



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

May 16, 2022

The meeting was called to order at 7:04 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: Kerry Adams.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Resignation of Trustees Kim Sutter effective May 16, 2022 and Peggy Sutton effective May 23, 2022.

APPROVAL OF MINUTES

RESOLVED, on motion by J. Persson to approve the minutes from the April 18, 2022 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer’s report. Will send a summary of program expenses to the Friends to support the library’s request for promised donation from the Friends. April 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 April 29, 2022 were \$237,301.08.

RESOLVED, on motion by J. Persson to approve unpaid claims totaling \$1216.93 and payments made prior to board approval, including debit card payments, totaling \$2262.78 as presented:

Vendor	Type	Date	Due Date	Amount
Baker & Taylor	Bill	03/29/2022	04/08/2022	17.74
Baker & Taylor	Bill	04/14/2022	04/24/2022	950.19
Baker & Taylor	Bill	04/22/2022	05/02/2022	36.66
Jordan Schneider	Bill	04/28/2022	05/08/2022	102.34
Penny Lane	Bill	04/21/2022	05/01/2022	110.00
Total unpaid claims				\$1,216.93
Zoom	Debit	04/02/2022	04/02/2022	999.50
Election Source	Debit	04/08/2022	04/08/2022	183.51
Staples	Debit	04/14/2022	04/14/2022	137.59
Etsy	Debit	04/14/2022	04/14/2022	65.19
Amazon	Debit	04/15/2022	04/15/2022	41.43
Amazon	Debit	04/15/2022	04/15/2022	25.78
Walmart	Debit	04/16/2022	04/16/2022	34.65
Eventbrite	Debit	04/18/2022	04/18/2022	35.00
Excellus	Debit	04/19/2022	04/19/2022	311.41
Moore Printing	Debit	04/19/2022	04/19/2022	147.50
USPS	Debit	04/21/2022	04/21/2022	58.00
Amazon	Debit	04/27/2022	04/27/2022	63.65
Image Stuff	Debit	04/27/2022	04/27/2022	60.75
Amazon	Debit	04/28/2022	04/26/2022	98.82
Total payments made prior to board approval				\$2,262.78

DIRECTOR’S REPORT – F. De Nardo reported the April program and virtual online programs statistics. Storytime in Manchester has been getting a few parents and children. The RJCL has reserved a space for a table at the Gateway Trail Event for the library and Friends to promote the library and Friends group. The OWWL Library System has started Books to Go.

Exceptions to the Open Meetings law allowing virtual meetings expire June 8, 2022. The RJCL can continue to have hybrid live/virtual meetings but must comply with new requirements, starting with holding a public hearing then adopting a new policy.

The RJCL continues to post the calendar and events posters at the two post offices, Bliss, the two Village halls, Friendly Village and (depending on the event) asking local shops if we can place a poster in their window. The Friends have been helping bring posters around the two villages. Notices are also posted on the two fire hall electronic signs.

COMMITTEE REPORTS:

Facilities – P. Ayres presented the committee report.

Since March 23, 2022 the RJCL has not heard back from the school or their attorney in regard to the decision not to sign the contract due to the limitations that prevent the library in being in compliance with State Education standards and to adequately serve the needs of the community for daytime hours.

Facility options for locations include Budd Park site and the Sanford building. The Committee met with Jennifer Leuke and Nichole Coyne to get an update on where the community center project stands.

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

500-07 Investment Policy presented for first reading. Trustees to review and make comments by next month's meeting. At five-year mark for compliance with the Procurement Policy and need to seek quotes for accounting services and insurance providers (will postpone requests for proposals for insurance providers for one year or until the RJCL is established in a new facility).

Nominations – A. Hart presented the committee report.

At next meeting will need a slate of Officers to nominate for President, Vice President and Secretary for election in July. Need to appoint Trustees to fill two vacancies for terms ending June 2023 and June 2026.

Personnel – J. Persson presented the committee report.

The Committee decided that mid-year appraisals have been put on hold until next year. Printed copies of the Policies & Procedure manual were printed and provided to Fran and to the staff at the front desk for reference.

Long Range Planning (LRP) – No committee report

Policy – No committee report. Next meeting Monday, June 6 at 4 pm.

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

RESOLVED, on motion by J. Persson to move to executive session for matters leading to the appointment or employment of a particular person or operation. Entered executive session at 7:45 pm and ended at 8:25 pm

CORRESPONDENCE AND COMMUNICATIONS

Thank you notes sent to community members for their donations.

The meeting was adjourned at 8:30 pm.

NEXT MEETING:

Regular meeting Monday, June 27, 2022, at 7:00 pm at RJCL.

Note, this is the fourth Monday due to the Juneteenth holiday

Submitted by Marguerite (Peggy) Sutton, Secretary