



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

January 25, 2021

The meeting was called to order at 7:03 p.m. by President Lisa Schaertl.

The meeting took place remotely via videoconference, in accordance with the Governor's Executive Order 202.87 extending emergency adjustments to the Open Meetings Law in response to the Covid-19 pandemic (reference: <https://www.dos.ny.gov/coog/openmeetlaw.html>). The public had the ability to view or listen to this meeting proceeding online, through links posted on our public website. This meeting was recorded. A transcript of the meeting is posted on the library website, in addition to the usual minutes.

Quorum was present: Trustees Pat Ayres, Dustine Mullen, Randall Ott, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent: Trustees Neng Marquez, Jill Persson, Chris Spencer

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

Trustees are subscribed to the NYLA newsletter "News You Can Use"

APPROVAL OF MINUTES – RESOLVED, on motion by P. Ayres to approve the minutes from the December 21, 2020 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. December 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$189.61 and vouchers submitted were for library purchases and properly documented. Bank reconciliations for September 2020 were available for review. Total cash assets held by CNB on December 31, 2020 were \$263,331.35.

RESOLVED, on motion by P. Ayres to approve unpaid claims totaling \$4,651.54 and payments made prior to board approval, including debit card payments of \$2,401.48 by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Lisa Schaertl, Kim Sutter and Peggy Sutton and nay (due to absence) from Neng Marquez, Jill Persson and Chris Spencer, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		12/01/2020	12/11/2020	10.00
Ace Coffee & Water	Bill		01/01/2021	01/11/2021	10.00
Baker & Taylor	Bill		12/12/2020	12/22/2020	18.34
Baker & Taylor	Bill		12/21/2020	12/31/2020	17.75
Bayscan Technologies	Bill		12/22/2020	01/21/2021	428.00
Hillyard	Bill		12/22/2020	01/01/2020	15.86
Maynard HR Consulting	Bill		12/28/2020	01/07/2021	3,725.00
Midwest Tape	Bill		12/01/2020	12/11/2020	79.47
Midwest Tape	Bill		12/04/2020	12/14/2020	74.23
Midwest Tape	Bill		12/14/2020	12/24/2020	38.98
Quill	Bill		12/17/2020	12/27/2020	9.49
Quill	Bill		12/17/2020	12/27/2020	14.99
Quill	Bill		12/17/2020	12/27/2020	75.99
Quill	Bill		12/17/2020	12/27/2020	133.44
Total unpaid claims					\$4,651.54

Amazon	Debit	12/08/2020	12/08/2020	9.36
Amazon	Debit	12/09/2020	12/09/2020	5.60
Amazon	Debit	12/09/2020	12/09/2020	108.75
Amazon	Debit	12/10/2020	12/10/2020	11.20
Amazon	Debit	12/10/2020	12/10/2020	5.98
Amazon	Debit	12/10/2020	12/10/2020	5.61
Amazon	Debit	12/17/2020	12/17/2020	5.98
Amazon	Debit	12/23/2020	12/23/2020	37.13
Anderson Van Horne- insurance	Check	12/21/2020	12/21/2020	921.10
MSCSD- Sign/Install	Check	12/21/2020	12/21/2020	357.77
Utica National- insurance	Check	12/15/2020	12/15/2020	933.00
Total payments made prior to board approval				\$2,401.48

DIRECTOR'S REPORT – A. Tillinghast reported the December program and virtual online programs statistics.

The library will continue waiving overdue fines with no end date. Staff have been weeding collections. We will be hosting the Manchester-Shortsville Lions Club monthly meeting on Zoom the 3rd Wednesday of the month.

CARES Act funding will not fund Red Jacket Community Library (RJCL) request for cleaning services. Issues with automatic faucets in restrooms and swipe passes to entrances not working were resolved or a plan in place. Worked with Manchester Shortsville Central School District (MSCSD) IT department on technology issues which have all been solved or in progress.

Received quote of \$2,100.00 (for ½ year) for BOCES SLS support for Follett. Yearly the cost will be \$4,200.00. The data is needed for the NYS yearly report.

RESOLVED, on motion by P. Ayres to authorize payment of \$2,100 to BOCES for Follett support.

The Director recommended that policies related to the library's COVID-19 response be removed and transitioned to internal procedures, which can be updated when needed by the Director without prior board approval.

RESOLVED, on motion by L. Schaertl, to remove Policies 410-01 through 410-08 and task the library Director to develop and implement procedures that meet the criteria and mandates, as outlined by NY Forward, to operate safely and legally and in accordance with all Executive Orders, Federal, State, and Local laws as they relate to COVID-19. The Director will be responsible for adjusting those procedures as needed to keep the library in compliance with all of the preceding authorities.

Prepared draft 2 of budget for 2021-2022. Budget modifications (allocations) for 2020-2021 will be reviewed at the Finance Committee for recommendations.

COMMITTEE REPORTS:

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

Reviewed first draft of the 2021-2022 budget. Second draft of budget will be reviewed at February meeting and the final draft will be presented to the Board of Trustees at the March meeting.

Policy – L. Schaertl presented the committee report.

RESOLVED, on motion by P. Ayres to adopt the revised 300-01 General Personnel Policy.

Facilities – No report. Facility information was covered under the Director’s Report

Personnel – K. Sutter presented the committee report.

The report from independent HR consultant Maynard HR regarding personnel issues between the school district staff and the RJCL was received on December 21, 2020. The personnel committee has met with the Director and contacted Board of Education (BOE) to review summary report. Next steps include meeting with BOE to discuss the report and work on developing relationships for more productive, succinct interactions. Training was recommended for both parties involved.

Long Range Planning – Deferred to May 2021

Nominations – No report

Ad Hoc Committee on Data Security and Privacy – Work has been completed and committee is dissolved.

UNFINISHED BUSINESS

The following trustee needs to complete Annual Sexual Harassment Prevention Training: Neng Marquez

NEW BUSINESS

Q&A for newer trustees – ask us anything. No questions received.

CORRESPONDENCE AND COMMUNICATIONS

Communications with the BOE are on file.

The meeting was adjourned at 8:07 p.m.

NEXT MEETING:

Next regular meeting Monday, February 22, 2021 at 7:00 p.m. - Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

February 22, 2021

The meeting was called to order at 7:00 p.m. by President Lisa Schaertl.

The meeting took place remotely via videoconference, in accordance with the Governor's Executive Order 202.92 extending emergency adjustments to the Open Meetings Law in response to the Covid-19 pandemic. The public had the ability to view or listen to this meeting proceeding online, through links posted on our public website. This meeting was recorded. A transcript of the meeting is posted on the library website, in addition to the usual minutes.

Quorum was present: Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Chris Spencer, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

Announcement: Resignation of Trustee Neng Marquez

Statement from the Division of Library Development: Until Executive Orders and the mandates outlined in NY Forward are lifted, libraries may continue to operate at a reduced capacity that places a priority on public health and safety.

APPROVAL OF MINUTES – RESOLVED, on motion by P. Ayres to approve the minutes from the January 25, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. January 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$1260.65 and vouchers submitted were for library purchases and properly documented. Bank reconciliations were available for review. Total cash assets held by CNB on January 29, 2021 were \$251,262.86.

RESOLVED, on motion by P. Ayres to approve unpaid claims totaling \$4,979.32 and payments made prior to board approval, including debit card payments of \$1,260.65 by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Chris Spencer, Kim Sutter and Peggy Sutton as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		12/30/2020	01/09/2022	18.33
Baker & Taylor	Bill		01/05/2021	01/15/2021	37.24
Baker & Taylor	Bill		01/05/2021	01/15/2021	56.84
Baker & Taylor	Bill		01/08/2021	01/18/2021	128.71
Baker & Taylor	Bill		01/15/2021	01/25/2021	100.96
Baker & Taylor	Bill		01/25/2021	02/04/2021	143.09
Dell Marketing	Bill		01/14/2021	01/24/2021	618.10
Midwest Tape	Bill		01/12/2021	01/22/2021	13.49
Midwest Tape	Bill		01/25/2021	02/04/2021	22.49
Pioneer Library System	Bill		01/14/2021	01/24/2021	1,734.07
Wayne Finger Lakes BOCES	Bill		01/25/2021	02/04/2021	2,106.00
Total unpaid claims					\$4,979.32
Shelterpoint	Debit		01/06/2021	01/06/2021	1,007.67
Amazon	Debit		01/11/2021	01/11/2021	43.99
Amazon	Debit		01/11/2021	01/11/2021	49.99
Monroe Community College	Debit		01/25/2021	01/25/2021	159.00
Total payments made prior to board approval					\$1,260.65

A. Tillinghast presented budget modifications recommendations for the current year budget for 2020-2021 as follows:

I. Move \$4,000 from 6050.04 Advertising
\$2,800 to 6050.08 Legal/Accounting/Consulting
\$1,200 to 6070.1 BOCES Automation

II. Move \$2,000 from 6050.15 Travel/Conferences
\$900 to 6070.1 BOCES Automation
\$500 to 6050.06 Dues/Subscriptions
\$600 to 6050.01 Equipment

III. Move \$66.95 from 6050.21 PPE
\$66.95 to 6050.12 Office Supplies

RESOLVED, on motion by R. Ott to adopt budget modifications recommended by Library Director.

DIRECTOR'S REPORT – A. Tillinghast reported the January program and virtual online programs statistics.

Working with Village Mayors (Fred Mink & Mike Buttacio) on summer programming at local parks. Looking into programming at Community Garden with a March gardening series, dog park story time, crafts at the gazebo, and working with DEC on fishing.

Working on annual report and is due to PLS on March 12, 2021.

CARES Act funding approved for \$1735. The laptop recently ordered is approved under this funding.

Revised draft budget for 2021-2022.

COMMITTEE REPORTS:

Ad Hoc Committee on Operations Review

Appointment of ad hoc committee to meet with Board of Education regarding operations: P. Ayres, R. Ott, K. Sutter

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

Reviewed second draft of the 2021-2022 budget. Two budget options were reviewed. One with an increase of 2% tax levy and the other with 0% increase. It was recommended for the Director to seek alternative sources of revenue. The Friends will give a portion of the money towards the 2% increase. It was recommended for Trustees to adopt one of these versions at the regular March board meeting.

Policy – L. Schaertl presented the committee report.

RESOLVED, on motion by L. Schaertl to adopt the revised 410-001 Pandemic Response Plan.

Facilities – No report.

Personnel – No report.

Long Range Planning – Deferred to May 2021

Nominations – P. Ayres presented the committee report.

Neng Marquez has resigned and the Board needs to appoint a new Trustee to fill this unexpired term according to the bylaws.

Kim Sutter is up for re-election in May 2021. The bylaws designate that trustee elections be held on the first Monday in May. The Board is waiting on guidance from NYS regarding voting procedures and COVID restrictions.

Trustees up for re-election would normally have to file a petition with the Library Director by April 2, 2021 with signatures of 25 residents of the Manchester-Shortsville School District. Last year the requirement for signatures was waived due to COVID restrictions; the Board is waiting on guidance from NYS regarding signatures.

UNFINISHED BUSINESS

None

NEW BUSINESS

None **CORRESPONDENCE AND COMMUNICATIONS**

None

The meeting was adjourned at 7:57p.m.

NEXT MEETING:

Next regular meeting Monday, March 15, 2020 at 7:00 p.m. - Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

March 15, 2021

The meeting was called to order at 7:03. This meeting took place remotely via video conference in accordance with the governor's executive order 202.96 extending emergency adjustments to the open meetings law in response to the COVID 19 pandemic. The public has the ability to view or listen to this meeting proceeding online through links posted on our public website. This meeting is being recorded. A transcript of the meeting will be posted on the library website, in addition to the minutes.

Quorum was present: Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent Trustee Chris Spencer; Guests: Amy Hart and Jessica Knaak Colquhoun.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

APPROVAL OF MINUTES – RESOLVED, on motion by P. Ayres to approve the minutes with corrections from the February 22, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. February 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$21.27, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for February 2021 were available for review. Total cash assets held by CNB on February 26, 2021 were \$232, 607.70.

RESOLVED, on motion by J. Persson to approve unpaid claims totaling \$1,566.56 and payments made prior to board approval, including debit card payments of \$21.27 by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton; nay (due to absence) from Chris Spencer, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		02/02/2020	02/12/2022	10.00
Baker & Taylor	Bill		02/10/2021	02/20/2021	77.22
Baker & Taylor	Bill		02/13/2021	02/23/2021	71.88
Baker & Taylor	Bill		02/17/2021	02/27/2021	36.65
CSLP	Bill		02/11/2021	02/21/2021	255.82
Librarica	Bill		02/22/2021	03/04/2021	226.86
MSCS	Bill		01/28/2021	02/07/2021	130.73
Midwest Tape	Bill		02/01/2021	02/11/2021	22.49
Midwest Tape	Bill		02/17/2021	02/27/2021	16.49
Midwest Tape	Bill		02/17/2021	02/27/2021	26.24
Midwest Tape	Bill		02/22/2021	03/04/2021	66.72
Midwest Tape	Bill		02/22/2021	03/04/2021	23.24
Penworthy Co	Bill		02/17/2021	02/27/2021	602.22
Total unpaid claims					\$1,566.56
Amazon	Debit		02/04/2021	02/04/2021	14.29
Amazon	Debit		02/04/2021	02/04/2021	6.98
Total payments made prior to board approval					\$21.27

DIRECTOR'S REPORT – A. Tillinghast reported the February program and virtual online programs statistics.

Will be meeting with Village of Manchester Board about summer reading program. Met with Web Pearsall from DEC about fishing rod loaner program. Obtained partnership with local Trout Unlimited for fishing rod maintenance. Will need a library card to sign out fishing rods. Friends will pay for hot spot for virtual programs.

Submitted NYS Department of Education annual report for 2020 to PLS for approval. Board to approve annual report next month.

Reviewed quotes for payroll services and will renew with Paychex at a new lower rate. Revised draft budget for 2021-2022.

COMMITTEE REPORTS:

Ad Hoc Committee on Operations Review- P. Ayres presented the committee report.

The committee met with representatives of the MSCSD and the Board of Education (BOE) regarding operations on March 1, 2021. The MSCSD informed the committee that they believe the current contract between the RJCL and MSCSD is out of compliance with education law and must be renegotiated. On March 3, 2021 RJCL received a letter from MSCSD terminating the contract. The committee met with Pioneer Library System (PLS) on how to respond to the letter. Recommended to get advice of an attorney.

RESOLVED, on motion by R. Ott to move to Executive Session.

The board entered executive session to discuss proposed or current litigation at 7:32. The board returned to the regular meeting at 7:58.

RESOLVED, on motion by J. Persson to accept the engagement letter from the attorney Whiteman, Osterman and Hanna.

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

Working on Investment Policy.

Three budget options were reviewed. One with an increase of 2% tax levy and the other with 0% increase. Budget draft #5 was also presented with an increase of \$10,000 for unforeseen legal and building expenses.

RESOLVED, on motion by P. Ayres, to adopt the 2020-2021 budget with a tax levy of \$237,890 and a total expense of

\$243,079 by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton; nay (due to absence) from Chris Spencer.

The Library Director will prepare legal notices. The budget vote will be Monday May 3, 2021.

Policy – No report

Facilities – No report.

Personnel – No report.

Long Range Planning – L. Schaertl would like the committee to start Long Range Planning in April or May. Looking at outreach to the Community groups and the Board of Education to understand the Community's current needs and desires for library services and facilities. PLS has resources for surveys. Would like to spend money on a facilitator for Long Range Planning.

Nominations – D. Mullen presented the committee report.

Introduction of two potential Trustee candidates: Amy Hart and Jessica Knaak Colquhoun. The committee will nominate a candidate to fill the vacancy on the Board of Trustees at the April meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CORRESPONDENCE AND COMMUNICATIONS

Trustees were notified on February 28, 2021 of letters from BOA to individual trustees regarding recent harassment complaint.

Letter of March 3, 2021 from Timothy Burns, MSCSD Business Administrator, terminating contract.

The meeting was adjourned at 8:25p.m.

NEXT MEETING:

Next regular meeting Monday, April 19, 2021 at 7:00 p.m. - Location to be announced.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

April 19, 2021

The meeting was called to order at 7:04. This meeting took place remotely via video conference in accordance with the governor's executive order 202.101 extending emergency adjustments to the open meetings law in response to the COVID 19 pandemic. The public has the ability to view or listen to this meeting proceeding online through links posted on our public website. This meeting is being recorded. A transcript of the meeting will be posted on the library website, in addition to the minutes.

Quorum was present: Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent Trustee Chris Spencer and Kim Sutter; Guests: Amy Hart.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

Manchester Shortsville Central School District (MSCSD) received \$1 million more in state aid than anticipated and the Board of Education (BOE) adopted a budget with no tax increase.

Elementary will go full in-person April 26. Does not anticipate being able to change middle and high school.

The Friends are having a chicken barbeque on May 17, 2021.

APPROVAL OF MINUTES – RESOLVED, on motion by P. Ayres to approve with correction the minutes from the March 15, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. March 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$46.21, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for February 2021 were available for review. Total cash assets held by CNB on March 31, 2021 were \$219, 293.08.

RESOLVED, on motion by J. Persson to approve unpaid claims totaling \$676.98 and payments made prior to board approval, including debit card payments of \$468.21 by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl and Peggy Sutton; nay (due to absence) from Chris Spencer and Kim Sutter, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		03/02/2020	03/12/2022	10.00
Baker & Taylor	Bill		02/26/2021	03/08/2021	86.93
Baker & Taylor	Bill		03/06/2021	03/16/2021	54.39
Baker & Taylor	Bill		03/10/2021	03/20/2021	18.34
Daily Messenger	Bill		03/19/2021	03/29/2021	103.66
Midwest Tape	Bill		03/09/2021	03/19/2021	52.47
Midwest Tape	Bill		03/09/2021	03/19/2021	9.74
Midwest Tape	Bill		03/16/2021	03/26/2021	22.49
Quill	Bill		03/10/2021	03/20/2021	29.98
Quill	Bill		03/10/2021	03/20/2021	188.98
SenJen Elite LCC	Bill		04/01/2021	04/11/2021	100.00
Total unpaid claims					\$676.98

Amazon	Debit	03/10/2021	03/10/2021	12.99
Amazon	Debit	03/10/2021	03/10/2021	7.24
Amazon	Debit	03/16/2021	03/16/2021	13.99
Amazon	Debit	03/16/2021	03/16/2021	11.99
Utica National	Check	03/29/2021	03/29/2021	422.00
Total payments made prior to board approval				\$468.21

DIRECTOR'S REPORT – A. Tillinghast reported the March program and virtual online programs statistics.

Accepted the resignation of Youth Services Librarian effective 4/24/2021; then part-time to June 12. Posted Library Assistant position and have received applications. The position closes May 1, 2021. From direction from NYSLRS training will draw 3% from Treasurer's payroll and RJCL to match 3%.

Partnering with FLX Pride for events in June. Met with Village of Manchester Historian regarding cataloging, organization, grants, and interns. Working with Matt Schaertl to collect signatures in the library in support of Water Street Bridge Replacement Grant. Attended PLS webinar, Creating a Community Garden. On May 18 at 6 pm to start meeting at the Community Garden to work on planting flowers and vegetables with a group. This will be a weekly occurrence till Labor Day.

Staff now have physical keys to enter the community library doors directly, rather than swipe cards for school entrances. Preparing staff for upgrade to PLS OWWL catalog, Evergreen 04/21-4/22/2021. All staff trained in the new version of Evergreen. Have preliminary summer reading program flyer. Looking at different summer hours options.

Submitted legal notices regarding the budget vote to Daily Messenger for publishing 04/22/2021 and 04/29/2021.

COMMITTEE REPORTS:

Ad Hoc Committee on Operations Review- P. Ayres presented the committee report.

Chris Spencer has been added to the committee. Dustine Mullen will attend the May 5, 2021 BOE meeting.

RESOLVED, on motion by P. Ayres to move to Executive Session to discuss current litigation.

The board entered executive session to discuss proposed or current litigation at 7:46pm. The board returned to the regular meeting at 8:24pm.

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

500-07 Investment Policy presented for first reading.

Policy – L. Schaertl presented the committee report.

Policies presented for first reading:

400-02 Gifts and Donations

400-05 Collection Development

Facilities – No report.

Personnel – No report.

Long Range Planning – No report.

Nominations – L. Schaertl presented the committee report.

RESOLVED on motion by L. Schaertl to appoint Amy Hart to the Red Jacket Community Library Board of Trustees to fill a vacancy on the board, in accordance with our bylaws, for a term expiring June 2025.

L. Schaertl administered the Oath of Office to newly appointed Trustee Amy Hart.

UNFINISHED BUSINESS

None

NEW BUSINESS

Budget vote and Trustee election is Monday May 3. Public information session is Monday April 26 at 7pm. This will take place in-house at the library and on zoom. Lisa Schaertl will prepare documents for the website and will be in attendance for the informational session.

The board will proofread the ballots. P. Ayres and A. Tillinghast will handle the absentee ballots. The Friends will assist with counting the ballots and provide staff for election inspectors/tellers.

CORRESPONDENCE AND COMMUNICATIONS

Letter to MSCSD BOE President expressing desire to remain in shared use facility.

The meeting was adjourned at 8:41p.m.

NEXT MEETING:

Next regular meeting Monday, May 17, 2021 at 7:00 p.m. - Location to be announced.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

May 17, 2021

The meeting was called to order at 7:04. This meeting took place remotely via video conference in accordance with the governor's executive order 202.101 extending emergency adjustments to the open meetings law in response to the COVID 19 pandemic. The public has the ability to view or listen to this meeting proceeding online through links posted on our public website. This meeting is being recorded. A transcript of the meeting will be posted on the library website, in addition to the minutes.

Quorum was present: Trustees Pat Ayres, Amy Hart, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent Trustee Chris Spencer; Guests: James Simmons

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

James Simmons stated he joined the call to observe and be aware of what the library does. Pat Ayres reported that the Friends are having a chicken barbeque on May 17, 2021, the same day as the school budget vote.

APPROVAL OF MINUTES – RESOLVED, on motion by P. Ayres to approve the minutes from the April 19, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. April 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$184.22, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for April 2021 were available for review. Total cash assets held by CNB on April 30, 2021 were \$205,765.72.

RESOLVED, on motion by J. Persson to approve unpaid claims totaling \$2,662.60 and payments made prior to board approval, including debit card payments of \$184.22 by roll call vote with aye from Trustees Pat Ayres, Amy Hart, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, and Peggy Sutton; nay (due to absence) from Chris Spencer and Dustine Mullen (joined meeting after the vote), as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		04/01/2020	04/11/2022	10.00
Ace Coffee & Water	Bill		05/01/2021	05/11/2021	10.00
Baker & Taylor	Bill		04/15/2021	04/25/2021	56.72
Baker & Taylor	Bill		04/21/2021	05/03/2021	35.50
Baker & Taylor	Bill		04/23/2021	05/03/2021	147.99
Baker & Taylor	Bill		04/28/2021	05/08/2021	335.85
Midwest Tape	Bill		03/30/2021	04/09/2021	83.21
Midwest Tape	Bill		04/28/2021	5/08/2021	21.74
Pioneer Library System	Bill		04/07/2021	04/17/2021	39.60
Quill	Bill		04/28/2021	05/08/2021	58.99
Whiteman Osterman Hanna	Bill		04/30/2021	05/10/2021	1,863.00
Total unpaid claims					\$2,662.60
Amazon	Debit		04/06/2021	04/06/2021	16.50
Amazon	Debit		04/06/2021	04/06/2021	16.48
Amazon	Debit		04/06/2021	04/06/2021	19.25
Amazon	Debit		04/28/2021	04/28/2021	74.99
TechSoup	Debit		04/05/2021	04/05/2021	57.00
Total payments made prior to board approval					\$184.22

DIRECTOR'S REPORT – A. Tillinghast reported the April program and virtual online programs statistics.

The RJCL vote passed with a 4.39% increase in annual tax levy.

Have received applications for Youth Service Coordinator and part time Clerk and interviews either completed or set up.

Have a plan in place working towards the 35 hours/week minimum requirements for open hours to the public. On April 5, 2021 library opened up and circulation and patron visits have increased.

RESOLVED, on motion by R. Ott to accept the resignation of Library Director Andrea Tillinghast, with regret, effective June 12, 2021.

COMMITTEE REPORTS:

Ad Hoc Committee on Operations Review- P. Ayres presented the committee report.

Manchester Shortsville Central School District (MSCSD) has provided the library with notice that it is terminating our joint-use agreement effective September 2022. We hope to negotiate a new agreement by September 2022.

RESOLVED, on motion by P. Ayres to move to Executive Session to discuss current litigation.

The board entered executive session to discuss current litigation at 7:37pm. The board returned to the regular meeting at 7:49pm.

Next steps include meeting with Board of Education (BOE). Kerry Adams has joined the Ad Hoc Committee on Operations as a community member/liaison. K. Adams has been a past member of the BOE and RJCL Board of Trustees.

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

500-07 Investment Policy needs more work and will be presented for 2nd reading at the June or July board meeting.

Policy – L. Schaertl presented the committee report.

RESOLVED, on motion by R. Ott to adopt 400-02 Gifts and Donations.

RESOLVED, on motion by L. Schaertl to adopt 400-05 Collection Development.

RESOLVED, on motion by P. Sutton to adopt 400-16 Volunteer Policy and application with approved changes.

Facilities – No report.

Personnel – K. Sutter presented the committee report.

A. Tillinghast will create a transition plan and a committee member will execute the plan. A. Tillinghast will have a mix of hours between working from home and in person at the library. Committee members will join in interviews for Youth Service Coordinator and part time Clerk position. Summer programs will need volunteer support.

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

LRP committee will meet virtually on May 24, 2021 from 7pm to 8pm. Appointed committee members include Peggy Sutton (co-chair), Dustine Mullen (co-chair), Lisa Schaertl, Amy Hart and Andrea Tillinghast.

The committee will contact Pioneer Library System (PLS) for information about LRP including available tools. The goal of the upcoming meeting is to draft a plan and timeline for LRP development.

With all the upcoming summer programs it would be beneficial to tie in with community to see what their library needs are and use the LRP process to:

- Advertise and promote the library's value to the community.
- Assess what the community wants and needs from the library such as hours, facilities, and programs.
- Share with community the benefits and limitations of the current or new space.
- Have conversations to start rebuilding the foundation of support.

Nominations – P. Ayres presented the committee report.

Received some complaints and feedback from community members regarding the lack of publicity about the library budget vote and the public information session the week prior. The board discussed how to improve. The RJCL published legal notice in the *Daily Messenger* with additional publicity through the library Facebook page, library website and newsletter. The Nominations committee will develop a procedure to define who is responsible for each task, rather than relying on institutional memory. The procedure will include Voting procedures, handling and counting ballots, post-vote procedures, and publicity including incorporating ideas from the community and things the library already does.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

President L. Schaertl appointed an ad hoc hiring committee. Committee members include L. Schaertl, K. Sutter, and J. Persson. Trustees A. Hart and P. Sutton volunteered to assist with interviews.

Committee members L. Schaertl and K. Sutter reviewed the process for hiring a Director, the job description, and the salary and benefits as compared to the PLS system-wide salary and benefits data for 2020. The committee recommended a competitive salary range for the job posting.

RESOLVED, on motion by P. Ayres to publish salary at \$45,000 to \$50,000 for the Director position.

The RJCL Board accepted the committee recommendation to search for and hire a temporary Interim Director.

2020 Annual Report to New York State was completed, approved by PLS, and submitted to the state. The report is available for review.

CORRESPONDENCE AND COMMUNICATIONS

Letter to MSCSD BOE requesting meeting on Summer Operations.

The meeting was adjourned at 8:28p.m.

NEXT MEETING:

Next regular meeting Monday, June 21, 2021 at 7:00 p.m. - Location to be announced.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

June 21, 2021

The meeting was called to order at 7:05. This meeting took place remotely via video conference in accordance with the governor's executive order 202 extending emergency adjustments to the open meetings law in response to the COVID 19 pandemic. The public has the ability to view or listen to this meeting proceeding online through links posted on our public website. This meeting is being recorded. A transcript of the meeting will be posted on the library website, in addition to the minutes.

Quorum was present: Trustees Pat Ayres, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Interim Director Fran De Nardo; Absent Trustees Amy Hart, Dustine Mullen, Chris Spencer and Treasurer Jan Boor.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Celebration and memorial for Jessica Oliver (RJCL Trustee Jan-Sept 2020) on June 24, 5-9 pm at Lincoln Hill Farms.

SWEARING IN OF INTERIM DIRECTOR

L. Schaertl administered the Oath of Office to Interim Library Director Fran De Nardo.

APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres to approve the minutes from the May 17, 2021 board meeting.

RESOLVED, on motion by P. Ayres to approve the minutes from the executive session of the May 17, 2021 board meeting.

RESOLVED, on motion by R. Ott to approve the minutes from the June 1, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

May 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that there were no debit card purchases and vouchers submitted were for library purchases and properly documented. Bank reconciliations for May 2021 were available for review. Total cash assets held by CNB on May 28, 2021 were \$193,488.48.

RESOLVED, on motion by R. Ott to approve unpaid claims totaling \$1,737.71 and payments made prior to board approval by roll call vote with aye from Trustees Pat Ayres, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, and Peggy Sutton; nay (due to absence) from Amy Hart, Dustine Mullen and Chris Spencer, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		05/15/2021	05/25/2021	54.39
Baker & Taylor	Bill		05/05/2021	05/15/2021	101.47
Midwest Tape	Bill		05/10/2021	05/20/2021	44.98
Midwest Tape	Bill		05/18/2021	5/28/2021	20.24
NYS Unemployment	Bill		05/06/2021	05/16/2021	433.95
Patsy Olszewski	Bill		06/02/2021	06/12/2021	13.18
Whiteman Osterman Hanna	Bill		05/27/2021	06/06/2021	1,069.50
Total unpaid claims					\$1,737.71

Year End Financial Report is due June 30, 202, and will be reported at the July 2021 meeting.

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

J. Schneider, Youth Service Coordinator has started Facebook Storytime Terrific Tuesdays and arranging summer events.

On June 28, 2021, P. Sutton will introduce F. De Nardo to the school Superintendent, business manager, building principles including support staff and IT.

Working to expand connection with Friendly Village and Village Mayors.

COMMITTEE REPORTS:

Nominations – P. Ayres presented the committee report.

The Nominating Committee submits the following slate of officers for consideration for the 2021-2022 year:

Lisa Schaertl for President, Kim Sutter for Vice President, Peggy Sutton for Secretary and Jan Boor for Treasurer.

The election will take place at the July 19, 2021, annual meeting of the board. At the meeting, the current president will ask for nominations from the floor. If there are none, the vote will proceed to adopt the ballot presented and those names will take office.

Ad Hoc Committee on Operations Review- L. Schaertl presented the committee report.

On June 27, 2021, the Ad Hoc Committee will meet with the BOE (Board of Education). Topics include summer hours, COVID protocols, renegotiation of the shared use agreement and framework for moving forward.

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

RESOLVED on motion by Jill Persson to amend the Designation of Bank and Check Signers, adopted at the 2020 Annual Meeting, to authorize the transfer or withdrawal of funds by any of the following persons: Francesca De Nardo, Interim Library Director, 3714 Taylor Rd, Clifton Springs, NY; Lisa Schaertl, President, 4285 Shortsville Rd, Shortsville, NY; Patricia Ayres, Vice President, 4671 Herendeen Rd., Shortsville NY.

RESOLVED on motion by L. Schaertl 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 2020-2021 annual financial review at a mutually convenient time in July 2021 or August 2021.

RESOLVED on motion by J. Persson that the Board of Trustees of the Red Jacket Community Library authorizes the Treasurer to transfer \$20,000 from the Capital Fund into the general operating fund prior to June 30, 2021.

RESOLVED, on motion by L. Schaertl to adopt 500-07 Investment Policy.

Policy – No report.

Facilities – No report.

Personnel – K. Sutter presented the committee report.

RESOLVED, on motion by Lisa Schaertl to approve the provisional appointment of Jordon Schneider to the position of Youth Services Coordinator starting June 7, 2021, at the rate of \$16.00/hour.

K. Sutter will work with Interim Director F. De Nardo on staff performance reviews and salary recommendations for presentation to the board in July

L. Schaertl provided orientation for F. De Nardo including use of the school district systems for work orders and facility use requests, and the Ontario County HR (OCHR) portal.

The exam for the Library Clerk position was given in May and waiting on the new list of candidates. Civil service exams for Library Assistant and Library Manager have scheduled dates.

Ad Hoc Hiring Committee – L. Schaertl presented the committee report.

Interim Director, Fran De Nardo started June 10, 2021. An interim director may work a maximum of 90 days. A search is underway for a permanent director. F. De Nardo is a candidate for the permanent position. Candidates must apply for the civil service exam by July 21, 2021. A new list based on the exam will be available by mid-September. Meanwhile the RJCL board may hire a candidate provisionally and is seeking a candidate with library experience (MLS desired), management experience, community connection and relationship-building skills.

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

LRP committee met on May 24, 2021, and reviewed sample surveys, tools, general information, and minimum standards for the LRP provided by PLS. Committee members went over the current LRP and determined that several goals need to be rewritten or removed.

On June 2, 2021, was a community forum at the library. 43 community members were present including mayors of Shortsville and Manchester, two BOE members and two newly elected BOE members, Friends of the library and 12 library staff/RJCL Board members. Surveys were handed out to community members.

Goal of the next meeting will be to review surveys, assign board members to summer events and set up focus groups with community members.

UNFINISHED BUSINESS

RESOLVED, on motion by L. Schaertl to approve the 2020 annual report to NYS.

RESOLVED, on motion by P. Sutton to approve the 2020 annual report to the community.

NEW BUSINESS

None

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 7:59 p.m.

NEXT MEETING:

Annual meeting Monday, July 19, 2021, at 7:00 p.m.

Regular meeting Monday, July 19, 2021, immediately following the annual meeting.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES - SPECIAL MEETING

Minutes

June 1, 2021

The meeting was called to order at 5:01 by President L. Schaertl. This meeting is taking place remotely via videoconference, in accordance with the Governor's Executive Order 202 extending emergency adjustments to the Open Meetings Law in response to the Covid-19 pandemic. The public has the ability to view or listen to this meeting proceeding online, through links posted on our public website. This meeting is being recorded. A transcript of the meeting will be posted on the library website, in addition to the minutes.

Quorum was present: Trustees Pat Ayres, Randall Ott, Jill Persson, Lisa Schaertl, Chris Spencer, Kim Sutter, Peggy Sutton; Absent Trustee Amy Hart, Dustine Mullen

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

NONE

APPOINTMENT OF INTERIM DIRECTOR

RESOLVED, on motion by P. Ayres to appoint Francesca De Nardo to the temporary position of Interim Director of the Red Jacket Community Library, per Ontario County civil service regulations, with a salary of \$960 per week, starting June 10, 2021.

COMMUNITY FORUM

The Long Range Planning committee is preparing for the June 2 community forum. Logistics were discussed. Reviewed opening remarks.

The meeting was adjourned at 5:30p.m.

NEXT MEETING:

Next regular meeting is Monday, June 21, 2021, at 7:00 pm

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

July 19, 2021

The meeting was called to order at 7:16 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayers, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Interim Library Director Fran De Nardo; Treasurer Jan Boor; Guests Jennifer Lueke, Nichole Coyne and Eileen Wegman; Absent: Trustee Amy Hart, Chris Spencer and Kim Sutter.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Jennifer Lueke and Nicole Coyne gave an update on the community center. The Facilities committee will participate in future meetings of the community center.

APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres to approve the minutes from the June 21, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report including the Year-End Financial Report. June 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$628.26, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for June 2021 were available for review. Total cash assets held by CNB on June 30, 2021 were \$174,851.84.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$1,697.49 and payments made prior to board approval; including debit card payments, totaling \$628.26 as follows:

Vendor	Type	Num	Date	Due Date	Amount
Midwest Tape	Bill		07/01/2021	07/11/2021	22.49
Pioneer Library System	Bill		07/06/2021	07/16/2021	25.00
Whiteman Osterman Hanna	Bill		07/01/2021	07/11/2021	1,650.00
Total unpaid claims					\$1,697.49
Penny Lane	Check		06/30/2021	06/30/2021	98.38
Ace Coffee	Check		06/01/2021	06/30/2021	10.00
Children's Plus	Check		06/18/2021	06/30/2021	183.45
Collaborative	Check		06/11/2021	06/30/2021	19.00
Fran De Nardo	Check		06/18/2021	06/30/2021	15.27
Jordan Schneider	Check		06/22/2021	06/30/2021	7.54
Library Journal	Check		06/30/2021	06/30/2021	129.99
Midwest Tape	Check		06/21/2021	06/30/2021	113.20
Christine La Terra	Check		06/30/2021	06/30/2021	51.43
Total payments made prior to board approval					\$628.26

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

Over 60 children and adults have signed up for summer reading. Terrific Tuesdays virtual Storytime will continue until September. The library continues to post on the Red Jacket Community Library (RJCL) and community Facebook pages.

F. De Nardo has possible solutions to meet the 35 hours a week minimum required by NYS. She has met with Fred Mink Mayor of Shortsville and the Manchester Village Board to see about options during the day.

F. De Nardo met with K. Sutter, personnel committee chair, regarding staff performance reviews and wage increases. RESOLVED, on motion by L. Schaertl, to approve wage increases as budgeted, with new rates as follows: K. Honchen \$14.73/hour, P. Olszewski \$15.59/hour, effective July 1, 2021.

COMMITTEE REPORTS:

Nominations – No report.

Ad Hoc Committee on Operations Review- R. Ott presented the committee report.

On July 14, 2021, the Ad Hoc Committee met with representatives from the BOE (Board of Education) and Manchester Shortsville Central School District (MSCSD) in the library. The focus of the meeting was to define areas used by the RJCL and MSCSD. The committees agreed that Room 173 will remain the community library office. The “fishbowl” and room adjacent will remain shared space. The MSCSD proposed to convert Room 161, with some facilities improvements, to community library breakroom and storage. The community library will continue to have access to the sink located in the common area. The current location of videos can remain and be used for the community library. MSCSD plans to eliminate RJCL access to Computer lab rooms 160 and 162 as well as rooms 170 and 174. The board raised concerns about specific rooms mentioned in the proposal, and the Ad Hoc Committee will try to negotiate with the BOE regarding those concerns. The new shared use agreement or lease was not discussed in this meeting.

Finance and Audit – R. Ott.

WHEREAS, the next regular meeting of the board is set for September 20, 2021, wherein the board will audit claims, therefore be it RESOLVED, on motion by R. Ott, to grant authority to Interim Library Director Fran De Nardo, beginning July 20, 2021, and ending August 31, 2021, to approve payment of eligible claims in advance of the September 2021 claims audit.

Policy – No report.

Facilities – No report.

Personnel – No report.

Ad Hoc Hiring Committee – L. Schaertl presented the committee report.

The committee received seven applications and selected four candidates to interview.

RESOLVED, on motion by L. Schaertl to appoint Francesca De Nardo to the position of Director of the Red Jacket Community Library, provisional on satisfactory completion of the civil service exam, at a salary of \$50,000 per year, effective July 20, 2021.

RESOLVED, on motion by J. Persson, to authorize a health insurance benefit to the Director, in the form of an employer contribution of \$6,325.00 per calendar year as budgeted, towards a qualified plan to be selected by the Director, effective July 20, 2021.

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

LRP committee met on June 30, 2021 and reviewed survey data from the June 2, 2021 community forum. It was determined that the survey needs to be shorter targeting specific questions. D. Mullen developed a new survey tool. RJCL trustees and Friends have been going to summer events handing out surveys and talking with community members about the library. P. Sutton recommends working with a facilitator, (Sherry Sacco,) to assist with focused groups and long-range plan. The committee will meet July 28, 2021 to meet with S. Sacco, set a timeline and go over expectations of the facilitator and process owners (P. Sutton and D. Mullen).

UNFINISHED BUSINESS

None

NEW BUSINESS

Board and Staff Development

It was suggested by J. Persson to have an informal social activity off library grounds as an opportunity to connect since emerging from quarantine and personnel changes of both the library staff and RJCL board. J. Persson will be setting up the date and location.

RESOLVED, on motion by D. Mullen to approve library staff to be paid for their final hour of work on the Friday of the team building activity, and approve the library closing at 6:00 pm that same day.

CONFLICT OF INTEREST STATEMENTS - All Trustees, the Director and the Treasurer are required to read [Policy 200-4](#) and submit a signed Annual Statement before our next meeting.

WHISTLEBLOWER STATEMENTS – All new trustees and library employees are required to read [Policy 500-2](#) and submit a signed Whistleblower Policy Acknowledgement Form before our next meeting.

SWEARING IN OF DIRECTOR

L. Schaertl administered the Oath of Office to Library Director Fran De Nardo.

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 8:58 p.m.

NEXT MEETING:

Regular meeting Monday, September 20, 2021 at 7:00 pm at the RJCL.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES ANNUAL MEETING

Minutes

July 19, 2021

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

ROLL CALL Quorum was present: Trustees Pat Ayers, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Interim Library Director Fran De Nardo; Treasurer Jan Boor; Guests Jennifer Lueke, Nichole Coyne; Absent: Trustee Amy Hart, Chris Spencer and Kim Sutter.

APPROVAL OF AGENDA The agenda was approved with no changes.

APPROVAL OF MINUTES RESOLVED, on motion by J. Persson to approve the minutes from July 20, 2020 Annual Meeting.

ANNOUNCEMENT

With 42 ballots cast, voters approved a tax levy increase for Red Jacket Community Library (RJCL) by a vote of 26-16. Trustee Kim Sutter was re-elected.

SWEARING IN OF NEWLY ELECTED TRUSTEES

Kim Sutter was sworn in on July 10, 2021.

ELECTION OF OFFICERS

RESOLVED, on a motion by P. Ayres, to accept the slate of officers presented by the Nominations Committee at the June board meeting: President-Lisa Schaertl, Vice President- Kim Sutter and Secretary-Peggy Sutton.

COMMITTEE ASSIGNMENTS Committee assignments for 2021-2022 made as follows:

Personnel	K. Sutter (chair), P. Ayres, J. Persson
Policy	L. Schaertl (chair), R. Ott, P. Sutton
Facilities	C. Spencer (chair), P. Ayres, R. Ott
Finance & Audit	R. Ott (chair), D. Mullen, C. Spencer
Planning	D. Ott (co-chair), P. Sutton (co-chair), A. Hart, J. Persson
Nominating	P. Ayres (chair), A. Hart, D. Mullen
Ad hoc committee on Operations	C. Spencer (chair), P. Ayres, R. Ott, K. Sutter, Kerry Adams (community member)
Ad hoc committee Director Search	L. Schaertl (chair), J. Persson, K. Sutter

APPOINTMENT OF CLAIMS REVIEWER RESOLVED, on motion by L. Schaertl to appoint Trustee Randall Ott as claims reviewer.

DESIGNATION OF BANK AND CHECK SIGNERS

RESOLVED, THAT THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY (HEREINAFTER REFERRED TO AS THE "BANK") IS HEREBY DESIGNATED AS A DEPOSITORY OF THE RED JACKET COMMUNITY LIBRARY, 7 LEHIGH AVENUE, SHORTSVILLE, NY (HEREINAFTER REFERRED TO AS THE "CORPORATION") AND THE DEPOSIT ACCOUNTS OF ANY KIND MAY BE OPENED AND MAINTAINED IN THE NAME OF THE CORPORATION WITH SAID BANK. BE IT FURTHER

RESOLVED, THAT THE FUNDS OF THE CORPORATION MAY BE ELECTRONICALLY TRANSFERRED OR WITHDRAWN UPON CHECK, DRAFT NOTE, WRITTEN ORDER, WRITTEN WITHDRAWAL REQUEST OR DEBIT CARD TRANSACTIONS OF THE CORPORATION SIGNED, OR PURPORTING TO BE SIGNED BY THE FACSIMILE SIGNATURE(S), BY ANY OF THE FOLLOWING PERSONS. IN SOME INSTANCES, THE REQUEST FOR THE ELECTRONIC TRANSFER OF FUNDS MAY BE ACCEPTED BY AN OFFICER OF THE BANK OVER THE TELEPHONE.

LIBRARY DIRECTOR	FRAN DE NARDO	3714 TAYLOR RD., SHORTSVILLE, NY
PRESIDENT	LISA R. SCHAERTL	4285 SHORTSVILLE RD., SHORTSVILLE NY
VICE PRESIDENT	KIM SUTTER	702 HOWLAND RD., SHORTSVILLE NY

THE BANK IS HEREBY AUTHORIZED TO PAY SUCH CHECKS, DRAFTS, NOTES, WRITTEN ORDERS, OR TO PAY PURSUANT TO THE WRITTEN WITHDRAWAL AND ELECTRONIC TRANSFER REQUESTS AND TO RECEIVE THE SAME FOR CREDIT TO THE ACCOUNT OF THE PAYEE, OR IN

PAYMENT OF THE INDIVIDUAL INDEBTEDNESS OF THE PAYEE, OR ANY OTHER HOLDER WHEN SO SIGNED, OR TO OTHERWISE HONOR ANY WRITTEN INSTRUCTIONS CONCERNING SAID ACCOUNT WHEN SIGNED AS AUTHORIZED ABOVE, WITHOUT INQUIRY AS TO THE CIRCUMSTANCES OF THEIR ISSUE OR THE DISPOSITION OF THEIR PROCEEDS OR ANY SUCH PAYMENTS WHETHER DRAWN TO THE INDIVIDUAL ORDER OR TENDERED IN PAYMENT OF THE INDIVIDUAL OBLIGATIONS OF ANY OF THE ABOVE PERSONS OR ANY OFFICER OR EMPLOYEE OF THIS CORPORATION OR OTHERWISE. BE IT FURTHER

RESOLVED, THAT THE BANK AS A DESIGNATED DEPOSITORY OF THIS CORPORATION, IS HEREBY REQUESTED, AUTHORIZED, AND DIRECTED TO HONOR CHECKS, DRAFTS, OR OTHER ORDERS FOR THE PAYMENT OF MONEY DRAWN IN THIS CORPORATIONS NAME, INCLUDING THOSE PAYABLE TO THE INDIVIDUAL ORDER OF ANY PERSON OR PERSONS WHOSE NAMES APPEAR THEREON AS SIGNER OR SIGNERS THEREOF, WHEN BEARING OR PURPORTING TO BEAR THE FACSIMILE SIGNATURE(S) OF ANY INDIVIDUAL(S) LISTED ON THIS RESOLUTION, AND THE BANK SHALL BE ENTITLED TO HONOR AND TO CHARGE THIS CORPORATION FOR SUCH CHECKS, DRAFTS, OR OTHER ORDERS, REGARDLESS OF BY WHOM OR BY WHAT MEANS THE ACTUAL OR PURPORTED FACSIMILE SIGNATURE(S) THEREON MAY HAVE BEEN AFFIXED THERETO, IF SUCH SIGNATURE(S) RESEMBLE THE FACSIMILE SPECIMENS DULY CERTIFIED TO OR FILED WITH THE BANK BY THE SECRETARY OR OTHER OFFICER OF THIS CORPORATION. BE IT FURTHER

RESOLVED, THAT IF ANY ONE OF THE AUTHORIZED SIGNATURES IS PRESENT, THE BANK'S ACTION IN PAYING SUCH CHECKS, DRAFTS, NOTES, WRITTEN ORDER OR PAYING PURSUANT TO SUCH WRITTEN WITHDRAWAL OR ORAL REQUEST SHALL BE BINDING ON THE CORPORATION SINCE THE REQUIREMENT OF MORE THAN ONE SIGNATURE IS SOLELY AN INTERNAL REQUIREMENT OF THE CORPORATION AND SHALL NOT BE BINDING ON THE BANK. BE IT FURTHER

RESOLVED, THAT ANY CHECKS, DRAFTS, NOTES OR OTHER INSTRUMENTS OF ANY KIND PAYABLE TO OR BELONGING TO THIS CORPORATION MAY BE ENDORSED BY ANY OF ITS OFFICERS, EMPLOYEES OR AGENTS AND DEPOSITED WITH THE BANK FOR THE CREDIT AND USE OF THIS CORPORATION AND SAID ENDORSEMENTS MAY BE MADE IN WRITING OR BY STAMP AND WITHOUT DESIGNATION OF THE PERSON SO ENDORSING. BE IT FURTHER

RESOLVED, THAT THE SECRETARY SHALL FURNISH TO THE BANK THE NAMES OF THE PRESENTLY DULY ELECTED AND QUALIFIED OFFICERS OF THE CORPORATION AND SHALL, FROM TIME TO TIME HEREAFTER AS CHANGES IN THE PERSONNEL OF SAID OFFICERS ARE MADE, IMMEDIATELY CERTIFY SUCH CHANGES TO THE BANK, AND THE BANK SHALL BE FULLY PROTECTED IN RELYING ON SUCH CERTIFICATION OF THE SECRETARY AND SHALL BE INDEMNIFIED AND SAVED HARMLESS FROM ANY CLAIMS, DEMANDS, EXPENSES, LOSS OF DAMAGES RESULTING FROM, OR GROWING OUT OF HONORING THE SIGNATURE OF ANY OFFICER SO CERTIFIED, OR REFUSING TO HONOR ANY SIGNATURE SO CERTIFIED. BE IT FURTHER

RESOLVED, THAT ANY PERSON DESIGNATED AS AN AUTHORIZED SIGNER ON ACCOUNTS OF THE CORPORATION IS AUTHORIZED TO BORROW MONEY ON BEHALF OF THE CORPORATION BY TAKING ADVANCES (INITIATED BY OVERDRAFT OR ONLINE TRANSFER) ON ANY EXISTING CHEXMATE OVERDRAFT LINE OF CREDIT ACCOUNT THAT HAS BEEN ESTABLISHED FOR ACCOUNTS OF THE CORPORATION. BE IT FURTHER

RESOLVED, THAT THE BANK, AS A DESIGNATED DEPOSITORY OF THIS CORPORATION, IS HEREBY REQUESTED, AUTHORIZED AND DIRECTED TO ISSUE A DEBIT CARD TO ANY PERSON OR PERSONS DESIGNATED BY THE CORPORATION AS AN AUTHORIZED SIGNER ON ACCOUNTS OF THE CORPORATION. THE BANK IS HEREBY REQUESTED, AUTHORIZED AND DIRECTED TO HONOR ELECTRONIC TRANSACTIONS INITIATED BY DEBIT CARD WITH THE SIGNATURE OF AN AUTHORIZED SIGNER (SIGNATURE BASED) OR BY THE DEBIT CARD WITH AN ASSIGNED PERSONAL IDENTIFICATION NUMBER (PIN BASED), DRAWN ON THIS CORPORATION'S NAME, INCLUDING THOSE PAYABLE TO THE INDIVIDUAL ORDER OF ANY PERSON OR PERSONS WHO THE CORPORATION HAS DESIGNATED AS AN AUTHORIZED SIGNER. BE IT FURTHER

RESOLVED, THAT THE SECRETARY OR ANY OTHER OFFICER OF THIS CORPORATION IS HEREBY AUTHORIZED TO CERTIFY TO THE BANK A COPY OF THESE RESOLUTIONS AND TO AUTHORIZE ADDITIONAL INDIVIDUALS TO CONDUCT ON-LINE BANKING TRANSACTIONS ON BEHALF OF THE ORGANIZATION THROUGH THE INTERNET. SUCH AUTHORIZATION WILL BE MADE IN WRITING TO THE BANK. THE BANK MAY RELY ON AND ACT UPON SUCH CERTIFICATES, AND THESE RESOLUTIONS SHALL CONTINUE IN FULL FORCE AND EFFECT UNTIL THE BANK IS ADVISED BY A LIKE CERTIFICATE OF ANY CHANGES THEREIN, ON MOTION BY P. AYRES AND UNANIMOUSLY CARRIED.

TAX CAP OVERRIDE FOR 2022-2023

WHEREAS, THE ADOPTION OF THE 2022-2023 BUDGET FOR THE RED JACKET COMMUNITY LIBRARY MAY REQUIRE A TAX LEVY INCREASE THAT EXCEEDS THE TAX CAP IMPOSED BY STATE LAW AS OUTLINED IN GENERAL MUNICIPAL LAW SECTION 3-C ADOPTED IN 2011; AND

WHEREAS, GENERAL MUNICIPAL LAW SECTION 3-C EXPRESSLY PERMITS THE LIBRARY BOARD OF TRUSTEES TO OVERRIDE THE TAX LEVY LIMIT BY A RESOLUTION APPROVED BY A VOTE OF SIXTY PERCENT OF QUALIFIED BOARD MEMBERS; NOW, THEREFORE BE IT **RESOLVED**, THAT THE BOARD OF TRUSTEES OF THE RED JACKET COMMUNITY LIBRARY VOTE TO EXCEED THE TAX LEVY LIMIT FOR 2022-23 ON A MOTION BY P. SUTTON AND ROLL CALL VOTE WITH AYE FROM TRUSTEES PAT AYRES, DUSTINE MULLEN, RANDY OTT, JILL PERSSON, LISA SCHAERTL, PEGGY SUTTON; NAY (DUE TO ABSENCE) FROM AMY HART, CHRIS SPENCER, KIM SUTTER

HOLIDAY SCHEDULE OF CLOSINGS FOR 2022

RESOLVED, on motion by P. Ayres to approve the day after Thanksgiving, Christmas Eve and New Year's Eve as floating holidays for 2022.

FEDERAL HOLIDAY CHANGE

WHEREAS, Juneteenth is now a federal holiday, be it hereby RESOLVED, on motion by L. Schaertl, that the library will be closed on June 20, 2022 in observation of Juneteenth.

BOARD OF TRUSTEES CALENDAR

RESOLVED, on motion by P. Sutton to approve the Board of Trustees meeting calendar - Mondays at 7 pm

Sept. 20, 2021	Jan. 24, 2022*	May 16, 2022
Oct. 18, 2021	Feb. 28, 2022*	June 27, 2022*
Nov. 15, 2021	Mar. 21, 2022	July 18, 2022
Dec. 20, 2021	Apr. 18, 2022	

**fourth Monday, due to Federal Holiday*

Policy Committee meets the week prior to the board meeting, Monday at 7 pm

Finance Committee meets the week after the board meeting, Mondays at 7 pm

ADJOURNMENT The meeting was adjourned at 7:15 p.m.

Submitted by Marguerite (Peggy) Sutton, RJCL Board Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

September 20, 2021

The meeting was called to order at 7:03 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Randall Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Guest Nancy Johnsen; Absent Trustees Amy Hart and Kim Sutter.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

Announcements: Resignation of Trustees Chris Spencer on August 5, 2021 and Dustine Mullen on August 23, 2021. Trustee roster updated and committee assignments re-configured.

APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres to approve the minutes from the July 19, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

July and August 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for July and August 2021 were available for review. Total cash assets held by CNB on July 31, 2021 were \$161,083.13 and on August 31, 2021 were \$149,786.05.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$3,975.70 and payments made prior to board approval, including debit card payments, totaling \$5,077.16:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		07/26/2021	08/07/2021	147.04
Baker & Taylor	Bill		08/17/2021	08/27/2021	33.65
Baker & Taylor	Bill		08/20/2021	08/30/2021	36.66
Baker & Taylor	Bill		08/23/2021	09/02/2021	54.40
Baker & Taylor	Bill		08/30/2021	09/09/2021	36.06
Jordan Schneider	Bill		09/07/2021	09/17/2021	8.37
Junior Library Guild	Bill		08/05/2021	08/17/2021	373.52
USPS	Bill		09/01/2021	09/11/2021	130.00
WFL Boces	Bill		08/12/2021	08/22/2021	2,106.00
Whiteman Osterman and Hannah	Bill		08/31/2021	09/10/2021	1,050.00
Total unpaid claims					\$3,975.70

The bill from NYSLRS is significantly greater than what is allocated in the budget. There is some money reserved in the retirement fund that may be used to help pay this bill.

We may approve Form 990 at our October meeting. If our accountant does not have it prepared when due, they can file for an extension.

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

Summer reading had a variety of programs including Storytime's, crafts, movie nights and trail walks. Terrific Tuesdays Storytime is continuing. In September starting to offer appointments for technology help. Have set up branches (in Shortsville Fire Hall and Manchester Village Hall) and are planning daytime programs including live Storytime, crafts and very low impact type fitness (aerobics/balance) classes.

Advertising for the Part Time Clerk opening. Posts on the library Facebook page have good response.

COMMITTEE REPORTS:

Have added Community Members representatives on some committees.

Nominations – L. Schaert presented the committee report.

RESOLVED, on motion by P. Ayres to appoint Nancy Johnsen to the vacancy on the Board of Trustees for a term expiring June 2023, in accordance with the bylaws.

Continuing to recruit and interview candidates for the vacant term expiring June 2025.

Ad Hoc Committee on Operations Review- R. Ott and P. Ayres presented the committee report.

Received a draft contract from Manchester Shortsville Central School District's (MSCSD) attorney with a map to designate color-coded areas that RJCL can use. The committee feels that the space issues have been resolved. Two areas of concern remain: Hours and Rent.

Discussions continue with MSCSD and RJCL lawyers on the contract. The Ad Hoc Committee on Operations and the school's committee will meet on October 20, 2021 to continue discussions.

Facilities – L. Schaertl presented the committee report

Met with representatives from the group working to create a Red Jacket Community Center. Shared updates and progress and discussed opportunities for collaboration.

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

LRP committee has met several times and changes were made to committee members. Past surveys collected. Changes made to the current survey. Dates and times selected for focus groups. Emails and phone calls made to community members about being on a focus group. J. Persson working with girls scouts to hand out surveys at Bliss and Dollar General. Friends will be assisting. Surveys left at local businesses. Facebook survey developed by J. Schneider and A. Hart. On September 16 preliminary meeting was done to go over material and questions for focus groups. First focus group this Thursday, September 23, 2021. Next focus groups on October 4 and 7, 2021.

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

Tax revenue will likely be received from the school before our October meeting. Under the investment policy we may need to split the tax money when it is deposited, so that neither the savings accounts nor checking account exceed the FDIC insurance limits.

Policy – L. Schaertl presented the committee report

Disaster Plan is up for mandatory annual review. Few comments have been noted from the Trustees. F. De Nardo to review plan and work with committee to present changes at October meeting.

Personnel – L. Schaertl presented the committee report.

Waiting to hear back from Ontario County Human Resource (OCHR) on the status of F. De Nardo completed exam. J. Schneider status with OCHR has been changed from provisional to probationary. F. De Nardo has offered staff ways they can make up the hours lost due to the later (4 pm) weekday opening time restriction. Vacation time may be used for this.

UNFINISHED BUSINESS

CONFLICT OF INTEREST STATEMENTS - All Trustees, the Director and the Treasurer are required to read Policy 200-4 and submit a signed Annual Statement. Only a few left to complete, P. Sutton will follow up to ensure completion.

WHISTLEBLOWER STATEMENTS – All new trustees and library employees are required to read Policy 500-2 and submit a signed Whistleblower Policy Acknowledgement Form. F. De Nardo and P. Sutton will review to ensure a completed document is on file for trustees and library employees.

NEW BUSINESS

SWEARING IN OF NEWLY APPOINTED TRUSTEE

L. Schaertl administered the Oath of Office to newly appointed Trustee Nancy Johnsen.

Trustees are encouraged to sign up for PLS training: Trustees Handbook Book club – Trustees Duties & Responsibilities. Tuesday, October 19 at 5 pm.

CORRESPONDENCE AND COMMUNICATIONS

Received thank-you card from staff for the Friday, September 18, 2021 get together with Trustees and Library Staff

The meeting was adjourned at 8:47 p.m.

NEXT MEETING:

Regular meeting Monday, October 18, 2021, at 7:00 pm at RJCL

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

October 18, 2021

The meeting was called to order at 7:12 p.m. by President Lisa Schaertl. This meeting took place remotely via video conference in accordance with the governor's executive order extending emergency adjustments to the open meetings law in response to the COVID 19 pandemic. The public has the ability to view or listen to this meeting proceeding online through links posted on our public website. This meeting is being recorded. A transcript of the meeting will be posted on the library website, in addition to the minutes.

Quorum was present: Trustees Amy Hart, Nancy Johnsen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Absent Trustees Pat Ayres.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

PLS training: Trustee Duties & Responsibilities, Tuesday October 19 at 5pm. Newly appointed Trustee N. Johnsen has registered for the training.

Ontario County will do a virtual presentation of the architect's report on the Manchester roundhouse Oct. 21. The public is invited.

APPROVAL OF MINUTES

RESOLVED, on motion by J. Persson to approve the minutes from the September 20, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

September 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for September 2021 were available for review. Total cash assets held by CNB on September 30, 2021 were \$128,682.72.

RESOLVED, on motion by L. Schaertl to approve corrections to July/August payments paid prior to board approval, including debit card payments, totaling \$7,791.33, as presented. The total corrects the total previously approved on 9/20/2021.

Vendor	Type	Num	Date	Due Date	Amount
Sweet Blessing	Debit		07/22/2021	07/22/2021	10.00
Fluffing Feathers & Flour	Debit		07/23/2021	07/23/2021	10.00
Walmart	Debit		07/25/2021	07/25/2021	86.70
Brodart	Debit		07/28/2021	07/28/2021	18.52
Walmart	Debit		08/09/2021	08/09/2021	35.95
Walmart	Debit		08/16/2021	08/16/2021	12.96
Walmart	Debit		08/16/2021	08/16/2021	1.94
Walmart	Debit		08/16/2021	08/16/2021	3.88
Walmart	Debit		08/19/2021	08/19/2021	209.21
Bliss Shurfine	Debit		08/19/2021	08/19/2021	7.16
Bliss Shurfine	Debit		08/19/2021	08/19/2021	22.45
Walmart	Debit		08/26/2021	08/26/2021	26.44
Party City	Debit		08/26/2021	08/26/2021	15.94
CANVA	Debit		08/27/2021	08/27/2021	119.40
Staples	Debit		08/31/2021	08/31/2021	39.37

Staples	Debit	08/31/2021	08/31/2021	18.91
Staples	Debit	08/31/2021	08/31/2021	335.86
Excellus	Debit	08/31/2021	08/31/2021	15.11
Baker & Taylor	Check	07/07/2021	07/07/2021	798.94
Children's Place	Check	08/31/2021	08/31/2021	526.29
Jordan Schneider	Check	08/31/2021	08/31/2021	2.83
Midwest Tape	Check	08/31/2021	08/31/2021	55.47
Pioneer Library System	Check	08/31/2021	08/31/2021	4,761.00
Utica National	Check	08/27/2021	08/27/2021	657.00
Total unpaid claims				\$7,791.33

RESOLVED, on motion by P. Sutton to approve unpaid claims totaling \$3,032.95 and payments made prior to board approval, including debit card payments, totaling \$1,061.47:

Vendor	Type	Num	Date	Due Date	Amount
American Library Association	Bill		09/16/2021	09/26/2021	286.00
Baker & Taylor	Bill		09/07/2021	09/17/2021	84.97
Jordan Schneider	Bill		09/24/2021	10/04/2021	15.13
Midwest Tape	Bill		08/24/2021	09/03/2021	21.74
Midwest Tape	Bill		09/07/2021	09/17/2021	22.49
Pioneer Library System	Bill		09/15/2021	09/25/2021	430.66
Quill	Bill		09/28/2021	10/08/2021	44.96
WFL Boces	Bill		09/09/2021	09/19/2021	2,127.00
Total unpaid claims					\$3,032.95
Bliss	Debit		09/15/2021	09/15/2021	8.56
Amazon	Debit		09/20/2021	09/20/2021	28.70
Walmart	Debit		09/20/2021	09/20/2021	11.88
Amazon	Debit		09/27/2021	09/27/2021	14.36
Amazon	Debit		09/27/2021	09/27/2021	20.75
Excellus	Check		09/08/2021	09/08/2021	15.11
NYS UI	Check		09/08/2021	09/16/2021	3.11
Utica National	Check		09/08/2021	09/10/2021	959.00
Total payments made prior to board approval					\$1,061.47

Form 990 has just been completed by the auditors. Trustees need to read it before the next meeting and vote on approval at November meeting. The retirement bill will be paid once the taxes arrive. F De Nardo will follow up with K. Brown at Manchester Shortsville Central School District (MSCSD).

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

Storytime and knitting have started in the branches. Only have wi-fi at the Shortsville location. Monthly Stamping classes have started. The First Draught Book Club was a success.

Rewrote the Clerk job description and advertising for the position.

COMMITTEE REPORTS:

Ad Hoc Committee on Operations Review- R. Ott presented the committee report.

Discussions continue with MSCSD and RJCL lawyers on the contract. The Ad Hoc Committee on Operations and the school's committee will meet on October 20, 2021 to continue discussions.

Facilities – L. Schaertl presented the committee report

The RJ Community Center (RJCC) team will add information into their business plan about potential collaboration with the RJCL and will send to F. De Nardo for review.

The committee discussed the use of “branches” at the village fire halls to help serve the community with daytime hours and to meet requirement for 35 hours/week open to the public. Reviewed current programs in the ‘branches” and planned expansion of services.

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

LRP committee set up five sessions of focus groups with a total of 24 community members attending. Large poster paper was placed around the room with each one stating a question about what they want from the library. Community members then placed sticky notes with their input on each piece of paper. After everyone was done then each question was reviewed and discussed. Facilitator Sherry Sacco is tabulating the responses for committee review. On October 7, 2021 all surveys closed and data tabulated with 224 responses. Next meeting is October 25, 2021 and will prioritize responses from the focus groups and the surveys, to determine feedback for the strategic plan.

Personnel – K. Sutter presented the committee report.

F. De Nardo passed the Civil Service exam. Request for Personnel Change (RPC) form filed with Ontario County HR moving F. De Nardo from Provisional to Probationary employee effective October 1, 2021.

Nominations – A. Hart presented the committee report.

Possible candidate declined at this time. All trustees to give Amy any names and contact information of any potential candidates for the vacant term expiring June 2025.

Finance and Audit – No report.

Policy – L. Schaertl presented the committee report

Disaster Plan is up for mandatory annual review. Committee members and F. De Nardo have reviewed and commented. L Schaertl to consolidate comments and present at November meeting.

UNFINISHED BUSINESS

CONFLICT OF INTEREST STATEMENTS - All Trustees, the Director and the Treasurer are required to read Policy 200-4 and submit a signed Annual Statement. Only a few left to complete, P. Sutton will follow up to ensure completion.

WHISTLEBLOWER STATEMENTS – All new trustees and library employees are required to read Policy 500-2 and submit a signed Whistleblower Policy Acknowledgement Form. F. De Nardo and P. Sutton will review to ensure a completed document is on file for trustees and library employees.

NEW BUSINESS

Required annual sexual harassment training- All trustees who have not received training from their employer or other source need to watch the training videos by November 15, 2021 and participate in Q & A at next board meeting.

CORRESPONDENCE AND COMMUNICATIONS

Director and President to speak at Rotary meeting Tuesday October 26 at 7:30am.

NEXT MEETING:

Regular meeting Monday, November 15, 2021, at 7:00 pm at RJCL

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

November 15, 2021

The meeting was called to order at 7:08 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Amy Hart, Nancy Johnsen, Randall Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Absent Trustees Kim Sutter.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Open meeting law update reviewed. Documents need to be on website or available upon request at least 24 hours prior to the meeting at which they will be discussed.

APPROVAL OF MINUTES

RESOLVED, on motion by R. Ott to approve the minutes from the October 18, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

October 2021 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for October 2021 were available for review. Total cash assets held by CNB on October 29, 2021 were \$113,420.29.

RESOLVED, on motion by P. Ayres to approve unpaid claims totaling \$427.32 and payments made prior to board approval, including debit card payments, totaling \$229.82 as presented:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		10/01/2021	10/11/2021	51.28
Baker & Taylor	Bill		10/01/2021	10/11/2021	52.67
Baker & Taylor	Bill		10/08/2021	10/18/2021	37.83
Baker & Taylor	Bill		10/15/2021	10/25/2021	75.03
Jordan Schneider	Bill		10/31/2021	11/10/2021	35.51
Whiteman, Osterman & Hanna	Bill		10/01/2021	10/11/2021	175.00
Total unpaid claims					\$427.32
Dollar Tree	Debit		10/04/2021	10/04/2021	5.00
Walmart	Debit		10/04/2021	10/04/2021	20.48
Amazon	Debit		10/07/2021	10/07/2021	14.34
Amazon	Debit		10/08/2021	10/08/2021	38.97
Amazon	Debit		10/26/2021	10/26/2021	51.96
Amazon	Check		10/26/2021	10/26/2021	41.11
Walmart	Check		10/05/2021	10/05/2021	42.97
Wyze Service	Check		10/06/2021	10/06/2021	14.99
Total payments made prior to board approval					\$229.82

RESOLVED, on motion by L. Schaertl to approve Form 990 with corrections. J Boor reports that an extension was filed today for form 990.

The retirement bill will be paid once the taxes arrive. F De Nardo has followed up with Manchester Shortsville Central School (MSCSD). J. Boor will request an invoice from MSCSD for the building use fee.

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

Restarted virtual Storytime with videos being placed on the library's YouTube page. In December starting an adult craft program at the branches.

Advertising for the part time Clerk opening through Ontario County Civil Service. The Clerk job description has been updated. Interviewing a candidate on Wednesday.

F. DeNardo is implementing staff health screenings per COVID procedures.

COMMITTEE REPORTS:

Ad Hoc Committee on Operations Review- P. Ayres presented the committee report.

Discussions continue with MSCSD and RJCL lawyers on the contract. The Ad Hoc Committee on Operations and the school's committee met on October 20, 2021 to continue discussions.

Facilities – L. Schaertl presented the committee report

The RJ Community Center (RJCC) team shared information that will be added into their business plan about collaboration with the RJCL. F. De Nardo and L. Schaertl approved the addition.

The Library Director continues to evaluate and expand the use of "branches" at the village fire halls to help serve the community with daytime hours and to meet the requirement for 35 hours/week open to the public.

The Director and the facilities committee will take inventory of RJCL equipment in December.

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

The Long-Range Planning (LRP) Committee met on October 25, 2021 to review data from the five focus group sessions that were held. A draft strategic plan was shared. The board agreed with the four goals based on data including the input from the community:

- Increase Access to Library Facilities and Services
- Increase Community Visibility and Awareness
- Enhance Collections, Programs and Services
- Development and Sustainability

In December, the committee will finalize the strategic plan and bring to the board for approval.

Personnel – L. Schaertl presented the committee report.

The Director has authority to implement and make changes on COVID procedures.

F. DeNardo to review all pandemic procedures and update as needed to be in compliance with the New York State Hero Act within the next three weeks.

All new employees will have a six-month review. After January 1st, all library employees are non-exempt and subject to overtime.

The Personnel committee will schedule a review of policy 300-01, General Personnel Policy.

Nominations – A. Hart presented the committee report.

All trustees to give Amy any names and contact information of any potential candidates for the vacant term expiring June 2025.

Finance and Audit – R. Ott presented the report.

Policy 500-4, Procurement Policy was presented for first reading and requires annual review by law.

Policy – L. Schaertl presented the committee report

RESOLVED, on motion made by L. Schaertl to approve policy 410-0, Disaster Plan with changes.

RESOLVED, on motion by L. Schaertl that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers of the Red Jacket Community Library in legally disposing of valueless records listed therein, and

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; and
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

The retention and disposition schedule for records will be put into policy.

TRUSTEE TRAINING AND CERTIFICATIONS

1. Sexual Harassment Prevention Training Q&A

The following trustees received Annual Sexual Harassment Prevention Training through their employer: Jill Persson and Jan Boor. Trustees Pat Ayres, Amy Hart, Nancy Johnsen, Randall Ott, Lisa Schaertl and Peggy Sutton completed the NYS training videos on the web and were given the opportunity to participate in the Q&A session.

2. Annual Conflict of Interest Statements still needed from two Trustees

3. Whistleblower policy acknowledgement still needed from two Trustees and Director.

4. Trustee Training – P Sutton shared tracking document for Trustees to record their training to meet the new requirement of 2 hrs./yr. Upcoming training opportunities from Pioneer Library System noted:

- Tues. Nov. 16 at 5 pm – Board Meetings (PLS Trustee Handbook Book Club)
- Mon. Dec. 6 at 5 pm – Facility Planning for your Library

UNFINISHED BUSINESS - None

NEW BUSINESS - None

CORRESPONDENCE AND COMMUNICATIONS – None

The meeting was adjourned at 8:47p.m.

NEXT MEETING:

Regular meeting Monday, December 20, 2021, at 7:00 pm at RJCL

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

December 20, 2021

The meeting was called to order at 7:01 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Amy Hart, Nancy Johnsen, Randall Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Absent Trustees Kim Sutter and Treasurer Jan Boor.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

APPROVAL OF MINUTES

RESOLVED, on motion by R. Ott to approve the minutes from the November 15, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

November 2021 financial reports will be available for review at the January board meeting.

R. Ott, claims reviewer, reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Total cash assets held by CNB on November 30, 2021 were \$329,972.52.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$832.30 and payments made prior to board approval, including debit card payments, totaling \$374.80 as presented by roll call vote with aye from Trustees Pat Ayres, Amy Hart, Nancy Johnsen, Randall Ott, Jill Persson, 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				18.33
Baker & Taylor	Bill				55.00
Baker & Taylor	Bill				619.48
Pioneer Library System	Bill				42.00
Patsy Olszewski	Bill				75.00
Midwest	Bill				22.49
Total unpaid claims					\$832.30
Amazon	Debit		11/01/2021	11/01/2021	12.99
Adobe	Debit		11/02/2021	11/02/2021	16.11
Aldi	Debit		11/02/2021	11/02/2021	12.99
USPS	Debit		11/02/2021	11/02/2021	116.00
Amazon	Debit		11/04/2021	11/04/2021	27.99
Excellus	Debit		11/15/2021	11/15/2021	30.22
Walmart	Debit		11/15/2021	11/15/2021	47.66
Dollar Tree	Debit		11/17/2021	11/17/2021	31.00
Walmart	Debit		11/23/2021	11/23/2021	13.20
Michaels	Debit		11/29/2021	11/29/2021	33.93
JoAnn Fabrics	Debit		11/29/2021	11/29/2021	32.71
Total payments made prior to board approval					\$374.80

Treasurer report deferred to next month. Library taxes were deposited on 11/22/2021.

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

Programs continue at the Manchester and Shortsville branches. Having some issues at the branches with WI FI and carrying equipment back and forth.

New part time Clerk has been hired, Danielle McCracken.

F. DeNardo has been implementing staff health screenings per COVID procedures.

COMMITTEE REPORTS:

Ad Hoc Committee on Operations Review- P. Ayres presented the committee report.

Discussions continue with MSCSD (Manchester Shortsville Central School District) and RJCL (Red Jacket Community Library) lawyers on the contract. The Ad Hoc Committee on Operations anticipate a meeting in January with attorney once their negotiations have ended. At that time will set up a meeting with MSCSD.

Facilities – L. Schaertl presented the committee report

The RJ Community Center (RJCC) team is making progress.

The Library Director continues to assess the viability of the “branch locations” as an option for providing daytime services to public library patrons.

The Director and the facilities committee will take inventory of RJCL equipment in December.

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

The Long-Range Planning (LRP) Committee finalized the strategic plan. The community was invited to review and comment on the final draft. Public comment on the plan was invited by:

- Enewsletter
- Posted on Library and Community Facebook pages
- Sent to all participants via email that attended a focus group session
- Posters around town at local businesses

RESOLVED, on motion by J. Persson to adopt the 2022-2027 LRP as presented.

The Director will report to the RJCL board at least annually or quarterly depending on the activity and measurement.

Personnel – J. Persson presented the committee report.

The Personnel Committee and Director will update COVID information on the RJCL website. This includes posting new COVID procedures and revising accordingly with the HERO Act.

All staff will receive six month or mid-year appraisals. The job description for the clerks has been revised.

The personnel committee will meet monthly providing guidance and support to the Director.

Nominations – A. Hart presented the committee report.

Continue to seek candidates for the vacant term expiring June 2025.

Finance and Audit – R. Ott presented the report.

WHEREAS, the board has completed the annual review of the Library's procurement policy as required by law, therefore be it RESOLVED, on motion by L. Schaertl to approve 500-4 Procurement Policy with added revisions.

Policy – No report.

TRUSTEE TRAINING AND CERTIFICATIONS

Upcoming Trustee Training:

- Monday January 10, 2022 at 5pm – State Aid for Library info session
- Monday February 7, 2022 at 5pm – System Orientation for New Trustees

All Trustees to record completion of training on the form in google drive. Reviewed who needs to complete training.

UNFINISHED BUSINESS – None

NEW BUSINESS

RESOLVED, on motion by P. Ayes, that the board of trustees of Red Jacket Community Library hereby requests that the Board of Regents of the University of the State of New York amend the absolute charter to state that the principal office of the corporation shall be located at 7 Lehigh Avenue, Box 370, Shortsville, NY 14548; and be it further

RESOLVED that the president and secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

CORRESPONDENCE AND COMMUNICATIONS – None

The meeting was adjourned at 8:10 p.m.

NEXT MEETING:

Regular meeting Monday, January 24, 2021, at 7:00 pm at RJCL

Submitted by Marguerite (Peggy) Sutton, Secretary