



BOARD OF TRUSTEES MEETING

Minutes

June 27, 2022

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

President L. Schaertl appointed K. Honchen acting Secretary.

Quorum was present: Trustees Pat Ayres, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Lisa Schaertl; Interim Director Jordan Schnieder; Guests: Jonathan Garcia, HWS Student .

Trustee Absent: Jill Persson

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comments.

APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres to approve the minutes from the May 16, 2022 board meeting. Motion carried.

RESOLVED, on motion by P. Ayres to approve the minutes from the May 16, 2022 special district meeting - budget vote and trustee election. Motion carried.

RESOLVED, on motion by L. Schaertl to approve the minutes with correction from the June 13, 2022 special board meeting. Motion carried.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

K. Honchen reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Additionally noted that J. Schneider found 2 Quill invoices that should have been reported here but will now be added to next month's claims.

J. Boor was absent. R. Ott presented the Treasurer's report. There was a discussion regarding the election workers payments which had not been completed. Jan will process the payments for this pay period.

RESOLVED, on motion by R. Ott to approve unpaid claims totaling \$3796.44 and payments made prior to board approval, including debit card payments, totaling \$857.09 as presented:

Unpaid Claims

Vendor	Voucher date	Invoice date	Amount	Description
Penny	5/18	5/18/2022	\$ 117.00	XXX
PLS	5/13	5/13/2022	\$ 56.08	XXX
B&T	6/6	4/26/2022	\$ 54.92	XXX
B&T	6/6	3/3/2022	\$ 193.96	XXX
B&T	6/6	5/11/2022	\$ 248.79	XXX
J Schneider	6/3	n/a	\$ 29.98	XXX
WHO	5/26	5/26/2022	\$ 25.00	XXX
FL Times	3/25	3/25/2022	\$ 342.23	XXX
Grace & Grins	4/28	2/25/2022	\$ 148.48	
WHO	4/29	4/29/2022	\$ 2,250.00	
Powerful Dave	4/28	5/5/2022	\$ 330.00	
			\$ 3,796.44	

Debits/POS

Vendor	Voucher date	Statement date	Amount
Amazon	5/21	5/23	\$ 150.88
Amazon	6/3	5/23	\$ 16.47
Amazon	6/3	5/23	\$ 39.99
Amazon	6/3	5/25	\$ 159.76
Excellus	5/18	5/19	\$ 311.41
Oriental Trading	5/14	5/12	\$ 42.81
Friends of Ganondagon	6/3	5/23	\$ 87.84
Aldi	5/15	5/16	\$ 10.42
Wegmans	5/15	5/16	\$ 4.49
WalMart	5/15	5/16	\$ 31.86
USPS	5/9	5/9	\$ 1.16
			\$ 857.09

DIRECTOR'S REPORT

J. Schneider reported the Summer Library Program (SPL) Registration began 6/13 - with 25 signed up as of 6/22.

Many of our programs are going on hiatus for the summer. Branches have ended for the summer.

J. Schneider will be in the parks in both Villages holding multiple programs with our SLP.

As per discussion, J. Schneider to make S. McCracken a provisional full time employee for staff coverage.

COMMITTEE REPORTS:

Facilities – P. Ayres presented the committee report.

The Committee met with Sanford Ind. on June 15th.

R. Ott will set up Zoom meeting E. Palumbos, a grant writer who has worked with Sandford Industries in the past.

Pat Ayres will contact Sanford Industries to meet as soon as possible to secure a lease agreement.

K. Adams and N. Johnsen will meet with State Senator Pam Helming to ask for a Member Item to help us move.

Discussions remain ongoing with Sandford Industries.

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

RESOLVED, on a motion by R. Ott that the Treasurer is authorized by the Board of Trustees of the Red Jacket Community Library to engage with Bonn, Dioguardi, and Ray LLP to perform the 2021-2022 annual financial review. Motion carried.

Committee recommends the director or treasurer request quotes from our current accounting firm and two other accountants for comparison, possibly Allied Financial in Victor, NY and James Cheney, in Phelps, NY.

As of May 31, 2021 the unassigned fund balance was about \$19,000.

Committee recommends retaining the allowed 4% contingency in the fund balance as we enter the 2022-23 fiscal year; this contingency amount is \$9,723.16.

Committee intends to recommend a transfer from the fund balance into the Capital Fund and the Retirement Fund at next month's meeting.

RESOLVED, on a motion by L. Schaertl that the Board of Trustees of the Red Jacket Community Library approve Policy 500-7 Investment with the recommended changes as presented. Motion carried.

WHEREAS on this day, June 27, 2022, the Capital Fund has a balance of \$40,819.90 and is currently held in an existing money market bank account with Canandaigua National Bank, and
WHEREAS Policy 500-7 (Investment) requires the library to maintain two money market bank accounts, with the second account used exclusively to hold funds designated as capital funds, and
WHEREAS, Policy 500-7 (Investment) requires the Board of Trustees to authorize opening a new bank account, be it
RESOLVED, on a motion by R. Ott that the Board of Trustees of the Red Jacket Community Library authorizes the Director to open a new money-market bank account with Canandaigua National Bank for the purpose of holding library funds designated as capital funds, and be it further
RESOLVED, that the Director transfer \$40,819.90 from the existing money market account as a deposit into this new, second money market bank account.

Our next committee meeting will be July 25, 2022 at 4:00 pm.

Nominations – A. Hart presented the committee report.

A. Hart to contact write-in candidates.

A. Hart will present the nominations for the offices of President and Vice-President at the July board meeting.

Personnel – J. Persson prepared the committee report which was presented by A. Hart.

The Personnel Committee determined it was in the best interest of the library to terminate the Library Director on June 13, 2022 effective June 17, 2022. This decision was approved in a special Board Meeting on June 13, 2022 and at the same meeting the appointment of J. Schneider as Interim Director was approved. J. Schneider was provided with a contract for 90 days and with a list of responsibilities to focus during that period.

In early July the committee will focus on the following:

1. Staff raises (retroactive to July 1, 2022)
2. Performance appraisal support for Jordan. Since Sam started in Nov. 2021 she doesn't require an appraisal at this time. P. Olszewski will require an annual review and salary adjustment.
3. The director's position

Policy – L. Schaertl presented the committee report.

Policies are in good shape with respect to the required five-year review of all policies (annual review in some cases).

A few policies need review.

UNFINISHED BUSINESS

Presented by L. Schaertl.

Opted not to discuss Trustee Training at this time. As well as the other agenda item, Google Drive shortcuts, as most of us now understand them or can easily figure them out.

NEW BUSINESS R. Ott requested that, although the board does not normally meet in August, we should have a meeting this year. The meeting will be on Monday, August 15th at 7:00pm.

CORRESPONDENCE AND COMMUNICATIONS

Letter from BOE May 18 acknowledging our March 23 letter.

The meeting was adjourned at 8:18 pm.

NEXT MEETING: Monday, July 18, 2022 at 7:00 pm in the Library – Regular meeting and Organizational (annual) meeting

Submitted by K. Honchen, Secretary