Nancy Johnsen to the vacancy on the Board of Trustees for a term expiring June 2023, in accordance with the bylaws.

Continuing to recruit and interview candidates for the vacant term expiring June 2025.

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

Received a draft contract from Manchester Shortsville Central School District's (MSCSD) attorney with a map to designate color-coded areas that RJCL can use. The committee feels that the space issues have been resolved. Two areas of concern remain: Hours and Rent.

Discussions continue with MSCSD and RJCL lawyers on the contract. The Ad Hoc Committee on Operations and the school's committee will meet on October 20, 2021 to continue discussions.

Facilities – L. Schaertl presented the committee report

Met with representatives from the group working to create a Red Jacket Community Center. Shared updates and progress and discussed opportunities for collaboration.

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

LRP committee has met several times and changes were made to committee members. Past surveys collected. Changes made to the current survey. Dates and times selected for focus groups. Emails and phone calls made to community members about being on a focus group. J. Persson working with girls scouts to hand out surveys at Bliss and Dollar General. Friends will be assisting. Surveys left at local businesses. Facebook survey developed by J. Schneider and A. Hart. On September 16 preliminary meeting was done to go over material and questions for focus groups. First focus group this Thursday, September 23, 2021. Next focus groups on October 4 and 7, 2021.

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

Tax revenue will likely be received from the school before our October meeting. Under the investment policy we may need to split the tax money when it is deposited, so that neither the savings accounts nor checking account exceed the FDIC insurance limits.

Policy – L. Schaertl presented the committee report

Disaster Plan is up for mandatory annual review. Few comments have been noted from the Trustees. F. De Nardo to review plan and work with committee to present changes at October meeting.

Personnel – L. Schaertl presented the committee report.

Waiting to hear back from Ontario County Human Resource (OCHR) on the status of F. De Nardo completed exam. J. Schneider status with OCHR has been changed from provisional to probationary. F. De Nardo has offered staff ways they can make up the hours lost due to the later (4 pm) weekday opening time restriction. Vacation time may be used for this.

UNFINISHED BUSINESS

CONFLICT OF INTEREST STATEMENTS - All Trustees, the Director and the Treasurer are required to read Policy 200-4 and submit a signed Annual Statement. Only a few left to complete, P. Sutton will follow up to ensure completion.

WHISTLEBLOWER STATEMENTS – All new trustees and library employees are required to read Policy 500-2 and submit a signed Whistleblower Policy Acknowledgement Form. F. De Nardo and P. Sutton will review to ensure a completed document is on file for trustees and library employees.

NEW BUSINESS

SWEARING IN OF NEWLY APPOINTED TRUSTEE

L. Schaertl administered the Oath of Office to newly appointed Trustee Nancy Johnsen.

Trustees are encouraged to sign up for PLS training: Trustees Handbook Book club – Trustees Duties & Responsibilities. Tuesday, October 19 at 5 pm.

CORRESPONDENCE AND COMMUNICATIONS

Received thank-you card from staff for the Friday, September 18, 2021 get together with Trustees and Library Staff

The meeting was adjourned at 8:47 p.m.

NEXT MEETING:

Regular meeting Monday, October 18, 2021, at 7:00 pm at RJCL

Submitted by Marguerite (Peggy) Sutton, Secretary