



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

December 20, 2021

The meeting was called to order at 7:01 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; Absent Trustees Kim Sutter and Treasurer Jan Boor.

The agenda was approved with no changes.

### PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

### APPROVAL OF MINUTES

RESOLVED, on motion by R. Ott to approve the minutes from the November 15, 2021 board meeting.

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

November 2021 financial reports will be available for review at the January board meeting.

R. Ott, claims reviewer, reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Total cash assets held by CNB on November 30, 2021 were \$329, 972.52.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$832.30 and payments made prior to board approval, including debit card payments, totaling \$374.80 as presented by roll call vote with aye from Trustees Pat Ayres, Amy Hart, Nancy Johnsen, Randall Ott, Jill Persson, Lisa Schaertl and Peggy Sutton and nay (due to absence) from Kim Sutter, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill				18.33
Baker & Taylor	Bill				55.00
Baker & Taylor	Bill				619.48
Pioneer Library System	Bill				42.00
Patsy Olszewski	Bill				75.00
Midwest	Bill				22.49
<b>Total unpaid claims</b>					<b>\$832.30</b>
Amazon	Debit		11/01/2021	11/01/2021	12.99
Adobe	Debit		11/02/2021	11/02/2021	16.11
Aldi	Debit		11/02/2021	11/02/2021	12.99
USPS	Debit		11/02/2021	11/02/2021	116.00
Amazon	Debit		11/04/2021	11/04/2021	27.99
Excellus	Debit		11/15/2021	11/15/2021	30.22
Walmart	Debit		11/15/2021	11/15/2021	47.66
Dollar Tree	Debit		11/17/2021	11/17/2021	31.00
Walmart	Debit		11/23/2021	11/23/2021	13.20
Michaels	Debit		11/29/2021	11/29/2021	33.93
JoAnn Fabrics	Debit		11/29/2021	11/29/2021	32.71
<b>Total payments made prior to board approval</b>					<b>\$374.80</b>

Treasurer report deferred to next month. Library taxes were deposited on 11/22/2021.

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

Programs continue at the Manchester and Shortsville branches. Having some issues at the branches with WI FI and carrying equipment back and forth.

New part time Clerk has been hired, Danielle McCracken.

F. DeNardo has been 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 (Manchester Shortsville Central School District) and RJCL (Red Jacket Community Library) lawyers on the contract. The Ad Hoc Committee on Operations anticipate a meeting in January with attorney once their negotiations have ended. At that time will set up a meeting with MSCSD.

**Facilities** – L. Schaertl presented the committee report

The RJ Community Center (RJCC) team is making progress.

The Library Director continues to assess the viability of the “branch locations” as an option for providing daytime services to public library patrons.

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 finalized the strategic plan. The community was invited to review and comment on the final draft. Public comment on the plan was invited by:

- Enewsletter
- Posted on Library and Community Facebook pages
- Sent to all participants via email that attended a focus group session
- Posters around town at local businesses

RESOLVED, on motion by J. Persson to adopt the 2022-2027 LRP as presented.

The Director will report to the RJCL board at least annually or quarterly depending on the activity and measurement.

**Personnel** – J. Persson presented the committee report.

The Personnel Committee and Director will update COVID information on the RJCL website. This includes posting new COVID procedures and revising accordingly with the HERO Act.

All staff will receive six month or mid-year appraisals. The job description for the clerks has been revised.

The personnel committee will meet monthly providing guidance and support to the Director.

**Nominations** – A. Hart presented the committee report.

Continue to seek candidates for the vacant term expiring June 2025.

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

WHEREAS, the board has completed the annual review of the Library's procurement policy as required by law, therefore be it RESOLVED, on motion by L. Schaertl to approve 500-4 Procurement Policy with added revisions.

**Policy** – No report.

### **TRUSTEE TRAINING AND CERTIFICATIONS**

Upcoming Trustee Training:

- Monday January 10, 2022 at 5pm – State Aid for Library info session
- Monday February 7, 2022 at 5pm – System Orientation for New Trustees

All Trustees to record completion of training on the form in google drive. Reviewed who needs to complete training.

**UNFINISHED BUSINESS** – None

### **NEW BUSINESS**

RESOLVED, on motion by P. Ayes, that the board of trustees of Red Jacket Community Library hereby requests that the Board of Regents of the University of the State of New York amend the absolute charter to state that the principal office of the corporation shall be located at 7 Lehigh Avenue, Box 370, Shortsville, NY 14548; and be it further

RESOLVED that the president and secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

**CORRESPONDENCE AND COMMUNICATIONS** – None

The meeting was adjourned at 8:10 p.m.

### **NEXT MEETING:**

Regular meeting Monday, January 24, 2021, at 7:00 pm at RJCL

*Submitted by Marguerite (Peggy) Sutton, Secretary*