



# Red Jacket Community Library

## BOARD OF TRUSTEES MEETING

## Minutes

April 18, 2022

The meeting was called to order at 7:03 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 and Kerry Adams.

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 March 21, 2022 board meeting.

### FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer’s report. March 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 \$251,780.64.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$663.24 and payments made prior to board approval, including debit card payments, totaling \$975 as presented:

Vendor	Type	Date	Due Date	Amount
Baker & Taylor	Bill	03/23/2022	04/02/2022	36.65
Baker & Taylor	Bill	03/11/2022	03/21/2022	29.58
Baker & Taylor	Bill	03/21/2022	03/31/2022	17.18
Quill	Bill	04/01/2022	04/11/2022	85.98
Whiteman Osterman & Hanna	Bil	03/31/2022	04/10/2022	300.00
Walworth Public Library	Bill	04/07/2022	04/17/2022	99.00
PLS	Bill	03/14/2022	03/24/2022	50.45
PLS	Bill	04/04/2022	04/14/2022	44.40
<b>Total unpaid claims</b>				<b>\$663.24</b>
Walmart	Debit	03/26/2022	03/26/2022	32.99
Walmart	Debit	04/09/2022	04/09/2022	15.11
Walmart	Debit	03/13/2022	03/13/2022	21.65
Excellus	Debit	03/21/2022	03/21/2022	311.41
Zoom	Debit	04/02/2022	04/02/2022	57.00
Amazon	Debit	03/21/2022	03/21/2022	48.92
Amazon	Debit	03/21/2022	03/21/2022	79.89
Amazon	Debit	03/28/2022	03/28/2022	19.96
Amazon	Debit	04/01/2022	04/01/2022	19.96
Amazon	Debit	03/22/2022	03/22/2022	32.97
Amazon	Debit	03/24/2022	03/24/2022	22.99
Marks Pizza	Debit	03/26/2022	03/26/2022	17.98
Dollar Tree	Debit	04/09/2022	04/09/2022	47.50
Collaborative Summer Library	Debit			148.72
Amazon	Debit	03/22/2022	03/22/2022	29.99
Peggy Sutton	Debit	03/21/2022	03/21/2022	67.96
<b>Total payments made prior to board approval</b>				<b>\$975.00</b>

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

F. De Nardo will make corrections on the Annual Report submitted to DLD.

RESOLVED, on motion by J. Persson to approve the Annual Report as corrected.

RESOLVED, on motion by P. Ayres to approve the Annual Report to the Community.

Continuing with the Branches for community outreach but having low attendance. Have placed free books in the laundromat “Lost Socks” in Shortsville. June 4, 2022 is the Manchester 10<sup>th</sup> Anniversary of the Gateway Trail and the RJCL will have a table at the event with the Friends group.

#### **BUDGET VOTE AND TRUSTEES ELECTION:**

RESOLVED, on motion by L. Schaertl to approve ballot and military ballot as discussed.

RESOLVED, on motion by R. Ott to designate Lisa Schaertl as Chairperson of the Election; Fran De Nardo as Clerk of the Election; and Jordan Schneider, Patsy Olszewski and Sam Mc Cracken as Assistant Clerks of the Election.

RESOLVED, on motion by L. Schaertl to appoint Pat Ayres, Jan Boor, Kandy De Nardo, Amy Hart, Kathleen Honchen, Richard Honchen, Nancy Johnsen, Eileen Wegman and Mary Zingerella as Election Inspectors.

RESOLVED, on motion by R. Ott to designate Kathleen Honchen as Chief Election Inspector.

RESOLVED, on motion by L. Schaertl to set the rate of pay for poll workers as established by the Board of Education.

F. De Nardo will set up poll worker training. Budget information sessions are May 9 and May 10, 2022 at 7 pm in the library.

#### **COMMITTEE REPORTS:**

**Facilities** – P. Ayres presented the committee report.

The committee sent a letter to the Manchester Shortsville Central School District (MSCSD) Board of Education informing them that they cannot sign the contract with the restrictions in the hours for the library. The library is actively looking for a new home and hope to be moved by September 1, 2022, at the earliest. If the deadline cannot be met hoping that the MSCSD will work together in the transition period. To date the committee has not heard back from the BOE.

Options for locations include the Methodist Church in Manchester, a site in Budd Park and the Sanford building.

**Finance and Audit** – No committee report

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

Kerry Adams and Amanda Bement have returned completed nominations packets.

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

Personnel committee provided Director with mid-year performance review and feedback.

**Long Range Planning (LRP)** – No committee report

**Policy** – No committee report

**UNFINISHED BUSINESS**

None

**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**

None

**CORRESPONDENCE AND COMMUNICATIONS**

Letter to BOE March 22, 2022 regarding decision on proposed new contract.

The meeting was adjourned at 8:20 pm.

**NEXT MEETING:**

Regular meeting Monday, May 16, 2022, at 7:00 pm at RJCL.

*Submitted by Marguerite (Peggy) Sutton, Secretary*