



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

March 21, 2022

The meeting was called to order at 7:06 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: Jordan Schneider.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

APPROVAL OF MINUTES

RESOLVED, on motion by L. Schaertl to approve the minutes with correction from the February 28, 2022 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer’s report. February 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 February 28, 2022 were \$266,359.63.

RESOLVED, on motion by J. Persson to approve unpaid claims totaling \$1,303.09 and payments made prior to board approval, including debit card payments, totaling \$420.63 as presented:

Vendor	Type	Date	Due Date	Amount
Baker & Taylor	Bill	01/01/2022	01/21/2022	55.56
Baker & Taylor	Bill	02/01/2022	02/11/2022	48.05
Baker & Taylor	Bill	02/01/2022	02/11/2022	53.60
Baker & Taylor	Bill	02/16/2022	02/26/2022	872.88
Pioneer Library System	Bil	02/25/2022	03/07/2022	248.00
Whiteman Osterman & Hanna	Bill	02/28/2022	03/10/2022	25.00
Total unpaid claims				\$1,303.09
Oriental Trading	Debit	02/07/2022	02/07/2022	12.52
Amazon	Debit	02/07/2022	02/07/2022	40.70
Amazon	Debit	02/10/2022	02/10/2022	11.99
Amazon	Debit	02/14/2022	02/14/2022	47.96
Amazon	Debit	02/14/2022	02/14/2022	13.99
Amazon	Debit	02/14/2022	02/14/2022	105.15
Amazon	Debit	02/15/2022	02/15/2022	21.10
Walmart	Debit	02/18/2022	02/18/2022	16.55
Amazon	Debit	02/24/2022	02/24/2022	113.11
Jordan Schneider	Debit	02/12/2022	02/12/2022	37.56
Total payments made prior to board approval				\$420.63

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

F. De Nardo is waiting to hear back from NYS Division of Library Development (DLD) and Ron Kirshop from Pioneer Library System (PLS) on the options to apply for a temporary waiver regarding the 35-hour minimum per week open to the public.

The draft copy of the Annual Report is available for review. PLS and F. De Nardo making corrections. PLS will review the final copy and submit it to New York State.

Continuing with the Branches for community outreach. Have placed free books in the laundromat “Lost Socks” in Shortsville.

Can now look through the digital catalogs (ebooks and audiobooks) from Finger Lakes and Southern Tier Library Systems as well as the Pioneer Library (OWWL) System.

COMMITTEE REPORTS:

Facilities – P. Ayres presented the committee report.

Have attempted to set up a meeting with the Board of Education (BOE) to discuss signing the new contract with no success. The Trustees wish to inform the BOE that we cannot sign the contract and are actively looking for a new home for the library. Options that are being explored are the Sanford Building, Methodist Church on State Street, and a new building at Budd Park. F. De Nardo has been searching for used shelving from other libraries with good success. Have volunteers that would move and install the circulation desk.

P. Ayres and F. De Nardo have met with State Senator Pam Helming and Assemblyman Jeff Gallahan on the present situation. Have been actively searching for grants. The Red Jacket Community Center (RJCC) project team will be meeting with key donors to discuss potential financial investment. The RJCC wants the library to be an anchor in the project when it comes to fruition.

Finance and Audit – No committee report

RESOLVED, on motion by P. Ayres to adopt a 2021-2022 budget with a tax levy of \$248,185.00 and a total expense of \$252,534.00, and to place the proposition before the voters on Monday, May 16, 2022 in the library by roll call vote with aye from: Pat Ayes, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson, Lisa Schartl, Peggy Sutton and nay from Kim Sutter (due to absence).

Nominations – A. Hart presented the committee report.

Still looking for interested candidates for the 2022 Trustee elections.

RESOLVED, on motion by P. ayres to adopt 2022 annual election calendar with review from legal counsel.

RESOLVED, on motion by R. Ott to hold annual election hours as advised by attorney and allow President to make executive decision regarding hours (4pm to 9pm or 4 pm to 10 pm).

F. De Nardo will place legal notices in the Finger Lakes Times and Daily Messenger with the first notice appearing not later than April 1, 2022. L. Schaertl will have legal notices reviewed by lawyer prior to placing in Newspapers. Budget information session will be held May 9 and May 10, 2022.

Looking into vendors for new signs. Would like ten signs and two sandwich type boards. L. Schaertl will create an informational sheet on the proposed budget.

Personnel – J. Persson presented the committee report.

F. De Nardo reported that the HERO act has expired.

All staff will receive six month or mid-year appraisals starting in March by using a rubric.

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

Provided quarterly report on the Long-Range Plan to assess progress on the goals and measurements. On target for each goal.

[Long Range Plan Quarterly Update](#)

Policy – P. Sutton presented the committee report.

The committee did not meet in March and date forthcoming. P. Sutton reviewed all policies and started a spreadsheet noting the date of last review. All policies are to be reviewed every five years unless specified.

UNFINISHED BUSINESS

L. Schaertl will prepare the Annual Report to the Community.

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

RESOLVED, on motion by L. Schaertl to move to executive session for matters leading to the appointment or employment of a particular person or operation. Entered executive session at 8:31. Ended at 8:58 pm

CORRESPONDENCE AND COMMUNICATIONS – None

The meeting was adjourned at 8:59 pm.

NEXT MEETING:

Regular meeting Monday, April 18, 2022, at 7:00 pm at RJCL.

Submitted by Marguerite (Peggy) Sutton, Secretary