



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

January 13, 2020

The meeting was called to order at 7 pm by President Lisa Schaertl

Present: Trustees Roxie O'Brien, Randall Ott, Erin Shannon, Lisa Schaertl and Peggy Sutton; Director Andrea Tillinghast; Treasurer Chris Harris; guest Jessica Oliver. Absent: Trustees Michelle Krise, Jill Persson, Pat Ayres.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS – none

APPROVAL OF MINUTES

RESOLVED, on motion by R. O'Brien, to approve the minutes from the Dec. 9, 2019 regular meeting

RESOLVED, on motion by R. Ott, to approve the minutes from the Dec. 19, 2019 special meeting

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Christopher Harris was sworn in as Treasurer and presented the Treasurer's report. December financial reports, prepared by A. Tillinghast and reviewed by C. Harris, available review are:

- a) Balance Sheet b) Deposit Detail c) Profit & Loss Overview
- d) Profit & Loss Budget vs. Actual e) Debit Detail f) Unpaid Bills - \$4472.29 and 3 additional bills

C. Harris recommends omitting the deposit detail report for future meetings and will instead provide the bank statement/cancelled check report. Additionally, he will add a "projected" column to the P&L Budget vs. Actual Report, and report on budget variances.

R.Ott, claims reviewer, reported that debit card purchases and vouchers submitted were for library purchases and properly documented. Bank reconciliations for December were reviewed. Total cash assets held by CNB on December 31, 2019 were \$291,671.55.

RESOLVED, on motion by R. O'Brien, to approve unpaid claims totaling \$4,472.29 and payments made prior to board approval totaling \$2,718.38 as follows:

Vendor	Type	Date	Num	Due Date	Amount
Baker & Taylor	Bill	12/02/2019		12/02/2019	\$ 598.37
Curtis, Bernice B	Bill	12/19/2019		12/29/2019	16.38
Dell Marketing, L.P.	Bill	12/13/2019		12/23/2019	2,369.40
Fun Products	Bill	11/15/2019		11/25/2019	21.00
LaTerra, Christine	Bill	12/19/2019		12/19/2019	28.31
Manchester-Shortsville Central School	Bill	12/03/2019		12/03/2019	58.18
Midwest Tape	Bill	12/03/2019		12/13/2019	133.45
Quill	Bill	12/13/2019		12/13/2019	538.17
The Merchandiser	Bill	11/28/2019		11/28/2019	709.03
Total unpaid claims					\$ 4,472.29
Shelterpoint	Check		3716		\$838.28
Anderson- VanHorne	Check		3715		\$921.10
Utica National	check		3714		\$959.00
Total claims paid prior to board approval					\$ 2,718.38

RESOLVED, on motion by R. Ott, to approve January debit card purchases of \$533.76.

RESOLVED, on motion made by L. Schaertl, to pay A. Tillinghast \$136, a pro-rated portion of the monthly Treasurer salary, for services performed during the period December 13-20, 2019.

DIRECTOR'S REPORT – A. Tillinghast reported that the visit with Santa had a good attendance but the month of December was slower overall. Wish Tree donations were used to order new books. Reviewed the yearly circulation report and Dec. OWWL2Go statistics. Reported that she has renewed her Public Librarians Professional Certificate.

COMMITTEE REPORTS

Policy – L. Schaertl presented the committee report. Changes to Policy 400-7, Circulation and Use of Materials, were presented for first reading. The Board and Director discussed the impact of fines for overdue materials.

WHEREAS, the American Library Association has concluded that fines create “a barrier to the provision of library and information services,” and further, that “studies have shown that small fines do not have an impact on return rates” of borrowed materials, and WHEREAS, the Red Jacket Community Library Board of Trustees supports our mission of “providing access to materials...in a safe and welcoming environment” to all patrons regardless of financial resources, therefore be it RESOLVED that the Board of Trustees authorizes the Director to eliminate fines for overdue materials on a timeline as determined by the Director.

Revisions to Policy 200-4 Conflict of Interest were presented for second reading.

RESOLVED, on motion made by R. O'Brien, to adopt revised Policy 200-4, Conflict of Interest.

Facilities – The Board reviewed the committee report filed by P. Ayres on logistics of the 2020 remodel project. A. Tillinghast will follow up with Creative Library Concepts on designs for the circulation desk.

Personnel - No report.

Finance and Audit – No regular finance committee report. A first draft of the 2020-2021 budget was presented for discussion. The committee will meet with the Treasurer to refine, and present a revision at the February board meeting.

Long Range Planning – No report.

Nominations – R. O'Brien introduced Jessica Oliver as a candidate for upcoming vacancies on the Board of Trustees.

UNFINISHED BUSINESS - none

NEW BUSINESS

RESOLVED, on motion by R. O'Brien, to accept the resignation of N. Schuler from the Board of Trustees effective January 16, 2020.

RESOLVED, on motion by P. Sutton, to appoint Jessica Oliver as Trustee to complete the term left vacant by the resignation of N. Schuler, expiring June 2023, effective January 16, 2020.

New Trustee J. Oliver was sworn in.

L. Schaertl will work with P. Ayres to initiate orientation for the new trustees.

CORRESPONDENCE AND COMMUNICATIONS-

Patty Carrig purchased a book from the Wish Tree and dedicated it to the 2019 Trustee Members.

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

NEXT MEETING: Monday, February 10, 2020 at 7 p.m.

Submitted by N. Schuler, Secretary / L. Schaertl, President



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

February 10, 2020

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

Present: Trustees Roxie O'Brien, Jessica Oliver, Randall Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Andrea Tillinghast; Treasurer Chris Harris. Absent: Trustees Pat Ayres and Erin Shannon.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS -None.

APPROVAL OF MINUTES - RESOLVED, on motion by R. O'Brien, to approve the minutes from the January 13, 2020 regular meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Christopher Harris presented the Treasurer's report. January 2020 financial reports are available for review. C. Harris recommends changing debit card to credit card. C. Harris and A. Tillinghast will look at and the finance committee will work on a credit card policy.

R.Ott, claims reviewer, reported that debit card purchases and vouchers submitted were for library purchases and properly documented. Bank reconciliations for January 2020 will be reviewed in February. Total cash assets held by CNB on January 31, 2020 were \$272,410.61.

RESOLVED, on motion by R. O'Brien, to approve unpaid claims totaling \$2,889.52 and payments made prior to board approval of \$150 as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		01/07/2020	01/07/2020	35.00
Andrea Tillinghast	Bill		01/14/2020	1/14/2020	15.00
Baker & Taylor	Bill		12/02/2019	12/02/2019	598.37
Chris Harris	Bill		01/31/2020	01/31/2020	500.00
Curtis, Bernice B	Bill		01/30/2020	01/30/2020	16.10
Jack Schneider	Bill		1/07/2020	01/07/2020	50.00
LaTerra, Christine	Bill		12/23/2019	12/23/2020	19.09
Manchester-Shortsville Central School	Bill		01/06/2020	01/06/2020	54.35
Midwest Tape	Bill		01/13/2020	01/13/2020	431.81
New York Library Assoc.	Bill		01/16/2020	01/16/2020	20.00
Olszewski, Patricia A.	Bill		01/29/2020	01/29/2020	38.82
Pioneer Library System	Bill		01/15/2020	01/15/2020	1,019.00
Quill	Bill		12/18/2019	12/18/2019	91.98
Total unpaid claims					\$ 2,889.52
Total payments made prior to approval					\$150.00

RESOLVED, on motion by R. O'Brien to approve January debit card purchases of \$447.57 as follows:

Debit Purchase: Name	Type	Num	Date	Amount
Staples	Check	Debit	01/03/2020	63.50
Amazon	Check	Debit	01/06/2020	57.58
Walmart	Check	Debit	01/07/2020	35.44
Tops Market	Check	Debit	01/10/2020	26.73
United States Postmaster	Check	Debit	01/10/2020	55.00
Walmart	Check	Debit	01/15/2020	19.80
United States Postmaster	Check	Debit	01/16/2020	54.00
Vivial	Check	Debit	01/23/2020	41.30
Techsoup.org	Check	Debit	01/27/2020	117.00
Walmart	Check	Debit	01/28/2020	4.72
Total debit card purchases				\$ 475.07

DIRECTOR'S REPORT – New York State Annual Report for Public Libraries is due to PLS 2/14/2020. 2020 census training for Library staff is planned, so that staff can answer questions and assist patrons with using the library computers and WIFI to complete their surveys. January 2020 statistics reviewed.

COMMITTEE REPORTS:

Policy – L Schaertl presented the committee report. Policy 400-7, Circulation and Use of Materials, in the works and back to committee for review. Did not meet in January. Next meeting February 20, 2020.

Facilities – R. Ott presented the committee report. On 1/31/2020 met with school, library staff, designers and architects to get confirmation on details of summer project. Reviewed steps and timeline, looked at carpet, public circulation desk plans, and entrance. All in agreement on design concept. Furniture to be ordered in February.

Personnel - No report.

Finance and Audit – A. Tillinghast presented the 2020-2021 draft budget with tax levy increase from \$196,200 to \$224,890. Overall normal operating budget. Print materials increased by 3%, supplies increased by \$1000, DVD's decreased by \$1000, payroll services will decrease and summer materials went within other columns. Fines for children will be eliminated and start phasing out all fines by the fall (except for lost or damaged material).

Recommended by board to add Facilitator for long range planning in 2020 budget for \$2000. The Director will present final budget for board approval at March meeting and advertise for vote in May

Long Range Planning – No report.

Nominations – R. O'Brien proposed Kim Sutter for new candidate for upcoming vacancy on the Board of Trustees. BIO reviewed. K. Sutter will come to next meeting. R. O'Brien nominated Marguerite (Peggy) Sutton as candidate for the position of Secretary of the Board of Trustees. J. Persson moved to cast unanimous ballot for P. Sutton. All in favor.

UNFINISHED BUSINESS

L. Schaertl will work with P. Ayres to initiate orientation for new trustees. Will review schedule for orientation dates after meeting with new trustees: P. Sutton and J. Oliver.

NEW BUSINESS-

R. O'Brien made motion to accept the resignation of Trustee Michelle Krise, effective February 3, 2020, motion carried.

L Schaertl appointed J. Oliver to the Facilities and Finance & Audit committees.

CORRESPONDENCE AND COMMUNICATIONS - None

The meeting was adjourned at 8:31 p.m.

NEXT MEETING: Monday, March 9, 2020 at 7 p.m.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

March 9, 2020

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

Present: Trustees Pat Ayres, Roxie O'Brien, Jessica Oliver, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Chris Harris. Absent: Trustee Erin Shannon.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Pioneer Library System (PLS) has announced 2020 Trustee Workshops. Trustees are encouraged to attend.

New Trustee Orientation will be held March 13 at 4:15. P. Ayres will present on the History of the Library.

Announcement of Trustee Erin Shannon resignation from the board. Pat Ayres made motion to accept the resignation of Trustee Erin Shannon effective March 9, 2020, motion carried.

Minimum Standards for NY Public Libraries are changing Jan. 1, 2021. Trustees should review what's new.

APPROVAL OF MINUTES - RESOLVED, on motion by R. Ott, to approve the minutes from the February 10, 2020 regular meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Christopher Harris presented the Treasurer's report. February 2020 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 January 2020 were reviewed. Total cash assets held by CNB on January 31, 2020 were \$272,056.

Correction to the January 2020 claims report: It was incorrectly reported that total debit card payments were \$447.57 and should be reported as \$475.07. RESOLVED, on motion by J. Persson to approve the corrected amount of \$475.07 for January debit card payments.

RESOLVED, on motion by R. O'Brien, to approve unpaid claims totaling \$1,869.89 and payments made prior to board approval of \$17,801.66 as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		02/04/2020	02/29/2020	35.00
Andrea Tillinghast	Bill		02/25/2020	02/29/2020	20.91
Baker & Taylor	Bill		02/19/2020	02/029/2020	145.53
Chris Harris	Bill		02/29/2020	02/29/2020	500.00
Curtis, Bernice B	Bill		02/29/2020	02/29/2020	13.80
Librarica, LCC	Bill		02/25/2020	02/29/2020	226.86
Manchester-Shortsville Central School	Bill		02/03/2020	02/29/2020	50.71
Midwest Tape	Bill		02/25/2020	02/29/2020	113.20
New York Library Assoc	Bill		02/20/2020	02/29/2020	145.00
Olszewski, Patricia A.	Bill		02/20/2020	02/29/2020	23.55
The Merchandiser	Bill		02/27/2020	02/29/2020	595.33
Total unpaid claims					\$ 1,869.89
Card making program	Check				\$180.00
Creative Library Concepts	Check				\$17,621.66
Total payments made prior to approval					\$17,801.66

February debit card purchases audit and review will be reported at the April Board meeting.

DIRECTOR'S REPORT – A. Tillinghast reported that the New York State Annual Report for Public Libraries was completed and submitted to PLS 3/09/2020. The report was presented for Trustee review and needs to be approved at the April Trustee Board meeting. 2020 census training was completed for Library staff, so that staff can coach patrons on how to complete and assist patrons with using the library computers or telephone. The Library has a public health policy and has instituted a response to Coronavirus concerns. February 2020 statistics were reviewed. The Director will apply for a construction grant; application due in May for 2021.

COMMITTEE REPORTS:

Policy – L Schaertl presented the committee report.

RESOLVED, on motion by R. O'Brien, to approve revised Policy 400-7, Circulation and Use of Materials.

Policy 300-3, Confidentiality was presented for first reading and will be presented at March meeting for approval. Policy 200-6, Fiscal oversight is being developed by the Finance Committee and will be discussed further at the next committee meeting. The Policy Committee will no longer print policies for Trustee binders; use electronic copies instead. Next committee meeting is March 16, 2020.

Facilities – P. Ayres presented the committee report. School Librarians and A. Tillinghast are looking at carpet samples. The Manchester-Shortsville Central School will use their electricians to hardwire the Connectrac at no additional cost to the community Library. The Manchester-Shortsville Central School will handle the replacement of the fabric on the awning over outside doors with Geneva Awning Company.

RESOLVED, on motion by P. Ayres, to approve purchase from Capital funds for furniture, circulation desk, carpet and new patron computer area from Creative Library Concepts for \$58,000. All in favor.

The Facilities Committee will be meeting on March 10, 2020 with Tim Burns and SEI Architects representatives to go over issues and the next steps.

Personnel – J. Persson present the committee report. Reviewed and updated trustee job description to include expected duties, including that Trustees will come to monthly meetings prepared and will serve on a committee. The committee will look at employee benefits for upcoming year.

Finance and Audit – A. Tillinghast presented the 2020-2021 budget for adoption by the Board.

RESOLVED, on motion by L. Schaertl, to adopt the 2020-2021 budget with expenditures of \$230,740 including a tax levy of \$227,890. All in favor, motion carried. A public information meeting will be held Monday, April 27 at 7 p.m. The budget vote will be Monday May 4, 2020.

R. Ott presented the finance committee report. Policy 300-3, Information and Security was presented for first reading and discussion. PLS is presenting a session on Fiscal oversight for Public Libraries on 5/19/2020 at 6 p.m. in Palmyra for any Trustee that would like to attend.

Long Range Planning – No report.

Nominations – R. O'Brien nominated Kim Sutter to fill a vacancy on the Board of Trustees. RESOLVED, on motion by P. Ayres, to appoint Kim Sutter to complete the term left vacant by the resignation of E. Shannon expiring June 2021. All in favor, motion carried. K. Sutter was sworn in.

The committee is searching for at least two new candidates to run for the Board of Trustees in the May 2020 election.

UNFINISHED BUSINESS

None

NEW BUSINESS

RESOLVED to fill the vacancy on the Board of Trustees for the term expiring June 2024, by election at the May 2020 vote, with the new Trustee to be elected to a full five-year term expiring June 2025.

The board discussed moving the date of the Board of Trustee meetings to the third Monday of the month. This would give more time to prepare finance and audit reports. RESOLVED, on motion by J. Persson, that the date of the regular meetings of the Board of Trustees of the Red Jacket Community Library will be held on the Third Monday of the month effective April 2020.

L Schaertl appointed J. Oliver to Facilities and Finance Committees and K. Sutter to the Personnel Committee.

CORRESPONDENCE AND COMMUNICATIONS - None

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

NEXT MEETING: Monday, April 20, 2020 at 7 p.m.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

April 20, 2020

The meeting was called to order at 7:04 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Roxie O'Brien, Jessica Oliver, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Chris Harris; Library Staff Christine LaTerra, Bonnie Curtis, Kathleen Honchen; Guests Jan Boor, Bob McLaughlin; Absent: Trustee Jessica Oliver.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

The meeting took place remotely via videoconference, in accordance with the Governor's Executive Order 202.1 in response to the Covid-19 pandemic. This change was announced at least two weeks prior to today, via several methods including the library website, eNewsletter and signage on the front door. The public has the ability to view or listen to this meeting proceeding online. A transcript of the meeting is posted on the library website, in addition to the usual minutes.

No questions received for public comment.

Pioneer Library System (PLS) has announced 2020 Trustee Workshops. Trustees are encouraged to attend online PLS workshops on April 23 (Trustee Roles & Responsibilities) and May 19 (Financial Oversight for Libraries).

APPROVAL OF MINUTES - RESOLVED, on motion by P. Ayres to approve the minutes from the March 9, 2020 regular meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Christopher Harris presented the Treasurer's report. March 2020 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 February 2020 were reviewed. Total cash assets held by CNB on February 28, 2020 were \$258,350.05.

RESOLVED, on motion by R. O'Brien, to approve unpaid claims totaling \$1,029.77. There were no payments made prior to board approval.

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		03/13/2020	03/31/2020	458.23
Manchester-Shortsville Central School	Bill		03/03/2020	03/31/2020	72.32
Midwest Tape	Bill		03/10/2020	03/31/2020	203.16
Pioneer Library System	Bill		03/12/2020	03/31/2020	113.07
Quill	Bill		03/10/2020	03/31/2020	32.99
The Merchandiser	Bill		03/26/2020	03/31/2020	150.00
Total unpaid claims					\$ 1,029.77

RESOLVED, on motion by P. Sutton to approve debit card purchases totaling \$495.78 for February 2020 and \$262.23 for March 2020 as follows:

Debit Purchase: Name	Type	Num	Date	Amount
Amazon Prime	Check	Debit	02/01/2020	12.99
Adobe	Check	Debit	02/03/2020	16.11
Intelligent Blends	Check	Debit	02/24/2020	72.17
Vivial	Check	Debit	02/25/2020	41.30
Quill	Check	Debit	02/28/2020	353.21
Total debit card purchases for February				\$ 495.78

Debit Purchase: Name	Type	Num	Date	Amount
Amazon Prime	Check	Debit	03/01/2020	12.99
Adobe	Check	Debit	03/02/2020	16.11
Walmart	Check	Debit	03/03/2020	8.83
NY Library Association	Check	Debit	03/07/2020	135.00
Wegmans	Check	Debit	03/11/2020	48.00
Vivial	Check	Debit	03/24/2020	41.30
Total debit card purchases for March				\$ 262.23

On a motion by L. Schaertl and unanimously carried, WHEREAS, Christopher Harris of Interwoven Financial Health has submitted an intent to resign as Library Treasurer and is willing to assist the library in the transition to a new treasurer; be it RESOLVED, that the Board of Trustees of the Red Jacket Community Library hereby accepts the resignation of Christopher Harris as Library Treasurer, effective April 21, 2020; and be it further RESOLVED, that the Board hereby authorizes Christopher Harris to provide consulting services commencing April 21, 2020 and continuing through April 30, 2020, with termination of service effective May 1, 2020; and be it further RESOLVED, that the Board hereby approves payment in the amount of \$500, consistent with the existing monthly fixed rate to Christopher Harris as compensation for all services provided during the month of April 2020.

On motion by J. Persson and unanimously carried, WHEREAS, Janine Boor was a finalist among all candidates interviewed for the position of Library Treasurer by the Board of Trustees Search Committee in December 2019; and WHEREAS, Janine Boor has expressed interest in filling the vacancy to serve as Library Treasurer, and to serve unpaid in the months of April 2020 and May 2020; and WHEREAS, the Personnel Committee and Finance Committee propose a monthly fixed rate of \$500 as an acceptable rate of pay for treasurer responsibilities described in Policy 500-3, be it therefore RESOLVED, that the Board of Trustees of the Red Jacket Community Library, in accordance with Article IV of the Bylaws of the Red Jacket Community Library, hereby appoints Janine Boor as Library Treasurer, effective April 21, 2020; and be it further RESOLVED, that the Board hereby approves a fixed monthly salary in the amount of \$500 to Janine Boor for service provided as Library Treasurer, effective June 1, 2020.

J. Boor was sworn in as new Treasurer.

DIRECTOR'S REPORT – A. Tillinghast reported the March program statistics onsite and virtual. The Library has been closed to the public since March 17, 2020 due to COVID-19 pandemic. The Library staff have been posting programs online since the closing. RJCL Facebook page has had an increase in usage. A. Tillinghast met with Library staff to review benefits available with respect to COVID-19. First draft of procedure, Continuity Plan in the Event of the Director's Unexpected Severe Illness or Death, was presented for first reading. Trustees to review and make comments prior to the next board meeting. The Disaster Plan was presented and last updated in 2015. A. Tillinghast and K. Sutter will work on updating.

COMMITTEE REPORTS:

Policy – L. Schaertl presented the policy report. Policies with review dates earlier than 2016 need to be reviewed by end of the year to meet the new minimum standards for libraries. Upcoming meeting date to be determined.

Facilities – P. Ayres presented the committee report. The District is moving forward with carpet installation. The carpet installation will be overseen by the firm (SEI) in charge of the Capital Project. SEI is meeting with Pro Carpet to get an estimate and timing. If school does not open until September work will begin before the end of June.

Personnel – J. Persson presented the committee report. A health insurance benefit for the Director is included in the 2020-2021 budget. It was recommended to authorize the health insurance benefit to begin June 1, 2020.

RESOLVED, on motion made by L. Schaertl to authorize expenditure of \$741.37 per month for Excellus BCBS Platinum 4 Plan for the Director Andrea Tillinghast, with an employee contribution via payroll deduction of \$239.70 per month or \$119.85 per pay period, with effective date of June 1, 2020.

Finance and Audit – R. Ott presented the finance committee report. There was a spreadsheet error on the adopted budget and corrected, which did not affect the total income and expenditures of \$230,740 and tax levy of \$227,890 as adopted by the board on March 9, 2020.

In keeping with the Governor’s Executive Order 202.13, the budget vote is postponed until at least June 1, 2020, and subject to the further directive as to the timing, location or manner of voting for such elections. The library is awaiting guidance from the State and Pioneer Library System.

A public hearing on the budget will be held prior to the vote, on a date to be determined according to guidance from the State and Pioneer Library System.

Trustee elections are similarly postponed by the Governor’s executive order, and petition activity is on pause.

Interested candidates should send a letter of interest to rjcltrustees@owwl.org

Policy 500-3, Library Treasurer, was presented for first reading. Trustees to review and make comments for the next board meeting.

Long Range Planning – No report.

Nominations – R. O’Brien reported that the committee is searching for at least two new candidates to run for the Board of Trustees in the 2020 election. Each Trustee should send a couple of names to R. O’Brien of any interested candidates.

UNFINISHED BUSINESS

None

NEW BUSINESS

RESOLVED, on motion by P. Ayres to approve the NYS Annual report.

CORRESPONDENCE AND COMMUNICATIONS - None

The meeting was adjourned at 7:56 p.m.

NEXT MEETING: Monday, May 18, 2020, at 7 p.m. Location to be determined.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

May 18, 2020

The meeting was called to order at 7:04 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Roxie O'Brien, Jessica Oliver, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Library Staff Christine LaTerra, Bonnie Curtis, Kathleen Honchen, Patsy Olszewski; Guests Neng Marquez, Jacob Maslyn, Dusty Mott.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

The meeting took place remotely via videoconference, in accordance with the Governor's Executive Order 202.1 regarding 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 is posted on the library website, in addition to the usual minutes.

Welcome Trustee candidates: Neng Marquez, Jacob Maslyn, Dusty Mott. A question & answer session will be after the meeting for the candidates.

No questions received for public comment.

Trustees are encouraged to attend online Pioneer Library System (PLS) workshop on May 19 (PLS Fiscal Oversight).

History of the Red Jacket Community Library (RJCL) on May 26.

Budget information session on June 1 at 7:00 p.m.

APPROVAL OF MINUTES - RESOLVED, on motion by R. O'Brien to approve the minutes with typo corrections from the April 20, 2020 regular meeting. RESOLVED, on motion by P. Ayres to approve the minutes from the May 5, 2020 special meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Janine Boor presented the Treasurer's report. April 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$1277.87 and vouchers submitted were for library purchases and properly documented. Bank reconciliations for April 2020 were reviewed. Total cash assets held by CNB on April 30, 2020 were \$250,027.14.

RESOLVED, on motion by L. Schaertl, to approve unpaid claims totaling \$611.82 and payments made prior to board approval of \$1913.20 by roll call vote with aye from Trustees Pat Ayres, Roxie O'Brien, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		04/28/2020	04/30/2020	8.00
Chris Harris	Bill		04/01/2020	04/30/2020	500.00
Messenger Post Newspapers	Bill		05/06/2020	05/31/2020	101.23
The Merchandiser	Bill		04/30/2020	04/30/2020	2.59
Total unpaid claims					\$ 611.82

Amazon Prime	Debit	04/01/2020	04/01/2020	12.99
Adobe subscription	Debit	04/02/2020	04/02/2020	16.11
Cons Coll	Debit	04/02/2020	04/02/2020	397.33
Paychex invoices	Debit	04/09/2020	04/09/2020	238
Staples	Debit	04/07/2020	04/07/2020	17.97
Techsoup	Debit	04/03/2020	04/03/2020	190.00
Vivial	Debit	04/23/2020	04/23/2020	41.30
Zoom	Debit	04/03/2020	04/03/2020	999.50
Total payments made prior to board approval				\$1913.20

DIRECTOR'S REPORT – A. Tillinghast reported the April program virtual statistics. The Library has been closed to the public since March 17, 2020 due to COVID-19 pandemic. The Library staff have been posting programs online since the closing. RJCL Facebook page has had an increase in usage.

Carpet project to start the week of May 25, 2020. Reopening plans are in process with new policies and procedures related to pandemic. Drafts were presented for first reading and will be discussed at the June 9, 2020 policy meeting. A. Tillinghast and P. Sutton will work on updating the Disaster Plan. Training for staff to include but not limited to contactless check-out, quarantining library materials and personal protective equipment (PPE). Target date for staff to return is June 15, 2020 if carpet project is complete and no changes with pandemic timelines of libraries re-opening. No temporary location would be needed since the closing related to pandemic is within the timeline of the carpet installation.

On June 30, 2020 modified service to the public with curbside may begin if all plans and processes are in place with pandemic guidelines. New furniture, computer stations and plexiglass should be delivered around July 3, 2020. In process of getting hand sanitizers, plexiglass counter guards, disinfectants, flyers and signage. Discussions with Manchester-Shortsville Central School District (MSCSD) ongoing on if the school and/or library staff will be providing cleaning/disinfecting.

RESOLVED, on motion by R. Ott to approve Operations procedure regarding the Continuity Plan in the Event of the Director's Unexpected Severe Illness or Death.

Library vote is to be counted on June 9, 2020 at 5:00 p.m. and the school has requested the help of two volunteers (cannot be Library Trustees or staff).

COMMITTEE REPORTS:

Finance and Audit – R. Ott presented the finance committee report. The public hearing is June 1, 2020 and budget vote is June 9, 2020 by absentee ballot. A flyer will be posted on the public website with the 2020-2021 budget and estimated tax rate. Bio's for the three candidates will be included in the flyer.

Finance Committee will review total expenses and budget at their next scheduled meeting and come back with recommendations for budget for the rest of the year.

Policy – L. Schaertl presented the policy report. Next meeting is June 9, 2020 and will finalize all COVID-related policies. Recommended to use series 410 for Pandemic related policies unless procedural.

Facilities – No report.

Personnel – J. Persson presented the committee report. The committee reviewed and is in process of updating performance appraisal documents for the Library Director. The committee agreed that performance appraisals of staff and the Library Director should be separated from salary discussions due to fiscal uncertainties this year. The Committee and A. Tillinghast discussed postponing appraisals until June when meetings can be done in person. Members of the Finance and Personnel Committee met with Treasurer J. Boor to review roles and responsibilities of the Director and Treasurer.

Long Range Planning – No report and will revisit in September.

Nominations – No report. Officer nominations will be made next month.

UNFINISHED BUSINESS

None

NEW BUSINESS

RESOLVED, on motion by P. Ayres to approve the 2019 Annual Report to the Community.

CORRESPONDENCE AND COMMUNICATIONS

Letter to Trustee candidates inviting them to virtual events.

Letter to Charlene Dehn MSCSD Superintendent thanking with assistance with RJCL vote.

The meeting was adjourned at 8:00 p.m.

NEXT MEETING: Monday, June 15, 2020, at 7 p.m. Location to be announced

Corrected

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES SPECIAL MEETING Minutes

May 5, 2020

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

Present: Trustees Pat Ayres, Roxie O'Brien, Jessica Oliver, Randall Ott, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Jan Boor; Absent: Trustee Jill Persson.

ANNOUNCEMENTS

This special meeting of the board of trustees of the Red Jacket Community Library was called in response to the Governor's Executive Order No. 202.26 issued Friday, May 1, 2020. The purpose of this special meeting is to determine the method of holding Trustee elections and administering a public vote on the Library's adopted 2020-2021 budget, in accordance with Executive Order No. 202.26

Public notice of this meeting was provided on the library website as soon as the meeting was scheduled. In accordance the Governor's Executive Order 202.1 regarding temporary suspension and modification of the Open Meetings Law, this meeting is taking place remotely via videoconference. The public has the ability to view or listen to this meeting proceeding online. This meeting is being recorded. A transcript of the meeting will be posted on the library website, in addition to the minutes.

Budget

1. A motion by L. Schaertl to withdraw the budget adopted at the March 9, 2020 regular meeting and instruct the director to prepare a new 2020-2021 budget with a tax levy of \$196,200 was defeated
2. Be it RESOLVED on a motion by L. Schaertl and unanimously carried, to request that the Manchester-Shortsville School District include the Red Jacket Community Library funding proposition of \$227,890 as a separate item on the absentee ballot used to administer the school district's budget vote, for the June 9, 2020 vote to be conducted by absentee ballot according to Executive Order No. 202.26.

and be it further RESOLVED to request that the Manchester-Shortsville School District include the names of the candidates for the Red Jacket Community Library Board of Trustees on this ballot, with such names to be provided to the school district by May 8, 2020.

The meeting was adjourned at 7:56 p.m.

NEXT MEETING: Monday, May 18, 2020, at 7 p.m. Location to be determined.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

June 15, 2020

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

Quorum was present: Trustees Pat Ayres, Roxie O'Brien, Jessica Oliver, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Library Staff Christine LaTerra, Bonnie Curtis, Kathleen Honchen, Patsy Olszewski

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

The meeting took place remotely via videoconference, in accordance with the Governor's Executive Order 202.34 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 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 is posted on the library website, in addition to the usual minutes.

No questions received for public comment.

Manchester Shortsville Central School District Budget vote and Library Trustee election extended to June 16.

APPROVAL OF MINUTES - RESOLVED, on motion by P. Ayres to approve the minutes with typo correction from the May 18, 2020 regular meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Janine Boor presented the Treasurer's report. May 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$407.48, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for May 2020 were reviewed. Total cash assets held by CNB on April 30, 2020 were \$202,644.17.

RESOLVED, on motion by P. Ayres, to approve unpaid claims totaling \$335.28 and payments made prior to board approval of \$407.48 by roll call vote with aye from Trustees Pat Ayres, Roxie O'Brien, Jessica Oliver, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton as follows:

Vendor	Type	Num	Date	Due Date	Amount
Andrea Tillinghast	Bill		05/20/2020	05/30/2020	9.98
CSLP	Bill		06/01/2020	06/11/2020	23.00
Demco	Bill		05/12/2020	05/22/2020	21.94
Messenger Post Newspapers	Bill		05/06/2020	06/06/2020	101.23
NYSID	Bill		05/22/2020	06/01/2020	139.14
Wood Memorial Library	Bill		06/01/2020	06/11/2020	39.99
Total unpaid claims					\$335.28
Amazon	Debit		05/08/2020	05/08/2020	215.84
Amazon	Debit		05/08/2020	05/08/2020	191.64
Total payments made prior to board approval					\$407.48

DIRECTOR'S REPORT – A. Tillinghast reported the May program and virtual online programs statistics. The Library has been closed to the public since March 17, 2020 due to COVID-19 pandemic. The Library staff have been posting programs online since the closing. Carpet project in process and on track. The plan is to bring staff back on June 22,

2020 and continue with modified services as outlined in the Reopening Plan. In process to hire cleaning services for the RJCL. Library vote is to be counted on June 9, 2020 at 5:00 p.m.

RESOLVED, on motion by J. Persson to accept the resignation, due to retirement, of library clerk Bernice Curtis effective June 30, 2020.

RESOLVED, on motion by R. O'Brien to approve the Director's Red Jacket Community Library (RJCL) Reopening Plan, which outlines steps to resume services to the community in coordination with Pioneer Library System (PLS) and in compliance with the Governor's NY Forward plan.

New and revised policies in response to COVID-19 pandemic were presented for second reading and adoption.

RESOLVED, on motion by L. Schaertl to adopt or approve the following new or revised policies with revisions to corrections and formatting:

Existing policies (revised):

400-1 Hours and Closings

400-12 Community Health

New policies:

300-3 Working Remotely

410-1 Contact Tracing

410-2 Contactless Checkout

410-3 Employee Health Screening

410-4 Pandemic Illness

410-5 Personal Protective Equipment

410-6 Quarantining of Materials

410-7 Cleaning and Disinfecting the Library Facility

410-8 Sanitizing Electronic Devices

RESOLVED, on motion by R. Ott to approve the revised Disaster Plan for the Red Jacket Community Library (RJCL) with corrections. A redacted plan, removing confidential sections, will be posted on the public website. The full plan will be available to the staff located in the red binder in Director's Office and at the circulation desk.

COMMITTEE REPORTS:

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

300-4, Information Technology (IT) Security was presented for second reading and adoption.

RESOLVED, on motion by P. Sutton to approve Policy 300-4, Information Technology (IT) Security.

500-3 Library Treasurer was presented for second reading and adoption.

RESOLVED, on motion by P. Ayres to approve Policy 500-3 Library Treasurer.

Fiscal year ends June 30, 2020 and committee recommends the board to adopt a resolution authorizing the Treasurer to engage with accounting firm.

RESOLVED, on motion by P. Sutton to authorize the Treasurer to retain the services of Bonn, Dioguardia, and Ray LLP upon the close of the fiscal year to perform a financial review, to prepare a written report to certify the accuracy of the Library's financial statement, and to prepare and file IRS Form 990.

Policy – L. Schaertl presented the policy report.

300-3 Confidentiality of Library Records policy and agreement form was presented for second reading and adoption. RESOLVED, on motion by P. Ayres to approve Policy 300-3, Confidentiality of Library Records policy and agreement form with correction.

The Policy Committee reviewed the 11 policies in response to the COVID-19 pandemic, incorporated board comments and presented them for Board approval and adoption (noted under the Director's Report above). The Library Director and Peggy Sutton presented the revised Disaster Plan. The Committee reviewed and commented. The new revised plan was presented for approval and adoption (noted under the Director's report).

Policies with review dates earlier than 2016 need to be reviewed by the end of 2020 to meet the NYS minimum standards for libraries. The committee will review, and revise as needed to present for review or approval in July-December.

Facilities – No report.

Personnel – J. Persson presented the committee report. The committee reviewed and is in process of updating performance appraisal documents for the Library Director. Once library opens will review performance with Library Director and staff.

Long Range Planning – No report and will revisit in September.

Nominations – R. O'Brien presented nominations for Board of Trustees officers for 2020-2021 for vote in July:

Lisa Schaertl for President, Pat Ayres for Vice President and Peggy Sutton for Secretary

UNFINISHED BUSINESS

The Finance Committee recommends keeping the Library Trustees meeting on the third Monday of the month. This gives the Finance Committee the additional needed time to get and prepare financial information for the monthly reports. The meeting will remain on the third Monday.

NEW BUSINESS

None

CORRESPONDENCE AND COMMUNICATIONS

None

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

NEXT MEETING:

Annual Organizational Meeting Monday, July 20, 2020 at 7 p.m. - Location to be announced

Next regular meeting Monday, July 20, 2020 at 7:30 p.m. - Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

July 20, 2020

The meeting was called to order at 7:18 p.m. by President Lisa Schaertl.

The meeting took place remotely via videoconference, in accordance with the Governor's Executive Order 202.48 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 Mott, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Guest: Angelina "Neng" Marquez; Absent: Trustee Jessica Oliver

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS - none

APPROVAL OF MINUTES – RESOLVED, on motion by R. Ott to approve the minutes from the June 15, 2020 meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Janine Boor presented the Treasurer's report. June 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$508.87, and vouchers submitted were for library purchases and properly documented. Bank reconciliations for June 2020 were reviewed. Total cash assets held by CNB on June 30, 2020 were \$190,712.32.

RESOLVED, on motion by L. Schaertl, to approve unpaid claims totaling \$508.87 and payments made prior to board approval of \$43.80, by roll call vote with aye from Trustees Pat Ayres, Dustine Mott, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Library Journal Subscription	Bill		06/05/2020	06/05/2020	129.99
Hillyard	Bill		06/15/2020	06/15/2020	220.51
NYSID	Bill		06/25/2020	06/25/2020	131.94
Quill	Bill		06/25/2020	06/25/2020	8.24
Staples	Bill		06/26/2020	06/26/2020	18.19
Total unpaid claims					\$508.87
Patricia Olszewski	Check		06/28/2020	06/30/2020	25.00
Amazon	Debit		06/29/2020	06/29/2020	18.80
Total payments made prior to board approval					\$43.80

WHEREAS unpaid claims must be presented to the board at regular business meetings for audit and approval prior to payment, and WHEREAS, some goods and services are billed as recurring monthly claims for the same dollar amount every month over the course of a year, therefore, be it RESOLVED, to approve the following recurring monthly claims for payment at the dollar amount listed herein, beginning July 1, 2020 and ending June 30, 2021:

Adobe	Software subscription	\$ 16.11
Amazon	Prime membership	\$ 12.99
Excellus	Health Insurance	\$ 725.14

and be it further

RESOLVED, that a recurring monthly claim, if more than the dollar amount listed herein, must not be paid without

presentation to the board for further audit and approval. Motion made by J. Persson and carried by roll call vote with aye from Trustees Pat Ayres, Dustine Mott, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton; nay from Jessica Oliver (absent).

WHEREAS, the next regular meeting of the board is set for September 21, 2020 wherein the board will audit claims, therefore be it

RESOLVED, on motion by P. Ayres, to grant authority to Library Director Andrea Tillinghast, beginning July 21, 2020 and ending August 21, 2020, to approve payment of eligible claims in advance of the July 2020 claims audit.

DIRECTOR'S REPORT – A. Tillinghast reported the June program and virtual online programs statistics. The Library staff have been posting programs online with good response. On July 7, 2020 curbside pickup services started. The first two days all appointments were taken every fifteen minutes. Virtual Summer Reading Program kicked off on June 22, 2020. The Director will be adopting an online program calendar offered by Pioneer Library System (PLS) that allows libraries within PLS to put all programs on one calendar.

The school's carpet installation is complete. RJCL Library staff is shelf reading books to return books to the correct order on the shelves. RJCL circulation desk and patron computer workstations to be delivered and installed within two to three weeks by Creative Library Concepts. Relocation of Library Director's office is almost complete.

Part time cleaner hired and trained. Future staffing plans on hold, waiting to see what happens in the fall with school and hours.

RESOLVED, on motion by P. Sutton to approve the appointment of Joseph Massaro to the position of part-time cleaner at a rate of \$12.50/hour effective July 7, 2020.

COMMITTEE REPORTS:

Finance and Audit – No report

Policy – L. Schaertl presented the policy report.

Facilities – P. Ayres presented the facilities report.

Carpet has been installed and ready for the circulation desk when it comes in. Some issues with wiring the current circulation desk, but will be remedied when the new circulation desk goes in. With the new circulation desk, it will change the layout of the library. The Library Director's office was relocated. Instead of putting holes in drywall, ceiling, etc. to accommodate the wires a new computer with a wireless card will be purchased.

Personnel – J. Persson presented the committee report.

Performance appraisals of the Library Director and staff have been completed.

RESOLVED on motion by P. Sutton] to approve a salary increase for the Director A. Tillinghast, to \$52,500 per year, effective July 2, 2020.

RESOLVED on motion by R. Ott to accept the director's recommendation for staff wage increases, with new rates as follows: K. Honchen \$14.16/hour, P. Oslewski \$14.99/hour, C. LaTerra \$16.02/hour, effective July 2, 2020.

Long Range Planning – L. Schaertl presented the Long Range Planning report.

PLS has offered help with long range planning for an “adaptation plan” on how to adapt to the new reality of COVID 19. The Personnel Committee added a goal to the Library Director’s appraisal to work with the board to complete the adaptation plan by the end of the year to show what the library may look like in the ongoing of the pandemic.

Nominations

RESOLVED on motion by P. Ayres to appoint Angelina “Neng” Marquez to the vacancy on the Board of Trustees for a term expiring June 2025, in accordance with the bylaws.

L. Schaertl administered the Oath of Office to newly elected Trustee Angelina “Neng” Marquez.

UNFINISHED BUSINESS

New Trustee orientation continues. The next session will be scheduled by P. Ayres on “How to use Drive”.

NEW 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](#) before our next meeting.

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

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 8:09 p.m.

NEXT MEETING:

Next regular meeting Monday, September 21, 2020 at 7:00 p.m. - Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES ANNUAL MEETING

Minutes

July 20, 2020

CALL TO ORDER The meeting was called to order at 7:05 p.m. by President Lisa Schaertl.

This meeting took place remotely via videoconference, in accordance the Governor's Executive Order 202.48 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 will be posted on the library website, in addition to the minutes.

ROLL CALL Quorum was present: Trustees Pat Ayers, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Library Director Andrea Tillinghast; Treasurer Jan Boor; Guest Dustine Mott; Absent: Trustee Jessica Oliver

APPROVAL OF AGENDA The agenda was approved with no changes.

APPROVAL OF MINUTES RESOLVED, on motion by P. Ayres to approve the minutes from July 9, 2019 Annual Meeting.

ANNOUNCEMENT

With 865 ballots cast, voters approved a tax levy increase for Red Jacket Community Library (RJCL) by a vote of 574-291. Trustee election results were Jacob Maslyn: 621, Dustine Mott: 502, Angelina "Neng" Marquez: 370.

SWEARING IN OF NEWLY ELECTED TRUSTEES

L. Schaertl administered the Oath of Office to newly elected Trustee Dustine Mott.

Announcement of vacancy on the Board due to elected Trustee declining to serve.

ELECTION OF OFFICERS

RESOLVED, on a motion by Jill Persson, to accept the slate of officers presented by the Nominations Committee. President-Lisa Schaertl, Vice President- Pat Ayres, Secretary-Peggy Sutton

COMMITTEE ASSIGNMENTS Committee assignments for 2020-2021 made as follows:

Personnel	J. Persson, K. Sutter, P. Ayres
Policy	L. Schaertl, R. Ott, P. Sutton
Facilities	P. Ayres, R. Ott, J. Oliver
Finance & Audit	R. Ott, J. Oliver, D. Mott
Planning	P. Sutton, L. Schaertl
Nominating	P. Ayres, K. Sutter

APPOINTMENT OF CLAIMS REVIEWER RESOLVED on motion by P. Ayres 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	ANDREA TILLINGHAST	2336 ROUTE 21, CANANDAIGUA, NY
PRESIDENT	LISA R. SCHAERTL	4285 SHORTSVILLE RD., SHORTSVILLE NY
VICE PRESIDENT	PATRICIA AYRES	4671 HERENDEEN 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 CORPORATION'S 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 R. OTT AND UNANIMOUSLY CARRIED.

TAX CAP OVERRIDE FOR 2021-2022

WHEREAS, THE ADOPTION OF THE 2021-2022 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 2021-22 ON A MOTION BY R. OTT AND ROLL CALL VOTE WITH AYE FROM TRUSTEES PAT AYRES, DUSTINE MOTT, RANDY OTT, JILL PERSSON, LISA SCHAERTL, KIM SUTTER, PEGGY SUTTON; NAY FROM JESSICA OLIVER (ABSENT)

HOLIDAY SCHEDULE OF CLOSINGS FOR 2021

RESOLVED, on motion by P. Sutton to approve the day after Thanksgiving, Christmas Eve and New Year's Eve as floating holidays for 2021.

BOARD OF TRUSTEES CALENDAR

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

Sept. 21, 2020	Jan. 25, 2020*	May 17, 2021
Oct. 19, 2020	Feb. 22, 2021*	June 21, 2021
Nov. 16, 2020	Mar. 15, 2021	July 19, 2021
Dec. 21, 2020	Apr. 19, 2021	

**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 7:18 p.m.

Submitted by Marguerite (Peggy) Sutton, RJCL Board Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

September 21, 2020

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

The meeting took place remotely via videoconference, in accordance with the Governor's Executive Order 202.60 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, Neng Marquez, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Guest: Chris Spencer

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

The Pioneer Library System (PLS) Annual Meeting will be held online October 14 at 6 pm. All trustees encouraged to attend.

Kim Sutter was appointed to the Board of Trustees in March 2020 and due to pandemic conditions was unable to file a notarized Oath of Office with the county clerk in the time required. By law, the office must be ruled vacant and her votes disqualified. All board resolutions affected have been reviewed and outcomes unchanged.

RESOLVED, on motion by P. Sutton to re-appoint Kim Sutter to the Board of Trustees for the term expiring June 2021. Oath of Office administered by Lisa Schaertl to Kim Sutter.

Note name change of Trustee Dustin Mott to Dustine Mullen.

Conflict of Interest Statements received for all Trustees. Conflicts disclosed: D. Mullen, employment by Paychex; J. Persson, affiliation with Scouts; A. Tillinghast, affiliation with Manchester Shortsville Lions Club.

Whistleblower Statements received from all new Trustees.

RESOLVED, on motion by P. Ayres to accept the resignation of Trustee Jessica Oliver from the Board of Trustees effective September 9, 2020

APPROVAL OF MINUTES – RESOLVED, on motion by R. Ott to approve the minutes from the July 20, 2020 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Janine Boor presented the Treasurer's report. July and August 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$15,651.38 and vouchers submitted were for library purchases and properly documented. Bank reconciliations for July and August 2020 were reviewed. Total cash assets held by CNB on August 31, 2020 were \$153,010.89

RESOLVED, on motion by P. Sutton to approve unpaid claims totaling \$21,945.14 and payments made prior to board approval of \$15,651.38, by roll call vote with aye from Trustees Pat Ayres, Neng Marquez, Dustine Mullen, Randall Ott, Lisa Schaertl, Kim Sutter and Peggy Sutton and nay from Jill Persson (absent at time of roll call vote), as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		07/30/2020	07/30/2020	17.75
Baker & Taylor	Bill		07/30/2020	07/30/2020	36.10
Baker & Taylor	Bill		07/30/2020	07/30/2020	35.53
Baker & Taylor	Bill		07/30/2020	07/30/2020	18.05
Baker & Taylor	Bill		07/30/2020	07/30/2020	18.03
Baker & Taylor	Bill		07/30/2020	07/30/2020	18.05
Baker & Taylor	Bill		07/30/2020	07/30/2020	36.10
Baker & Taylor	Bill		07/30/2020	07/30/2020	17.47
Baker & Taylor	Bill		07/30/2020	07/30/2020	38.03
Baker & Taylor	Bill		07/30/2020	07/30/2020	354.69
Baker & Taylor	Bill		07/31/2020	07/31/2020	53.57
Baker & Taylor	Bill		07/31/2020	07/31/2020	17.47
Baker & Taylor	Bill		07/31/2020	07/31/2020	34.33
Baker & Taylor	Bill		08/07/2020	08/07/2020	18.34
Baker & Taylor	Bill		08/12/2020	08/12/2020	36.08
Baker & Taylor	Bill		08/19/2020	08/19/2020	54.94
Baker & Taylor	Bill		07/30/2020	07/30/2020	20.80
Baker & Taylor	Bill		08/21/2020	08/21/2020	239.46
Baker & Taylor	Bill		08/01/2020	08/01/2020	152.87
Creative Library Concepts	Bill		05/18/2020	05/18/2020	4,550.00
Creative Library Concepts	Bill		08/24/2020	08/24/2020	12,092.00
Dell Marketing, L.P.	Bill		08/18/2020	08/18/2020	3,178.84
Demco	Bill		08/06/2020	08/06/2020	61.36
Jan Way	Bill		08/18/2020	08/18/2020	464.57
Midwest Tape	Bill		07/31/2020	07/31/2020	26.24
Midwest Tape	Bill		08/25/2020	08/25/2020	22.49
Midwest Tape	Bill		08/25/2020	08/25/2020	122.94
Quill	Bill		08/17/2020	08/17/2020	20.99
Quill	Bill		08/17/2020	08/17/2020	3.99
Quill	Bill		07/23/2020	07/23/2020	6.29
Quill	Bill		08/17/2020	08/17/2020	57.77
USPS	Bill		08/28/2020	08/28/2020	120.00
Total unpaid claims					\$21,945.14
Amazon	Debit		07/16/2020	07/16/2020	29.99
Amazon	Debit		07/10/2020	07/10/2020	133.11
Amazon	Debit		07/15/2020	07/15/2020	79.98
Amazon	Debit		07/15/2020	07/15/2020	144.91
Amazon	Debit		07/15/2020	07/15/2020	44.03
Amazon	Debit		07/15/2020	07/15/2020	9.99
Quill	Debit		07/15/2020	07/15/2020	27.49
Quill	Debit		07/15/2020	07/15/2020	13.49
Quill	Debit		07/15/2020	07/15/2020	42.68
Amazon	Debit		07/17/2020	07/17/2020	24.99
Staples	Debit		07/25/2020	07/25/2020	31.33
Canva	Debit		07/28/2020	07/28/2020	119.40
Monoprice	Debit		07/29/2020	07/29/2020	43.75
Imprint	Debit		07/30/2020	07/30/2020	1,014.13
Amazon	Debit		08/26/2020	08/26/2020	9.99
Amazon	Debit		08/31/2020	08/31/2020	14.99
Oriental Trading	Debit		08/31/2020	08/31/2020	30.29

Ace Coffee	Debit	08/13/2020	08/13/2020	83.50
Baker & Taylor	Debit	08/13/2020	08/13/2020	284.98
Bonn Dioguardi	Debit	08/13/2020	08/13/2020	1,950.00
CSLP	Debit	08/13/2020	08/13/2020	244.25
Midwest Tape	Debit	08/13/2020	08/13/2020	203.89
PLS	Debit	08/13/2020	08/13/2020	5,825.00
Hillyard	Debit	08/13/2020	08/13/2020	115.46
Quill	Debit	08/13/2020	08/13/2020	249.48
Staples	Debit	08/13/2020	08/13/2020	6.99
David Koester	Debit	08/13/2020	08/13/2020	1,700.00
Utica National	Debit	08/17/2020	08/17/2020	3,091.03
Vival	Debit	07/2020	07/2020	41.13
Vival	Debit	08/2020	08/2020	41.13

Total payments made prior to board approval

\$15,651.38

RESOLVED, on motion by P. Ayres to accept the Financial Statements Review Report provided by independent accounting firm Bonn, Dioguardi and Ray, LLP.

RESOLVED, on motion by P. Sutton to authorize Bonn, Dioguardi and Ray, LLP to file the Library's 2019 Form 990, Federal Return of Organization Exempt from Income tax, with the IRS.

DIRECTOR'S REPORT – A. Tillinghast reported the August and September program and virtual online programs statistics. Backpack giveaway 2020 gave away 50 backpacks. Friends donated masks and water bottles.

The RJCL (Red Jacket Community Library) staff have completed shelf reading books for both the public and school collections, and books have been put back in order on the shelves. There was a theft in the library of a laptop, which is under investigation.

Interviews for long term substitute clerk were completed. Candidate declined. Job for Substitute Clerk has been posted.

Library Director met with Phil Bredesen, past Governor of Tennessee who toured the library. Curb side delivery continues, and In-building services started 8/4/2020 by appointment. In October plans for in-person browsing.

COMMITTEE REPORTS:

Finance and Audit – No report

Policy – L. Schaertl presented the policy report.

A 100-2 policy on policies Policy Development was presented for first reading. Six scheduled policies to be reviewed and presented for first reading by the end of 2020 to meet the new minimum standards for libraries. N. Marques has been appointed to the policy committee.

Facilities – P. Ayres presented the facilities report.

The new circulation desk was installed and had some wiring issues. Facilities contacted an electrician who rewired the desk and has six new lines. Creative Library Concepts is in the process of fixing a new computer table which had a broken leg. Library Director office has been moved and completed. Some furniture was removed due to social distancing needs. MSCSD (Manchester Shortsville Central School District) has requested that the fax machine be

relocated. This may require a new phone line and number. MSCSD is handling the repair of the awning by Geneva Awning and Tent Works.

Personnel – K. Sutter presented the committee report.

The committee reviewed PTO (Paid Time Off) policy and recommends no change at this time. The committee recommends that when scheduling time off the director should give priority to employees who continued to work full schedules during the work from home period due to the pandemic. The committee also discussed MSCSD administration concerns and ways to support the Library Director going forward.

Long Range Planning – L. Schaertl presented the Long Range Planning report.

A committee was appointed: P. Sutton (Committee Chair), L. Schaertl, D. Mullen, P. Ayres. The committee will bring back recommendations and a timeline to the board for developing a long range plan for the Library. Many board members attended the Trustee Workshop on strategic planning online September 10, 2020.

Nominations

RESOLVED on motion by P. Ayres to appoint Chris Spencer to the vacancy on the Board of Trustees for a term expiring June 2025, in accordance with the bylaws.

L. Schaertl administered the Oath of Office to newly elected Trustee Chris Spencer. C. Spencer has been appointed to the Facility and Finance Committee.

UNFINISHED BUSINESS

None

NEW BUSINESS

Discussed request by MSCSD Administration to amend the contract between the Board of Trustees and the Board of Education (BOE) to include a section on Data Security and Privacy along with addenda: (A) School District's Parents Bill of Rights, (B) Parent's Bill of Rights- Supplemental Information Addendum and (C) Third Party Data Security and Privacy Plan with (C) to be written by the Library as the third party. The board prefers to develop a separate agreement on Data Security and Privacy. An ad hoc committee was appointed to work on and resolve the issue: R. Ott (Committee Chair), L. Schaertl, P. Ayres.

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 8:04 p.m.

NEXT MEETING:

Next regular meeting Monday, October 19, 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

October 19, 2020

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 202.67 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, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent: Neng Marquez, Jill Persson, Kim Sutter, Chris Spencer

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 from the September 21, 2020 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Janine Boor presented the Treasurer's report. September 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$135.45 and vouchers submitted were for library purchases and properly documented. Bank reconciliations for September 2020 were reviewed. Total cash assets held by CNB on September 30, 2020 were \$359, 413.23.

RESOLVED, on motion by P. Ayres to approve unpaid claims totaling \$35,259.91 and payments made prior to board approval of \$135.45, by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Lisa Schaertl, and Peggy Sutton and nay from Neng Marquez, Jill Persson, Chris Spencer and Kim Sutter (all absent), as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		09/25/2020	09/25/2020	34.00
Ace Coffee & Water	Bill		10/01/2020	10/01/2020	8.00
Baker & Taylor	Bill		08/28/2020	08/28/2020	104.91
Baker & Taylor	Bill		09/03/2020	09/03/2020	53.49
Baker & Taylor	Bill		09/09/2020	09/09/2020	83.75
Baker & Taylor	Bill		09/17/2020	09/17/2020	64.06
Creative Library Concepts	Bill		10/08/2020	10/08/2020	18, 201.34
Junior Library Guide	Bill		10/01/2020	10/01/2020	466.90
Midwest Tape	Bill		09/09/2020	09/09/2020	26.23
Midwest Tape	Bill		09/15/2020	09/15/2020	14.24
Midwest Tape	Bill		09/22/2020	09/22/2020	20.24
Midwest Tape	Bill		09/22/2020	09/22/2020	18.74
Midwest Tape	Bill		09/29/2020	09/29/2020	92.23
State Comp (NYS Ret.)	Bill		09/25/2020	09/25/2020	15, 448.00
PLS	Bill		09/25/2020	09/25/2020	498.78
Wondermakers	Bill		09/08/2020	09/08/2020	125.00
Total unpaid claims					\$35, 259.91

Amazon	Debit	09/08/2020	09/08/2020	29.89
Amazon	Debit	09/08/2020	09/08/2020	6.99
Amazon	Debit	09/09/2020	09/09/2020	11.69
Staples	Debit	09/03/2020	09/03/2020	19.78
Amazon	Debit	09/11/2020	09/11/2020	67.10
Total payments made prior to board approval				\$135.45

DIRECTOR'S REPORT – A. Tillinghast reported the September program and virtual online programs statistics. A survey was sent out 10/11/2020 in the Enewsletter asking what people want or do not want in virtual programs.

The RJCL began taking appointments for browsing the collection on 10/05/2020.

Accepted resignation of Cleaner J. Massaro on 10/07/2020. Position advertised and interviews in process for cleaning position. MSCSD has been assisting with cleaning since position vacant.

Three new staff computers were installed at the circulation desk by PLS IT person. Met with PLS Director Ron Kirsop and Automation Services team regarding new dual ILS (Integrated Library System) plan and patron privacy. New chairs for computer counter and table arrived.

A new Pandemic Policy from New York State labor law will be reviewed at the Policy Committee meeting on 11/09/2020.

COMMITTEE REPORTS:

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

Three new or updated policies were presented for first reading:

500-5 Unrestricted Fund Balance

500-6 Claims Audit and Payment of Bills

200-6 Fiscal Oversight.

The Committee will be starting a new Investment Policy.

Policy – L. Schaertl presented the policy report.

RESOLVED, on motion made by R. Ott to adopt 100-2 Policy on Policy Development.

The following new or updated policies, required by the end of 2020 to meet the new minimum standards for libraries

were presented for first reading:

400-4 Internet Use

500-2 Whistleblower

400-9 Meeting Room Use

400-10 Public Relations

400-15 FOIL

300-5 Confidentiality of Library Records

Three more polices are in development and will be presented for first reading in November.

Facilities – P. Ayres presented the facilities report.

The RJCL remodeling project is done!

Personnel – L. Schaertl presented the committee report for K. Sutter.

Following consultation with the Finance committee, it was decided to bring in an independent HR consultant to help resolve ongoing personnel issues between the school district staff and the RJCL staff. Maynard HR scope of work was provided to the board. We believe that the assistance of an HR professional for this required task is necessary to give us the best, impartial investigation and recommendations.

Long Range Planning – P. Sutton presented the Long Range Planning report.

The current Long Range Plan is in compliance. An organizational meeting will be set up in February on how to go about the plan with a timeline.

Nominations

RESOLVED on motion by P. Ayres to amend the motion appointing Chris Spencer to the Board of Trustees, adopted at the September 2020 board meeting, with the correct term expiration date of JUNE 2023.

Ad hoc Committee on Data Security and Privacy – L. Schaertl presented the report.

Progress has been made on the request by District administration to develop an agreement regarding Data Security and Privacy.

UNFINISHED BUSINESS

The following trustees received Sexual Harassment Prevention Training by viewing training videos provided by New York State, followed by an opportunity to interactively ask questions and provide feedback about the training: Pat Ayres, Dustine Mott, Randy Ott, Lisa Schaertl and P. Sutton. Other Trustees and Treasurer will complete and report next month.

NEW BUSINESS

None

CORRESPONDENCE AND COMMUNICATIONS

Email letter to BOE President Jennifer Speers regarding Maynard HR

Email letter from Joseph Shields and reply

The meeting was adjourned at 7:42 p.m.

NEXT MEETING:

Next regular meeting Monday, November 16, 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

November 16, 2020

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

The meeting took place remotely via videoconference, in accordance with the Governor's Executive Order 202.67 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, Jill Persson, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Absent: Trustees Neng Marquez, Chris Spencer; Treasurer Janine 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 16, 2020 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

Treasurer's report is deferred till next month. October 2020 financial reports are available for review.

R. Ott, claims reviewer, reported that debit card purchases were \$67.99 and vouchers submitted were for library purchases and properly documented. Bank reconciliations for September 2020 were reviewed. Total cash assets held by CNB on October 31, 2020 were \$350,302.51.

RESOLVED, on motion by P. Ayres to approve unpaid claims totaling \$2,748.11 and payments made prior to board approval of \$432.98, by roll call vote with aye from Trustees Pat Ayres, Dustine Mullen, Randall Ott, Jill Persson, Lisa Schaertl, Kim Sutter and Peggy Sutton and nay (due to absence) from Neng Marquez and Chris Spencer, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Ace Coffee & Water	Bill		11/01/2020	11/11/2020	10.00
Baker & Taylor	Bill		09/29/2020	10/09/2020	16.59
Baker & Taylor	Bill		10/08/2020	10/18/2020	56.79
Baker & Taylor	Bill		10/17/2020	10/27/2020	191.48
Baker & Taylor	Bill		10/24/2020	11/03/2020	43.68
Creative Library Concepts	Bill		10/14/2020	10/24/2020	2,200.08
Quill	Bill		10/14/2020	10/24/2020	66.95
Quill	Bill		10/14/2020	10/24/2020	124.56
Quill	Bill		10/14/2020	10/24/2020	7.99
Quill	Bill		10/22/2020	11/01/2020	29.99
Total unpaid claims					\$2,748.11
MSCS	Debit		10/23/2020	10/23/2020	365.00
Wyze	Debit		10/06/2020	10/06/2020	14.99
Amazon	Debit		10/15/2020	10/15/2020	34.99
Amazon	Debit		10/19/2020	10/19/2020	18.00
Total payments made prior to board approval					\$432.98

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

Interviews in process for cleaning position. Looking into quotes from cleaning services. Manchester Shortsville Central School District (MSCSD) has been documenting daily cleaning.

Instituted MSCSD Employee Health Screening form and temperature checks on 10/26/2020.

Friends of the Library Annual Meeting was held virtually on 11/14/2020. The Friends honored the library staff as “Best Friends of the Library” this year in appreciation of their efforts.

Working on update of several pandemic policies to incorporate changes requested by MSCSD.

COMMITTEE REPORTS:

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

RESOLVED, on motion by P. Sutton that Policy 500-5 Reserve Funds is hereby retitled Policy 500-5 Unrestricted Fund Balance and approved as presented; and be it FURTHER RESOLVED, that Policy 500-1 Procedure G-Memorial and Donations is hereby retired from use.

RESOLVED, on motion by P. Ayres that Policy 200-6 Fiscal Oversight is hereby adopted as presented; and be it FURTHER RESOLVED, that Policy 400-8 Operating Budget/Expense System/Finance and Policy 500-1 Procedure D-Financial Signature/Review Policy are hereby retired from use.

RESOLVED on motion by P. Sutton that Policy 500-6 Claims Audit and Payment of Bills is hereby approved as presented.

Policy 500-4 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 the following new and updated policies, with corrections as noted:

- 300-5 Confidentiality of Library Records
- 400-4 Internet Use
- 400-9 Meeting Room Use
- 400-10 Public Relations
- 400-15 FOIL
- 500-2 Whistleblower Policy

The following policies were presented for first reading:

- 100-01 ALA Standards and Ethic Policy (Incorporating the full text from ALA)
- 200-01 Bylaws (Adding required language specific to open meeting law)
- 300-01 General Personnel (NYS mandated sick leave)

Changes to pandemic policies are deferred until meeting with MSCSD. A pandemic response plan is in development to meet required laws, with a due date extended to April.

Facilities – P. Ayres presented the committee report.

The Director presented information about NYS guidelines for public libraries vs. schools in response to yellow, orange, and red COVID micro-cluster zone designations. The board approved the Director's proposed cooperative responses to COVID micro-cluster zones and the information will be posted on the library public website.

Personnel – K. Sutter presented the committee report.

Work is being provided by independent HR consultant Maynard HR regarding personnel issues between the school district staff and RJCL staff. Report with recommendations is expected the week of November 16. The personnel committee will review and report to the library board.

Long Range Planning – Deferred to February 2021

Nominations – No report

Ad hoc Committee on Data Security and Privacy – L. Schaertl presented the report.

The MSCSD and RJCL Agreement on Data Protection and Privacy was revised November 2, 2020 (Section II.1 to align the language with our "lease agreement".)

UNFINISHED BUSINESS

The following trustees received Sexual Harassment Prevention Training by viewing training videos provided by New York State, followed by an opportunity to interactively ask questions and provide feedback about the training: Kim Sutter. Two other Trustees and Treasurer will complete and report next month.

NEW BUSINESS

None

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 7:49 p.m.

NEXT MEETING:

Next regular meeting Monday, December 21, 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

December 21, 2020

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

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

APPROVAL OF MINUTES – RESOLVED, on motion by J. Persson to approve the minutes from the November 16, 2020 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

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

R. Ott, claims reviewer, reported that debit card purchases were \$506.86 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 November 30, 2020 were \$284,665.03.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$713.44 and payments made prior to board approval, including debit card payments of \$506.86 by roll call vote with aye from Trustees Pat Ayres, Randall Ott, Jill Persson, Lisa Schaertl, Chris Spencer, Kim Sutter and Peggy Sutton and nay (due to absence) from Neng Marquez and Dustine Mott, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		10/28/2020	11/07/2020	323.10
Baker & Taylor	Bill		11/04/2020	11/14/2020	47.55
Baker & Taylor	Bill		11/10/2020	11/20/2020	116.39
Demco	Bill		11/13/2020	11/23/2020	77.40
MS Lions Club	Bill		11/17/2020	11/26/2020	65.00
Pioneer Library System	Bill		11/10/2020	11/20/2020	84.00
Total unpaid claims					\$713.44
USPS	Debit		11/06/2020	11/06/2020	111.80
Amazon	Debit		11/12/2020	11/12/2020	90.69
Amazon	Debit		11/25/2020	11/25/2020	10.88
Amazon	Debit		11/25/2020	11/25/2020	9.49
ALA	Debit		11/19/2020	11/19/2020	284.00
Total payments made prior to board approval					\$506.86

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

Met with cleaning service with revised lower quotes. Applied for Cares Act funding which covers COVID related expenses, cleaning supplies and technology.

Worked with Youth Service Librarian on preliminary summer reading plans (face to face, virtual and hybrid). Completed needs assessment for virtual programs and equipment (staff laptop, webcam, headset, USB hubs).

Worked on initial draft of budget for 2021-2022.

COMMITTEE REPORTS:

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

WHEREAS, the board has completed its annual review of the Library's procurement policy as required by law, therefore be it RESOLVED, on motion by P. Sutton to approve the revised 500-4 Procurement Policy.

Policy – L. Schaertl presented the committee report.

RESOLVED, on motion by R. Ott to adopt the revised 100-01 ALA Standards and Ethics policy.

RESOLVED, on motion by P. Ayres to approve changes to the bylaws of the Red Jacket Community Library, adding Article III Section B with required language regarding compliance with the New York State Open Meetings Law.

The board discussed changes to 300-1 General Personnel Policy related to NYS mandated paid sick leave.

Facilities – P. Ayres presented the facilities committee report.

Friends of Library paid for the new signage above the entry doors of the RJCL. The new awning is up and paid for by MSCSD.

Personnel – L. Schaertl presented the committee report for K. Sutter.

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 will review and formulate a plan for next steps.

Long Range Planning – Deferred to February 2021

Nominations – No report

UNFINISHED BUSINESS

The following trustees received Annual Sexual Harassment Prevention Training through their employer: Jill Persson, Chris Spencer and Jan Boor.

NEW BUSINESS

The NYS Commissioner of Education has issued a new *uniform records retention and disposition schedule* that must be adopted by all public library systems and public libraries in New York State by January 1, 2021. The new schedule (LGS-1) replaces the current schedule (MI-1). Therefore,

Be it RESOLVED, on motion by J. Persson of the Board of Trustees of the Red Jacket Community Library, that New York State Education Department Records Retention and Disposition Schedule 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, including any future revisions and re-issuances thereof, is hereby adopted for use by the Library in legally disposing of valueless records listed therein. And be it

FURTHER RESOLVED, that in accordance with Article 57-A: that (a) those records that are described in New York State Education Department Records Retention and Disposition Schedule LGS-1 may be dispersed of only after they have met the minimum retention periods described therein; and (b) only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

CORRESPONDENCE AND COMMUNICATIONS

None

The meeting was adjourned at 7:37 p.m.

NEXT MEETING:

Next regular meeting Monday, January 25, 2020 at 7:00 p.m. - Location to be announced

Submitted by Marguerite (Peggy) Sutton, Secretary