



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

January 24, 2022

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, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Absent Trustees Kim Sutter and Randall Ott, Guests: Jen Leuke, Nichole Coyne and Kathleen Honchen.

The agenda was approved with no changes.

### PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Jen Leuke and Nichole Coyne gave an update on the progress of the RJ Community Center (RJCC) and how the community library could be involved in the process.

### APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres to approve the minutes from the December 20, 2021 board meeting.

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer’s report. November and December 2021 financial reports available for review.

L. Schaertl reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Total cash assets held by CNB on December 31, 2021 were \$323, 063.70.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$8,357.62 and payments made prior to board approval, including debit card payments, totaling \$23,132.33 as presented by roll call vote with aye from Trustees Pat Ayres, Amy Hart, Nancy Johnsen, Jill Persson, Lisa Schaertl and Peggy Sutton and nay (due to absence) from Randall Ott and Kim Sutter, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		12/03/2021	12/13/2021	72.73
Baker & Taylor	Bill		12/13/2021	12/23/2021	378.46
Baker & Taylor	Bill		12/16/2021	12/26/2021	549.94
Baker & Taylor	Bill		12/30/2021	01/09/2022	485.51
PLS (OWWL to go)	Bill		01/05/2022	01/15/2022	1,600.00
Quill	Bill		12/15/2021	12/25/2021	107.64
Quill	Bill		12/16/2021	12/16/2021	13.34
Whiteman	Bill		12/31/2021	01/10/2022	5,150.00
<b>Total unpaid claims</b>					<b>\$8,357.62</b>

Amazon	Debit		12/02/2021	12/02/2021	122.53
Amazon	Debit		12/02/2021	12/02/2021	14.97
Amazon	Debit		12/04/2021	12/04/2021	196.38
Amazon	Debit		12/06/2021	12/06/2021	5.59
Amazon	Debit		12/14/2021	12/14/2021	15.98
Amazon	Debit		12/25/2021	12/25/2021	120.09
Amazon	Debit		12/27/2021	12/27/2021	15.00
Walmart	Debit		12/03/2021	12/03/2021	32.53
Walmart	Debit		12/11/2021	12/11/2021	16.53
Walmart	Debit		12/14/2021	12/14/2021	70.57
Walmart	Debit		12/20/2021	12/20/2021	14.32
Alliance Door	Debit		12/30/2021	12/30/2021	327.00

Bliss	Debit	12/14/2021	12/14/2021	8.19
Big Lots	Debit	12/18/2021	12/18/2021	1.73
Excellus	Debit	12/28/2021	12/28/2021	311.41
Amazon	Debit	12/01/2021	12/01/2021	12.99
Adobe	Debit	12/01/2021	12/01/2021	16.11
ALA	Check			286.00
Baker & Taylor	Check			54.41
NYS Retirement	Check			21,490.00
<b>Total payments made prior to board approval</b>				<b>\$23,132.33</b>

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

The First Draught Book Club is doing well with fifteen people signed up so far. Mindful Meditation will be starting soon. The Tiny Art show display is for all ages. The art projects will be displayed the whole month of February.

Continuing to offer library services at the branches. Bingo will be starting soon at the Shortsville branch. At Budd Park Winter Games, the library will have a story walk.

The Library's Newsletter is getting good response of viewing from Patrons. Continuing to post flyers around advertising programs at the library.

**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 Board reviewed the latest revisions from the MSCSD. The Ad Hoc Committee on Operations will meet soon to review the changes in the agreement and meet with the library's attorney if needed. The contract can't be signed by either party until after the Commissioner's approval.

The MSCSD released a Q&A about the agreement between the school and community library.

The Ad Hoc Committee on operations was dissolved and the Facilities Committee will assume responsibility for continued negotiations with the MSCSD.

**Facilities** – L. Schaertl presented the committee report. The Board reviewed a draft Q&A by the Library on the status of the contract negotiation with the MSCSD.

RESOLVED, on motion by P. Ayres that the Library's Q&A on the subject of the lease with school be published and disseminated.

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 is tracking promotion efforts, attendance, successes and issues.

The Committee has been evaluating additional locations in the community. Have started a cost-risks benefit analysis of remaining in the current facility compared to other locations.

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

The Long-Range Planning (LRP) Committee will revisit the long-range plan quarterly (March, June, Sept., Dec.) on the progress of the goals and measurements.

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

RESOLVED, on motion by L. Schaertl to accept resignation of Kathleen Honchen effective 12/21/2021.

RESOLVED, on motion by P. Ayres to approve the provisional appointment of Danielle McCracken to the position of part-time library clerk starting November 22, 2021, at the rate of \$13.60/hour.

The Personnel Committee and Director are examining procedures and checking on what still applies or has expired related to COVID. Masking is still in effect.

All staff will receive six month or mid-year appraisals to encourage professional growth ( not used for performance reviews or consideration for salary increases). Any personnel concern the Director should document in writing and follow up with the employee in writing by email. The Director is rewriting and updating the clerk job description.

The Committee reviewed policy 300-01, General Personnel Policy, and no changes needed.

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

RESOLVED, on motion by Amy Hart to appoint Kathleen Honchen to fill the vacancy on the Board of Trustees for a term expiring June 2025, in accordance with the bylaws.

**Finance and Audit** – No report.

The budget process will proceed on schedule and will include costs of paying rent to MSCSD or moving to another location. Will review draft budget in February.

**Policy** – No report.

## **TRUSTEE TRAINING AND CERTIFICATIONS**

Upcoming Trustee Training:

- 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**

**SWEARING IN OF NEWLY APPOINTED TRUSTEE**

L. Schaertl administered the Oath of Office to newly appointed Trustee Kathleen Honchen.

The Director will receive training from PLS on the NYS Annual Report February 4, 2022.

**CORRESPONDENCE AND COMMUNICATIONS** – None

The meeting was adjourned at 8:46 p.m.

## **NEXT MEETING:**

Regular meeting Monday, February 28, 2021, at 7:00 pm at RJCL.

*Submitted by Marguerite (Peggy) Sutton, Secretary*