



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

February 28, 2022

The meeting was called to order at 7:02 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Absent Trustee Kim Sutter; Guests: Fred Mink, Melissa Eaton-Smith and Kerry Adams.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Fred Mink, Shortsville Mayor shared options that may be available for the Red Jacket Community Library (RJCL) if relocating the library.

APPROVAL OF MINUTES

RESOLVED, on motion by J. Persson to approve the minutes from the January 24, 2022 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer’s report. January 2022 financial reports available for review.

R. Ott reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Total cash assets held by CNB on January 31, 2021 were \$279,699.46.

RESOLVED, on motion by P. Sutton to approve unpaid claims totaling \$3,232.48 and payments made prior to board approval, including debit card payments, totaling \$464.14 as presented, by roll call vote with aye from Trustees Pat Ayres, Amy Hart, Kathleen Honchen, Nancy Johnsen, Jill Persson, Randall Ott, 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		01/04/2022	01/14/2022	125.41
Baker & Taylor	Bill		01/05/2022	01/15/2022	57.07
Bonn Dioguardi & Ray	Bill		01/31/2022	02/10/2022	2,050.00
Whiteman Osterman & Hanna	Bill		01/31/2022	02/10/2022	1,000.00
Total unpaid claims					\$3,232.48
Amazon	Debit		01/06/2022	01/06/2022	44.97
Amazon	Debit		01/06/2022	01/06/2022	44.97
Amazon	Debit		01/06/2022	01/06/2022	26.90
Amazon	Debit		01/06/2022	01/06/2022	11.56
Amazon	Debit		01/05/2022	01/05/2022	11.56
Amazon	Debit		01/10/2022	01/10/2022	149.73
Amazon	Debit		01/10/2022	01/10/2022	63.46
Walmart	Debit		01/03/2022	01/03/2022	3.76
Walmart	Debit		01/24/2022	01/24/2022	82.27
Michaels	Debit		01/03/2022	01/03/2022	24.96
Total payments made prior to board approval					\$464.14

Property tax reporting form completed 02/28/2022. Received a donation of \$1, 525.97 from a community member. F. De Nardo will send a thank you note to the donor. Financial statements from the CPA are available for review in the Director’s Office.

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

The First Draught Book Club is doing well with fourteen to seventeen people signed up so far. The Tiny Art show display was a success. The Take and Make programs are popular. Started a Book Bag Program.

Participated in the Winter Games at Bud Park with a Story Walk attached to the fencing at the tennis courts. Continuing to offer library services at the branches. Bingo will be starting on Thursdays at the Shortsville branch.

Received Covid 19 test kits for the public. Staff working on weeding collections of DVDs, young adult books and large print.

The Charter update (address correction) was approved by State Education Department Board of Regents.

F. De Nardo will follow up with the NYS Division of Library Development (DLD) on the options to apply for a temporary waiver regarding the 35-hour minimum per week open to the public.

COMMITTEE REPORTS:

In google drive is a new document outlining the duties and responsibilities of Committee Chairs.

Facilities – P. Ayres presented the committee report.

The latest draft of the contract from the MSCSD rejects the RJCL proposal for annual discussions regarding hours of access and keeps the \$12,000.00 annual “rent,” and MSCSD has indicated that these items are non-negotiable. The hours of access effectively prevent the RJCL from meeting the NYS DLD minimum standard for public access to the library in a way that is sustainable and meets the community’s needs. The community wants daytime hours as noted in the focus groups and surveys for the long range plan. Offering additional hours in “branch” locations has had limited success and is not sustainable in terms of staff retention, logistics and service to the community, nor do those hours count towards the minimum standards.

In a straw poll, all Trustees present agreed that these non-negotiable items mean that the contract proposed by the MSCSD is not acceptable for sustained public library operations and supported the goal of finding a new location for the public library.

The committee is actively exploring alternatives. The committee will ask for a meeting with the MSCSD as soon as possible and update them on the RJCL intentions and ask for cooperation during the transition.

The committee is actively looking at all grant opportunities as well as opportunities for fundraising through community groups such as the Friends of the RJCL.

Finance and Audit – R. Ott presented the committee report

A rough draft of the 2022-2023 budget plan was presented to the Board. The budget committee will meet again March 9, 2022 and F. De Nardo will prepare final budget for adoption for the March 21, 2022 Board meeting.

The committee will continue to review policies and perform insurance audit.

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.) to assess progress on the goals and measurements.

RESOLVED, on motion by L. Schaertl, in lieu of payment for consultation services, to authorize the chairperson of the LRP committee to purchase a gift valued at less than \$75 to give, with the gratitude of the Board of the Red Jacket Community Library, to Sherry Sacco for the advice and assistance generously provided throughout the development of the 2022-2027 Long Range Plan.

Personnel – J. Persson presented the committee report.

Procedures need to be in compliance with the HERO act. F. De Nardo will review the latest information from the HERO act and report back to the committee next month.

All staff will receive six month or mid-year appraisals starting in March to encourage professional growth (not used for performance reviews or consideration for salary increases).

Nominations – A. Hart presented the committee report.

Melissa Eaton-Smith was introduced as an interested candidate for the 2020 Trustee elections.

Discussed budget vote and trustee election procedures. The committee will update policy and procedures on Elections for review at next month's Board meeting.

Policy – No report.

The committee will meet in March.

UNFINISHED BUSINESS

TRUSTEE TRAINING AND CERTIFICATIONS

All Trustees to record completion of training on the form in google drive.

Trustee training is available from PLS: <https://docs.owwl.org/Community/TrusteeWorkshopResources>

NEW BUSINESS

Entered executive session at 8:49 pm for matters leading to the appointment or employment of a particular person or operation. Executive session ended at 9:36 pm

CORRESPONDENCE AND COMMUNICATIONS – None

The meeting was adjourned at 9:37 p.m.

NEXT MEETING:

Regular meeting Monday, March 21, 2022, at 7:00 pm at RJCL.

Submitted by Marguerite (Peggy) Sutton, Secretary