



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

October 18, 2021

The meeting was called to order at 7:12 p.m. by President Lisa Schaertl. This meeting took place remotely via video conference in accordance with the governor's executive order 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 Amy Hart, Nancy Johnsen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Absent Trustees Pat Ayres.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

PLS training: Trustee Duties & Responsibilities, Tuesday October 19 at 5pm. Newly appointed Trustee N. Johnsen has registered for the training.

Ontario County will do a virtual presentation of the architect's report on the Manchester roundhouse Oct. 21. The public is invited.

APPROVAL OF MINUTES

RESOLVED, on motion by J. Persson to approve the minutes from the September 20, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

September 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 September 2021 were available for review. Total cash assets held by CNB on September 30, 2021 were \$128,682.72.

RESOLVED, on motion by L. Schaertl to approve corrections to July/August payments paid prior to board approval, including debit card payments, totaling \$7,791.33, as presented. The total corrects the total previously approved on 9/20/2021.

Vendor	Type	Num	Date	Due Date	Amount
Sweet Blessing	Debit		07/22/2021	07/22/2021	10.00
Fluffing Feathers & Flour	Debit		07/23/2021	07/23/2021	10.00
Walmart	Debit		07/25/2021	07/25/2021	86.70
Brodart	Debit		07/28/2021	07/28/2021	18.52
Walmart	Debit		08/09/2021	08/09/2021	35.95
Walmart	Debit		08/16/2021	08/16/2021	12.96
Walmart	Debit		08/16/2021	08/16/2021	1.94
Walmart	Debit		08/16/2021	08/16/2021	3.88
Walmart	Debit		08/19/2021	08/19/2021	209.21
Bliss Shurfine	Debit		08/19/2021	08/19/2021	7.16
Bliss Shurfine	Debit		08/19/2021	08/19/2021	22.45
Walmart	Debit		08/26/2021	08/26/2021	26.44
Party City	Debit		08/26/2021	08/26/2021	15.94
CANVA	Debit		08/27/2021	08/27/2021	119.40
Staples	Debit		08/31/2021	08/31/2021	39.37

Staples	Debit	08/31/2021	08/31/2021	18.91
Staples	Debit	08/31/2021	08/31/2021	335.86
Excellus	Debit	08/31/2021	08/31/2021	15.11
Baker & Taylor	Check	07/07/2021	07/07/2021	798.94
Children's Place	Check	08/31/2021	08/31/2021	526.29
Jordan Schneider	Check	08/31/2021	08/31/2021	2.83
Midwest Tape	Check	08/31/2021	08/31/2021	55.47
Pioneer Library System	Check	08/31/2021	08/31/2021	4,761.00
Utica National	Check	08/27/2021	08/27/2021	657.00
Total unpaid claims				\$7,791.33

RESOLVED, on motion by P. Sutton to approve unpaid claims totaling \$3,032.95 and payments made prior to board approval, including debit card payments, totaling \$1,061.47:

Vendor	Type	Num	Date	Due Date	Amount
American Library Association	Bill		09/16/2021	09/26/2021	286.00
Baker & Taylor	Bill		09/07/2021	09/17/2021	84.97
Jordan Schneider	Bill		09/24/2021	10/04/2021	15.13
Midwest Tape	Bill		08/24/2021	09/03/2021	21.74
Midwest Tape	Bill		09/07/2021	09/17/2021	22.49
Pioneer Library System	Bill		09/15/2021	09/25/2021	430.66
Quill	Bill		09/28/2021	10/08/2021	44.96
WFL Boces	Bill		09/09/2021	09/19/2021	2,127.00
Total unpaid claims					\$3,032.95
Bliss	Debit		09/15/2021	09/15/2021	8.56
Amazon	Debit		09/20/2021	09/20/2021	28.70
Walmart	Debit		09/20/2021	09/20/2021	11.88
Amazon	Debit		09/27/2021	09/27/2021	14.36
Amazon	Debit		09/27/2021	09/27/2021	20.75
Excellus	Check		09/08/2021	09/08/2021	15.11
NYS UI	Check		09/08/2021	09/16/2021	3.11
Utica National	Check		09/08/2021	09/10/2021	959.00
Total payments made prior to board approval					\$1,061.47

Form 990 has just been completed by the auditors. Trustees need to read it before the next meeting and vote on approval at November meeting. The retirement bill will be paid once the taxes arrive. F De Nardo will follow up with K. Brown at Manchester Shortsville Central School District (MSCSD).

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

Storytime and knitting have started in the branches. Only have wi-fi at the Shortsville location. Monthly Stamping classes have started. The First Draught Book Club was a success.

Rewrote the Clerk job description and advertising for the position.

COMMITTEE REPORTS:

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

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

The RJ Community Center (RJCC) team will add information into their business plan about potential collaboration with the RJCL and will send to F. De Nardo for review.

The committee discussed the use of “branches” at the village fire halls to help serve the community with daytime hours and to meet requirement for 35 hours/week open to the public. Reviewed current programs in the ‘branches” and planned expansion of services.

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

LRP committee set up five sessions of focus groups with a total of 24 community members attending. Large poster paper was placed around the room with each one stating a question about what they want from the library. Community members then placed sticky notes with their input on each piece of paper. After everyone was done then each question was reviewed and discussed. Facilitator Sherry Sacco is tabulating the responses for committee review. On October 7, 2021 all surveys closed and data tabulated with 224 responses. Next meeting is October 25, 2021 and will prioritize responses from the focus groups and the surveys, to determine feedback for the strategic plan.

Personnel – K. Sutter presented the committee report.

F. De Nardo passed the Civil Service exam. Request for Personnel Change (RPC) form filed with Ontario County HR moving F. De Nardo from Provisional to Probationary employee effective October 1, 2021.

Nominations – A. Hart presented the committee report.

Possible candidate declined at this time. All trustees to give Amy any names and contact information of any potential candidates for the vacant term expiring June 2025.

Finance and Audit – No report.

Policy – L. Schaertl presented the committee report

Disaster Plan is up for mandatory annual review. Committee members and F. De Nardo have reviewed and commented. L Schaertl to consolidate comments and present at November meeting.

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

Required annual sexual harassment training- All trustees who have not received training from their employer or other source need to watch the training videos by November 15, 2021 and participate in Q & A at next board meeting.

CORRESPONDENCE AND COMMUNICATIONS

Director and President to speak at Rotary meeting Tuesday October 26 at 7:30am.

NEXT MEETING:

Regular meeting Monday, November 15, 2021, at 7:00 pm at RJCL

Submitted by Marguerite (Peggy) Sutton, Secretary