



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

November 15, 2021

The meeting was called to order at 7:08 p.m. by President Lisa Schaertl.

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

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Open meeting law update reviewed. Documents need to be on website or available upon request at least 24 hours prior to the meeting at which they will be discussed.

APPROVAL OF MINUTES

RESOLVED, on motion by R. Ott to approve the minutes from the October 18, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

October 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 October 2021 were available for review. Total cash assets held by CNB on October 29, 2021 were \$113,420.29.

RESOLVED, on motion by P. Ayres to approve unpaid claims totaling \$427.32 and payments made prior to board approval, including debit card payments, totaling \$229.82 as presented:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		10/01/2021	10/11/2021	51.28
Baker & Taylor	Bill		10/01/2021	10/11/2021	52.67
Baker & Taylor	Bill		10/08/2021	10/18/2021	37.83
Baker & Taylor	Bill		10/15/2021	10/25/2021	75.03
Jordan Schneider	Bill		10/31/2021	11/10/2021	35.51
Whiteman, Osterman & Hanna	Bill		10/01/2021	10/11/2021	175.00
Total unpaid claims					\$427.32
Dollar Tree	Debit		10/04/2021	10/04/2021	5.00
Walmart	Debit		10/04/2021	10/04/2021	20.48
Amazon	Debit		10/07/2021	10/07/2021	14.34
Amazon	Debit		10/08/2021	10/08/2021	38.97
Amazon	Debit		10/26/2021	10/26/2021	51.96
Amazon	Check		10/26/2021	10/26/2021	41.11
Walmart	Check		10/05/2021	10/05/2021	42.97
Wyze Service	Check		10/06/2021	10/06/2021	14.99
Total payments made prior to board approval					\$229.82

RESOLVED, on motion by L. Schaertl to approve Form 990 with corrections. J Boor reports that an extension was filed today for form 990.

The retirement bill will be paid once the taxes arrive. F De Nardo has followed up with Manchester Shortsville Central School (MSCSD). J. Boor will request an invoice from MSCSD for the building use fee.

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

Restarted virtual Storytime with videos being placed on the library's YouTube page. In December starting an adult craft program at the branches.

Advertising for the part time Clerk opening through Ontario County Civil Service. The Clerk job description has been updated. Interviewing a candidate on Wednesday.

F. DeNardo is implementing staff health screenings per COVID procedures.

COMMITTEE REPORTS:

Ad Hoc Committee on Operations Review- P. Ayres 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 met on October 20, 2021 to continue discussions.

Facilities – L. Schaertl presented the committee report

The RJ Community Center (RJCC) team shared information that will be added into their business plan about collaboration with the RJCL. F. De Nardo and L. Schaertl approved the addition.

The Library Director continues to evaluate and expand the use of “branches” at the village fire halls to help serve the community with daytime hours and to meet the requirement for 35 hours/week open to the public.

The Director and the facilities committee will take inventory of RJCL equipment in December.

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

The Long-Range Planning (LRP) Committee met on October 25, 2021 to review data from the five focus group sessions that were held. A draft strategic plan was shared. The board agreed with the four goals based on data including the input from the community:

- Increase Access to Library Facilities and Services
- Increase Community Visibility and Awareness
- Enhance Collections, Programs and Services
- Development and Sustainability

In December, the committee will finalize the strategic plan and bring to the board for approval.

Personnel – L. Schaertl presented the committee report.

The Director has authority to implement and make changes on COVID procedures.

F. DeNardo to review all pandemic procedures and update as needed to be in compliance with the New York State Hero Act within the next three weeks.

All new employees will have a six-month review. After January 1st, all library employees are non-exempt and subject to overtime.

The Personnel committee will schedule a review of policy 300-01, General Personnel Policy.

Nominations – A. Hart presented the committee report.

All trustees to give Amy any names and contact information of any potential candidates for the vacant term expiring June 2025.

Finance and Audit – R. Ott presented the report.

Policy 500-4, Procurement Policy was presented for first reading and requires annual review by law.

Policy – L. Schaertl presented the committee report

RESOLVED, on motion made by L. Schaertl to approve policy 410-0, Disaster Plan with changes.

RESOLVED, on motion by L. Schaertl that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers of the Red Jacket Community Library in legally disposing of valueless records listed therein, and

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; and

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

The retention and disposition schedule for records will be put into policy.

TRUSTEE TRAINING AND CERTIFICATIONS

1. Sexual Harassment Prevention Training Q&A

The following trustees received Annual Sexual Harassment Prevention Training through their employer: Jill Persson and Jan Boor. Trustees Pat Ayres, Amy Hart, Nancy Johnsen, Randall Ott, Lisa Schaertl and Peggy Sutton completed the NYS training videos on the web and were given the opportunity to participate in the Q&A session.

2. Annual Conflict of Interest Statements still needed from two Trustees

3. Whistleblower policy acknowledgement still needed from two Trustees and Director.

4. Trustee Training – P Sutton shared tracking document for Trustees to record their training to meet the new requirement of 2 hrs./yr. Upcoming training opportunities from Pioneer Library System noted:

- Tues. Nov. 16 at 5 pm – Board Meetings (PLS Trustee Handbook Book Club)
- Mon. Dec. 6 at 5 pm – Facility Planning for your Library

UNFINISHED BUSINESS - None

NEW BUSINESS - None

CORRESPONDENCE AND COMMUNICATIONS – None

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

NEXT MEETING:

Regular meeting Monday, December 20, 2021, at 7:00 pm at RJCL

Submitted by Marguerite (Peggy) Sutton, Secretary