



Red Jacket Community Library

BOARD OF TRUSTEES

Minutes

January 14, 2019

- I. **CALL TO ORDER** President Pat Ayres at 7:04pm
- II. **ROLL CALL** - Present: Pat Ayres, Lisa Schaertl, Erin Shannon, Patty Carrig, Margo Prak, Randy Ott, Nicole Schuler, Chris Gudell, Roxie O'Brien
Late: Jill Persson
Absent: Theresa Schlossnagle
- III. **PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS** – none
- IV. **APPROVAL OF MINUTES** from December 10, 2018 meeting –One correction from Lisa Schaertl; Friends donation will be deposited into Capital Fund Account. Motion to accept minutes as corrected made by Roxie O'Brien, seconded by Patty Carrig and passed
- V. **FINANCIAL REPORTS**
 1. Monthly Reports
 - a. December 2018 Statement of Cash Flow; Reviewed
 - b. Expenditures for December 2018 totaled \$ 14,033.17 with Dec. debit purchases \$ 949.05, checks for approval totaling \$1,435.16 and unpaid bills totaling \$ 1,395.83.
 - c. December payroll: \$ 10,253.13
 - d. Dec. debit purchase detail to be reported in February.
 - e. Balance Sheet and P&L were presented for review.
 - f. Motion to accept the financial reports presented made by Roxie O'Brien and seconded by Erin Shannon. Motion passed
 - g. Motion to pay bills made by Roxie O'Brien and seconded by Patty Carrig, motion passed
 2. Claims Audit results were presented by Randy Ott. Will be brought to February meeting for approval
- VI. **DIRECTOR'S REPORT** presented by Margo Prak
 - Highlight: Reindeer Storytime had 30 attendants and 42 for Santa's visit and 2 new families came to story time
 - Grid set up for Barcodes from Ingram to streamline process of ordering and shelving
 - Holiday lunch for staff at Nolan's paid for by Friends was popular and appreciated
 - PLS reports Ebook and audiobook usage increase
 - 2020 Census coming and will be online. Reviewed maps of broadband access, 40-60% of households in our school district have hardwired internet access. May need a dedicated computer with its own network for residents to complete the census. Need to start planning for this need
 - Margo Prak is applying for scholarships to cover cost of conferences, ARSL and NYLA; needs board approval to attend in order to submit scholarship application. Lisa Schaertl moved to approve Margo Prak's participation in ARLS and NYLA conferences, seconded by Nicole Schuler, motion carried
 - Margo Prak requested approval to attend NYS Legislative Library Advocacy day, 2/27/19. Motion made by Roxie O'Brien for Margo Prak to attend along with any Board members, seconded by Erin Shannon and motion passed
 - Digital inclusion summit in Geneva on 1/28/19, encouraging participation by any available Board members, Pat Ayres hopes to attend

- Instant Pot class very successful; filled to capacity of 12 attendees with a wait list of 15. Second class planned for near future
- New offering being advertised: Monday Tech help 4-6 for 1:1 help
- Stamping Up class coming in February

Stats highlights:

- Up in circulation
- Lower in resources sent out to other PLS libraries
- Up in Digital content
- Computer usage down
- Wi-Fi usage down

VII. OLD BUSINESS

1. Status of Treasurer Search
 - a. Candidate declined position, second round of advertisement went out, interviewed 2 of 3 candidates
 - b. Discussed duties; need to focus position on Treasurer tasks and delegate business tasks to appropriate staff members
 - c. Discussed benefits; Lisa Schaertl to follow up with PLS what benefits must be offered. State in offer letter position is not eligible for benefits, position reports to Board, not Library Director
 - d. Discussed classification, is not Civil Service and can't be classified as an independent contract worker, need to be paid through our Payroll system
 - e. Discussed salary and payment terms of treasurer
2. Mission statement review
 - a. Ad Hoc committee needs to meet, includes Pat Ayres, Nicole Schuler, Erin Shannon and Chris Gudell

VIII. STANDING COMMITTEE REPORTS–

1. **Facilities –**
 - a. Furniture will be delivered Friday, January 18, for Conference room and Fish Bowl. Margo Prak is working with school staff on transition
 - b. Motion to formally thank Friends of the RJCL for donation for its purchase made by Roxie O'Brien and Nicole Schuler seconded. Motion carried and the Secretary was instructed to send a letter of thanks.
2. **Finance and Audit**
 - a. Committee report review
 - Asked for insurance quotes from Anderson Van Horn
 - Previous Treasurer was bonded; the committee suggests that all employees who handle fiscal responsibilities should be bonded and will determine our need and cost. Blanket bond would cover all employees, not just Treasurer
 - Paid retirement
 - Need to begin budget planning, suggest including insurance reserve fund and retirement reserve fund to cover deductible
 - b. The committee continues to work on 500-1 J Claims Audit policy
 - c. 500-1 A Treasurer Responsibilities – will be presented in February for first reading
3. **Nominations** - No report
4. **Long Range Planning**
 - a. Committee report reviewed
 - b. Presented amended 2017-2022 Long Range plan for Board approval

Motion by Randy Ott, second by Roxie O'Brien:

Whereas, the board has completed a periodic review of its Long Range Plan and its progress towards the goals therein, and

Whereas the board recognizes the need to incorporate in the Long-Range Plan additional options for space utilization goals, an explicit connection between long range planning and capital funds, goal for virtual as well as physical collections, and changes to accommodate technological advances since 2017; therefore, be it

Resolved by the Board of Trustees of the Red Jacket Community Library that the January 2019 amendment to the 2017-2022 Long Range Plan is hereby adopted

Motion carried. Lisa Schaertl will publish the amended plan on the Library's public website.

5. Policy

- a. Committee report review
- b. Presented Links to policies approved at Dec. meeting for the Reserve Fund, Use of Digital space waiver forms and Binder index and asked Trustees to update their policy manuals

6. Personnel

- a. Jan 7 Committee meeting minutes presented
- b. Treasurer hiring process draft 2 reviewed and met with approval. Jill Persson to add to a new folder for Board procedures on the RJCL Trustees shared drive

IX. NEW BUSINESS

1. Board assembled a budget committee to include Director, Finance Committee
 - i. Question about what becomes of budget surplus from unused salary, possible to roll this year's saving into next year's budget
2. Annual Report to NYS due to the state in February; Margo Prak to confirm with PLS
3. Digital Summit sponsored by PLS 1/28/19 at Cracker Factory in Geneva, \$20 includes lunch, Trustees encouraged to attend
4. Library Advocacy day in Albany 1/27/19 all day, \$22, Trustees encouraged to attend

X. Adjournment motion made by Roxie O'Brien and seconded by Erin Shannon at 8:20 pm

Adjourned by President Pat Ayres.

NEXT MEETING: Monday, February 11, 2019 at 7 p.m.

Respectfully submitted by Jill Persson, Board Secretary



Red Jacket Community Library

BOARD OF TRUSTEES

Minutes

February 11, 2019

I. **CALL TO ORDER** President Pat Ayres at 7:03 pm

II. **ROLL CALL**

Present: Pat Ayres, Lisa Schaertl, Nicole Shuler, Randy Ott, Roxie O'Brien, Jill Persson, Margo Prak
Absent: Theresa Schlossnagle, Erin Shannon, Patty Carrig, Chris Gudell

III. **PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS** - None

IV. **APPROVAL OF MINUTES** from January 14, 2019 meeting – motion made by N. Schuler, seconded by R. O'Brien, motion carried

V. **FINANCIAL REPORTS**

1. Monthly Reports presented by R. Ott and M. Prak, on file.
 - a. January 2019 Statement of Cash Flow. R. Lonneville set up transfers between accounts
 - b. Expenditures for January 2019 were Jan. debit purchases \$302.76, checks for approval totaling \$1,272.88, unpaid bills (claims) totaling \$ 13,119.82 including furniture, \$ 260.69 additional bills for Ingram, and employee expense reports of \$15.83
 - c. January payroll was \$15,210.40
 - d. Balance Sheet and P&L were presented for review
2. L. Schaertl moved to accept the financial report and pay bills as presented, seconded by N. Schuler and motion carried
3. Claims Audit results were presented by R. Ott with no issues. The board commended M. Prak or handling and learning financials

VI. **DIRECTOR'S REPORT**

M. Prak – report presented and on file. Highlights include:

M. Prak has introduced several new adult programs. C. LaTerra is pursuing Outreach Story Time at Manchester Town Hall on Wednesday mornings. The Library will have a presence at the UPK & Kindergarten registration to reach new patrons.

Owwl and Mandarin are now cloud-based. New furniture was received and installed.

M. Prak has completed an application to the Rural and Small Libraries Conference "Small Libraries Create Small Spaces" for funding to plan and create active learning Library space. She is also seeking mini grant for a cooking club.

Statistics on library usage were presented and are on file.

VII. **OLD BUSINESS**

1. Treasurer Search – R. Ott

- A. **RESOLVED**, that the Board of Trustees of the Red Jacket Community Library does hereby appoint Robin Blew, to serve at the pleasure of the Board of Trustees as Library Treasurer, effective immediately, at a rate of \$500 per month, paid the last pay period of the month. Offer is contingent on successful background check. Motion made by R. Ott, seconded by L. Schaertl. Motion carried.
- B. Payment begins 2/28/2019 for February 2019. The personnel committee will conduct background checks and reference checks.
- C. Bank signature cards: The board discussed which positions have authority to cut and sign checks. The Treasurer prepares checks, deposits and disburses funds, and maintains accounting records. The Director will sign checks.

D. WHEREAS bank signature cards need signature approval for Library Director, Board President, Vice President and Treasurer, and WHEREAS, new bank signature cards need to be filed and certified with Canandaigua National Bank for each of the Library accounts, now therefore, be it RESOLVED, that the Board of Trustees of the Red Jacket Community Library hereby authorizes the following to sign withdrawal slips, transfers, and checks in payment of goods and services: Library Treasurer, Library Director, President of the Board of Trustees, and Vice President of the Board of Trustees. Motion made by R. Ott and seconded by N. Schuler. Motion passed.

2. Mission Statement Review – P. Ayres

The Ad Hoc committee will present its recommendation at the March meeting along with the Charter amendment approved by the Board of Regents. The Library's By-Laws will also be amended from 11 Trustees to a range of 5-11 trustees at the March meeting.

3. Digital Immersion Summit report presented by P. Ayres

VIII. STANDING COMMITTEE REPORTS

1. Policy – no report
2. Facilities - no report
3. Personnel - J. Persson reported that the committee will present the Civil Service job search process in March, and is working on a mid-year performance appraisal of the Director.
4. Finance & Audit - R. Ott moved, R. O'Brien seconded, and motion carried:
WHEREAS a gift from the Friends of the Red Jacket Community Library of \$21,376.69 for furniture was accepted at the regular meeting of the Board of Trustees held on December 10, 2018, and WHEREAS replacement furniture for two meeting rooms has been purchased by the Library in consultation with the Friends of the Red Jacket Community Library, now, be it RESOLVED, by the Board of Trustees of the Red Jacket Community Library to hereby approve the expenditure of \$11,578.34 from the Capital Fund, and be it further RESOLVED that the Treasurer of the Red Jacket Community Library is authorized to transfer funds from the Capital Fund in the amount of the \$11,578.34 for the aforesaid furniture.
5. Nominations – R. O'Brien. Two Trustee seats may need to be filled in the upcoming election, depending on how many seats are decided upon with the Charter change..
6. Long-range planning- no report

IX. NEW BUSINESS

1. 2019 Budget - M. Prak and R. Ott presented a draft budget including key assumptions:
 - a. A tax levy increase of <1% is desired
 - b. Aid is projected to be stable
 - c. Transfer in of \$26,118 from fund balance will cover other budget increases
 - d. Income from fines will be reduced if we eliminate late fines for books
 - e. Salary increases are planned for clerks, pages and librarians. Additional salary is requested for a part-time clerk for Sunday/daytime hours
 - f. Benefits not previously budgeted include EAP

The board discussed the purpose of reserve funds and fund balance. The final budget will be presented to the Board for approval at the March meeting and advertising for the vote will begin. Trustee candidate petitions are due April 5. The public vote for the budget and Trustees is May 6.

2. Memo of Understanding with the School – current agreement is valid until June 2019. Will be reviewed and renewed.

X. Adjournment - R. Ott moved, J. Persson seconded to adjourn at 8:45 p.m.

Respectfully submitted by Jill Persson, Secretary

NEXT MEETING: Monday, March 11 at 7 p.m.



Red Jacket Community Library

BOARD OF TRUSTEES

Minutes

March 11, 2019

I. CALL TO ORDER President P. Ayres called to order at 7:07pm

II. ROLL CALL Secretary J. Persson - Present: Pat Ayres, Lisa Schaertl, Randy Ott, Jill Persson, Nicole Schuler, Roxie O'Brien

Absent: Margo Prak, Theresa Schlossnagle, Erin Shannon, Patty Carrig, Robin Blew

III. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS

1. Treasurer Search Result – P. Ayres announced that Robin Blew was hired as new Treasurer, clarified start date was March 2, 2019
2. Community Center Update –P. Ayres shared a report from Nicole Coyne updating the Board on Community Center progress
3. Robert's Rules Comment –P. Ayres noted that previous Boards set a precedent that the President cannot vote unless to break a tie. Referencing *Robert's Rules of Order*, clarified that the Board President is allowed to vote in secret ballots and voice votes. In voice votes, the President should vote last so as not to unduly influence the outcome of the vote.

IV. APPROVAL OF MINUTES from February 11, 2019 meeting – J. Persson

R. Ott put forth a correction to section 7.1.a: change "resolution" to "motion." Motion to accept minutes as corrected made by L. Schaertl and seconded by R. O'Brien. Motion passed.

V. FINANCIAL REPORTS

1. Monthly Reports – R. Ott
 - a. February 2019 Statement of Cash Flow reviewed
 - b. Expenditures for February \$12,298.04
 - c. February 2019 debit purchases \$260.42
 - d. Checks for approval and unpaid bills \$2138.75 unpaid bills \$18.18 additional invoice. Motion to pay unpaid bills made by R. O'Brien and seconded by N. Schuler. Motion passed.
 - e. February Payroll reviewed
 - f. Balance Sheet and P&L reviewed
2. Claims Audit – R. Ott. Financials above cleared. Funds need to be transferred out of the Capital fund and the Ledger needs to document transfer from Money Market account to checking account.
3. Approve Annual Report to New York State – M. Prak
L. Schaertl recommended that the Library's general email address be used for contact, not the email of a specific staff member. The report covers the calendar year not the fiscal year. Motion made to approve annual report by R. O'Brien and seconded by N. Schuler. Motion passed.

VI. DIRECTOR'S REPORT – none this month

VII. OLD BUSINESS

1. Amendments to the By-laws – P. Ayres presented amendments to be approved at the Board's April meeting:
 - a. Set the number of Trustees to 9 (nine) consistent with amended charter which sets a range of 5-11
 - b. Replace Mission Statement with the latest revised Mission Statement
2. Charter amendment was not complete; the address was not updated to reflect the Library location. P. Ayres will follow up with NYS Board of Regents.
3. P. Ayres will contact Trustees T. Schlossnagle and E. Shannon regarding Board meeting attendance.
4. The board clarified that Library funds cannot be used to purchase supplies to give away in the Backpack Program, but that Library staff can assist with the program and the facility can be used for the program.

VIII. STANDING COMMITTEE REPORTS

1. **Policy** – L. Schaertl reported that the committee needs to revise the general personnel policy to address what benefits the Treasurer receives. Currently reviewing Treasurer role and finance policies. Will propose an open meetings and public comment policy.
2. **Facilities** – The committee will request the school replace the sign and awning outside the public entrance. L. Schaertl requested projection capabilities for Langton conference room.
3. **Personnel** - J. Persson reported that at two meetings in February the committee finalized the Director hiring process document, began the Director search process, and began defining essential duties of the Interim Director. The committee is meeting every Thursday to address the search.
4. **Finance and Audit** - R. Ott
 - A. The budget is ready for adoption with either < 1% or 0% increase in tax levy.

RESOLVED that the Board of Trustees of the Red Jacket Community Library hereby amends the recommendation of the Director, and accepts and adopts the proposed 2019-2020 Library Budget with expenditures of \$226,568.00 and a tax levy of \$196,200.00, a 0% increase in tax levy. Motion made by R. O'Brien and seconded by N. Schuler. The motion passed.
 - B. Claims audit policy has been modified since January and a Library Treasurer policy was prepared. Both will be presented at April Board meeting for review.
 - C. Motion made by J. Persson and seconded by R. O'Brien to create a Retirement Reserve Fund and move \$1,800 into the reserve fund from the fund balance, to offset any future retirement invoices over projection. Motion carried
 - D. Motion made by L. Schaertl and seconded by R. O'Brien to create an Insurance Reserve Fund and move \$ 1,000 into the reserve fund from the fund balance. The motion carried.
5. **Nominations** – R. O'Brien discussed revisions to the Trustee candidate packet and plans to promote the positions and vote to community. Vote is May 6.
6. **Long Range Planning** – L. Schaertl - No report

IX. NEW BUSINESS

1. Motion made by N. Schuler and seconded by R. Ott to accept Margo Prak's resignation as Library Director effective Friday, March 29, 2019. Motion passed.
2. Motion made by N. Schuler and seconded by R. Ott to accept Chris Gudell's resignation as a Trustee effective February 11, 2019. Motion carried.

X. ADJOURNMENT 8:27pm

NEXT MEETING: Monday, April 8, 2019 at 7 p.m.



Red Jacket Community Library

MINUTES

25 MARCH, 2019

BOARD OF TRUSTEES SPECIAL MEETING

7:00

PM

Present: Pat Ayres, Nicole Shuler, Roxie O'Brien, Lisa Schaertl, Robin Blew, Randy Ott, Margo Prak and Jill Persson
Called to order at 7:06 by President

- I. Review Memo of agreement and outline of essential duties for Interim Director to cover 90 days per Civil Service regulations between RJCL Library Board and Mary Zingerella as Interim Director. Motion made by R. O'Brien and seconded by N. Schuler to approve corrected memo of agreement to appoint Mary Zingerella as Interim Director at \$600.00 per week. Motion carried unanimously
- II. Finance and Audit, reported the Board needs a motion to remove Margo Prak's name from debit card and accounts and add Robin Blew's name as Treasurer and to include the current President and Vice President as signators. The process reported is to provide the Bank specific names and addresses of approved signators. Completed form needs to be certified by the Secretary and included in meeting minutes. A series of resolutions must be passed by the Board as part of the minutes
- III. **RESOLVED BY L. SCHAERTL** and seconded by R. O'BRIEN to remove M. PRAK and R. LONNEVILLE as approved signators of account with CNB- Motion passed unanimously
- IV. **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 TRANSACTION OF THE CORPORATION SIGNED OR PURPORTING TO BE SIGNED BY THE FACSIMILE SIGNATURE(S). IN SOME INSTANCES, THE REQUEST FOR THE ELECTRONIC TRANSFER OF FUNDS MAY BE ACCEPTED BY AN OFFICER OF THE BANK OVER THE TELEPHONE BY ANY OF THE FOLLOWING PERSONS:**

- a. TREASURER ROBIN BLEW 68 WOODCREEK DRIVE, PITISFORD, NY 14534
- b. PRESIDENT PATRICIA AYRES 641 HERENDEEN RD, SHORTSVILLE, NY 14548
- c. VICE-PRESIDENT LISA R. SCHAERTL 4285 SHORTSVILLE RD SHORTSVILLE, NY 1454

V. 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) 3 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 CHEXIMATE 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 L. SCHAERTL, SECOND BY R. O'BRIEN AND UNANIMOUSLY CARRIED AND CERTIFIED TO THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY BY J. PERSSON THAT THE FOREGOING IS A TRUE AND COMPLETE COPY OF THE RESOLUTIONS DULY ADOPTED BY THE BOARD OF TRUSTEES OF THE RED JACKET COMMUNITY LIBRARY ON THIS DATE (March 25, 2019)

Motion to adjourn Roxie and Nicole 7:35pm

Minutes respectfully submitted by J. Persson, Secretary Red Jacket Community Library

Corrected and approved 4/8/2019



Red Jacket Community Library

BOARD OF TRUSTEES

Minutes

April 8, 2019

I. CALL TO ORDER President P. Ayres 7:03

II. ROLL CALL Secretary J. Persson - Present: E. Shannon, N. Shuler, P. Ayres, R. O'Brien, L. Schaertl, J. Persson, R. Ott
Also Present: R. Blew and M. Zingerella Absent: P. Carrig, T. Schlossnagle

III. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS- none

IV. APPROVAL OF MINUTES from March 11 and 25, 2019 meetings – J. Persson

Motion to accept March 25 minutes with corrections (change Merithew to O'Brien) made by L. Schaertl, second by R. O'Brien, motion carried

Motion made by R. Ott to accept March 11 minutes. Seconded by N. Schuler motion carried.

V. FINANCIAL REPORTS

1. Monthly Reports – R. Ott/R. Blew

- a. March 2019 Statement of Cash Flow review deposits/movements on account
- b. Expenditures for March \$11,838.59, payroll and debit card purchases
- c. March 2019 debit purchases reviewed
- d. Checks for approval and unpaid bills \$841.94 and \$9.90 Coffee & Water, Baker & Taylor, Ingram Library Services, Manchester-Shortsville Central School, Christine La Terra, Motion to pay unpaid bills made by R. O'Brien and seconded by E. Shannon. Motion passed.
- e. March Payroll - M. Prak will receive one more paycheck, M. Zingerella added this month, R. Blew added last month, time sheets were approved and called in. M. Prak called hours into Paychex for last paycheck. M. Zingerella will confirm specific staff authorized to call payroll in to Paychex
- f. Balance Sheet and P&L Review - budget status. Reported budget is where anticipated at this point in the year. Will transfer money now to cover next two payrolls

2. Claims Audit – R. Ott - Vouchers agree with report. \$9.90 claim factored into March claims that should be in April. Tax charges in Amazon and on order refunds have been requested. Fund transfers for purchase of new furniture and for Retirement Reserve and Insurance reserve need to be processed, as previously approved by Board. Need to make sure receipts are accompanied by purchase orders. CNB card has to be re-issued in R. Blew's name. This is to be used until the new Director is in place.

VI. DIRECTOR'S REPORT – M. Zingerella- Staff has been wonderful, inclusive, helpful in answering questions. Has program ideas for May and June. Will ask Friends for money for possible programs beyond budget allocation. Noted that staff requests summer hours to include closing on Saturdays. Stats reviewed on library resources and usage.

VII. OLD BUSINESS

1. Amendments to the By-Laws - P. Ayres (see attached)

- a. Article 1, Section 1. Change the number of trustees to a range of "not less than 5 or more than 11" with the current number of 9. Motion made to accept the change by R. O'Brien and seconded by N. Shuler. Question raised to how this will affect the election? Two terms up for re-election, third seat may have been vacated, discussion tabled. Motion to accept change after question called and motion carried.
- b. Article V, Library Director responsibilities change from "books" to "materials & programs", Motion to accept change made by L. Schaertl and seconded by R. O'Brien, motion carried
- c. Revised Mission Statement . Motion to accept change made by N. Shuler seconded by E. Shannon, motion carried.

2. Recommendation for new projection wide screen TV for Conference Room #1, L. Schaertl investigating and will present request at future meeting

VIII. STANDING COMMITTEE REPORTS

1. **Policy** – L. Schaertl Internet use and circulation policy tabled until new Director available.
 - a. Policies 300-1- Personnel policy revisions to detail Treasurer benefits and guidelines; clarify unused vacation policy presented for first reading. To be presented in May for approval
 - b. Public comment policy modeled on Pioneer Library System policy presented for first reading. To be presented in May for approval.
 - c. Agenda at next meeting is to finalize policies for presentation at May meeting
2. **Facilities** – R. O'Brien
 - a. Met with C. Dehn, School Superintendent. Carpet replacement is in Phase 4, of the School's Capital project. Installation will be summer of 2020.
 - b. Security gates are used by teachers and now owned by the School and the School pays the annual maintenance fee.
 - c. We may replace RJCL sign over the entrance and-pay for it. The sign should be the same design as new school signs. The awning maybe refurbished/cleaned not replaced.
 - d. Construction grant is possible for a new circulation desk and new electrical outlets for tables with USB ports which may be installed when the carpet is replaced. Any new electrical service will be paid for by the Library. We need to contact a library designer and apply for a PLS construction grant.
3. **Personnel** - J. Persson (see attached) Meeting weekly to search for director and are beginning to interview potential candidates. Discussed title and salary range with Civil Service requirements. Performance appraisals of staff will have to be conducted in June. Consider ways to include input from previous director
4. **Finance and Audit**- R. Ott (see attached)
 - a. R. Blew will be contract administrator for NYS retirement system
 - b. Adopt Policy 500.6 Claims audit. Procedure to have staff assemble bills as they come in, present to R. Blew so she can create an abstract and can present to the Board in sequential order. Board can act on Abstract to pay bills after action and signature by each Board member included on abstract. Motion to table a change to this procedure made by R. O'Brien, seconded by N. Schuler, motion passed
 - c. Adopt Policy 500.3 Library Treasurer consolidate policies referencing Treasurer responsibilities, required reports. Move to adopt policy and retire 500-1a, 500-1b, 500-1c made by L. Schaertl and seconded by E. Shannon, motion carried
 - d. Online banking policy in development, to include Wireless security policy
5. **Nominations** – R. O'Brien - Have 4 candidates for election: Jill Persson, Randy Ott, Nicole Deely and Michelle Krise. Motion to eliminate Seats 3 and 8 made by R. O'Brien and second by N. Schuler, motion carried.

R. Ott moved the three open trustee seats all be for 5-year terms. Motion seconded by R. O'Brien and motion carried

R. Ott moved to declare seat 6 to be vacant, L. Schaertl seconded, motion carried
6. **Long Range Planning** – No Report

IX. NEW BUSINESS

1. Discussed Summer Hours and declined to make a change
2. Discussed the Friends' idea of having a "Welcome Packet" for new library patrons w/bag.

X. ADJOURNMENT

Motion by R. O'Brien, second E. Shannon 9:02pm

NEXT MEETING: Monday, May 13, 2019 at 7 p.m.

Respectfully submitted by Jill Persson



Red Jacket Community Library

BOARD OF TRUSTEES

Minutes

May 13, 2019

I. CALL TO ORDER President P. Ayres at 7:15pm

II. ROLL CALL Secretary J. Persson - Present: Pat Ayres, Lisa Schaertl, Erin Shannon, Nicole Schuler, Jill Persson, Patty Carrig, Roxie O'Brien, Robin Blew, Mary Zingarella, Randy Ott

Guest: Ken Reeves, RJCL Friends

III. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS none

IV. APPROVAL OF MINUTES from April 8, 2019 meetings – J. Persson Motion to accept minutes with change made by R. O'Brien and seconded by N. Schuler

V. FINANCIAL REPORTS

1. Treasurer's Report – R. Blew

- a. April 2019 Statement of Cash Flow presented by R. Blew,
- b. April 2019 Expenditure Summary presented by R. Blew, payroll and debit card purchases, unpaid bills total \$ 11,952.26
- c. April 2019 Payroll R. Blew, total \$9924.53
- d. Profit and Loss R. Blew- Budget Performance total expenditures under budget for month, slightly over yearly budget, no variances for investigation
- e. Transaction List provided to Board for review
- f. Balance Sheet R. Blew- strong cash flow, no liabilities or fixed asset purchases

2. Claims Review –submitted by R. Ott summarized by R. Blew and reviewed by Board members

3. Approve unpaid bills and authorize payment of claims. \$2,197.63 Motion made by R. O'Brien to pay the April bills seconded by N. Schuler and motion passed

4. Reviewed April debit card purchases. \$164.20

VI. DIRECTOR'S REPORT – M. Zingarella posted to shared drive for review

VII. OLD BUSINESS no report

VIII. STANDING COMMITTEE REPORTS

1. **Policy** – L. Schaertl (see attached)

a. Offered by L. Schaertl: RESOLVED to approve the revised 300-1 General Personnel Policy including:

An amended STATEMENT to better reflect the contents of the policy document,

Clarification of benefits accorded to the Treasurer, and

An amendment to Section 9D, capping the amount of unused vacation time to be paid to an employee upon resignation at four weeks (20 days).

Resolution seconded by E. Shannon and passed

b. RESOLVED to adopt the new 200-5 Public Comment Policy providing guidelines that encourage public input while permitting the Board to conduct Library business meetings in an efficient and effective manner. Motion made by R. O'Brien, seconded by N. Schuler and carried

2. **Facilities** Update – P. Ayres

Pat & School Library staff toured Library, reviewed plans (Jack Werkman Marketing) and discussed carpeting and renovations. Need electrician and work estimate

3. **Personnel** - J. Persson (see attached)

Board discuss adjusting the position to part-time or offering the position provisionally. J. Persson made a motion to keep the position full-time, N.Schuler seconded and motion carried.

4. **Finance and Audit**- R. Ott (see attached)

Met during past month, started internet security policy to include online banking, identify what security is provided by PLS and by the school and what do we have to provide, meeting with Bob Wicksall from PLS. Presented draft claims audit which is still under review and available for Board comments

5. **Nominations** – Election Recap - R. O'Brien

Good turn out, budget of \$196,200 was approved by a vote of 58 to 2 , R. Ott, J. Persson re-elected and M. Krise elected to vacant position

6. **Long Range Planning** – L. Schaertl no report

IX. NEW BUSINESS

1. Need a slate of officers to present at June meeting

2. Staff evaluations to be scheduled in June and done by Director

3. Need for Ad Hoc Program committee to fill in while Director position being filled, decision tabled

4. Need for second interim director if position not filled by end of June

5. Need report to community yearly, completed by Director to possibly be included in District going out in August, one page summary from annual report and published on a flyer available in Library

X. ADJOURNMENT made by R. O'Brien, seconde N. Schuler, meeting adjourned at 8:37pm

NEXT MEETING: Monday, June 10, 2019 at 7 p.m.



Red Jacket Community Library

BOARD OF TRUSTEES

Minutes

June 10, 2019

- I. CALL TO ORDER** President P. Ayres at 7:00pm
- II. ROLL CALL** Secretary J. Persson - Present: P. Carrig; R. Ott; P. Ayers; L. Schaertl; N. Sculer; R. O'Brien; M. Zingerella; R. Blew - Absent: E. Shannon

III. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS

Introduced Michelle Krise, Board member elect

Thank you to M. Zingerella for serving as Interim Director

IV. APPROVAL OF MINUTES from the May 13, 2019 meetings – J. Persson

Motion to accept corrected minutes made by R. O'Brien and seconded by N. Schuler, passed

V. FINANCIAL REPORTS

1. Treasurer's Report – R. Blew
 - a. Statement of Cash Flow reviewed and explained
 - b. Expenditure Summary reviewed and explained
 - c. Payroll Report reviewed
 - d. Profit and Loss Budget Performance reviewed, expenses for furniture will be moved to fixed assets from expenses, and banking transfer will be done from capital fund to money market to checking
 - e. Transaction List reviewed
 - f. Balance Sheet reviewed to understand where cost of furniture will be re-classed
2. Claims Review – R. Ott presented.
3. Claims Audit - Motion to approve claims audit made by R. O'Brien, seconded by N. Schuler, passed \$3496.73
4. Debit Card Audit - Motion made to approve debit cards payment of \$417.30 by R. O'Brien and seconded by N. Schuler, motion passed

VI. DIRECTOR'S REPORT – M. Zingerella, attached. Highlights: Working on personnel evaluations for employees. File cabinets arrived. Patron packet will be developed over the summer. Still trying to determine the age of the patron and employee computers. Will need to be addressed with new director. Need a computer for the Treasurer. Need to develop incident report to document injuries as well as behavior, Teen Advisory board is not being utilized by middle schoolers. Usage stats reviewed.

Motion made by R. Ott and seconded by P. Carrig to purchase computer for R. Blew in her capacity as Treasurer, motion carried

VII. OLD BUSINESS –

1. Revisit Employee Evaluations - Personnel Committee recommends defer Personnel performance appraisals and salary adjustments to be done by new permanent director. R. Ott moved to postpone discussion of staff evaluations and salary recommendations until December 2019, seconded by N. Shuler, motion passes

2. Annual Report to the Community will be tabled in absence of Director, motion made by R. O'Brien and seconded by N. Schuler to table annual report to the Community. Motion carried

VIII. STANDING COMMITTEE REPORTS

1. **Policy** – L. Schaertl (see attached) - Updates handed out, most further policy review will be on hold until new Director is in place
2. **Facilities** Update – P. Ayres - Meeting with Library Designer and School staff is postponed until later in June
3. **Personnel** - J. Persson (see attached) - Discussed issues with Director search and lack of Interim Director as of June 17
4. **Finance and Audit**- R. Ott - presented fourth reading of Policy 500.6 (see attached)
RESOLVED, to take from the table: Adoption of Policy 500-6. , L. Schaertl, seconded by R. Ott, motion carried.
RESOLVED, by the Board of Trustees of the Red Jacket Community Library to adopt the Claims Audit and Payment of Bills as Policy 500-6; and be it
FURTHER RESOLVED, that Policy 500-1 Procedure J (Claims Auditor Policy) and Policy 500-1 Procedure K (Payment of Bills) are hereby retired from use. Motion made by L. Schaertl and second by N. Schuler, motion carries
5. **Nominations** – R. O'Brien presented proposed Slate of Officers for 2019-2020- President, L. Schaertl, VP, Pat Ayres, Secretary N. Schuler
6. **Long Range Planning** – L. Schaertl - no report

IX. NEW BUSINESS

1. Update of Memo of Understanding with School District Due in June, lease review moving from three years to 10 years, needs to be approved by School Business Manager and signed by Board Presidents of each Entity
2. Tax Cap Override Vote for 2020 will be done either at the Annual meeting or at the adoption of the budget
3. M. Krise will reach out to the Community Center Board to observe and provide insight

X. ADJOURNMENT at 8:25pm

NEXT MEETING: Monday, July 8, 2019 at 7 p.m.



Red Jacket Community Library

BOARD OF TRUSTEES - Regular Meeting

Minutes

July 9, 2019

I. CALL TO ORDER President L. Schaertl 7:34pm

II. ROLL CALL Present: M. Krise, N. Schuler, P. Carrig, P. Ayres, L. Schaertl, E. Shannon, R. O'Brien, R. Ott, J. Persson. Absent: R. Blew, Treasurer

III. APPROVAL OF AGENDA

MOTION to approve agenda made by N. Schuler and seconded by E. Shannon, motion passed

IV. PUBLIC AND STAFF COMMENTS, CONCERNS, KUDOS, ANNOUNCEMENTS

1. Trustee roster 2019-2020 on RJCL drive

V. APPROVAL OF MINUTES MOTION to approve the minutes from June 10, 2019 meeting made by R. O'Brien and seconded by N. Schuler, motion carried

VI. FINANCIAL REPORTS

1. Treasurer's Report – R. Blew (absent) - reports are informational and will be available on shared drive
 - a. Statement of Cash Flow
 - b. Expenditure Summary
 - c. Payroll Report
 - d. Profit and Loss Budget Performance
 - e. Transaction List
 - f. Balance Sheet
2. Claims Review – R. Ott reported that expenses up for summer programs was the only unusual notation
3. Claims Audit- Claims presented by R. Ott for signatures by Board totaling \$1775.56 as follows:

	<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
34	Ace Coffee & Water	6/25/2019	41.50
35	Baker & Taylor	6/3/2019	17.47
36	Baker & Taylor	6/4/2019	202.06
37	Baker & Taylor	6/4/2019	252.24
38	Baker & Taylor	6/13/2019	16.87
39	Charlebois, Amber	7/5/2019	190.00
40	Children's Place	4/19/2019	437.69
41	Curtis, Bernice	6/26/2019	16.24
42	Curtis, Bernice	7/4/2019	45.60
43	LaTerra, Christine	7/3/2019	10.00
44	Manchester	6/5/2019	63.41
45	Marlin James Programs	6/18/2019	200.00
46	Midwest Tape	6/4/2019	82.48
47	Sagit Ziberman Music	7/24/2019	200.00

4. Debit Card Audit - Total Debit Purchases \$2311.04

MOTION to approve payment of unpaid bills and debit card purchases made by R. O'Brien and seconded by E. Shannon, motion passed

VII. DIRECTOR'S REPORT – L. Schaertl noted that in the absence of a Director, the staff is doing great to keep things moving forward and Christine is doing great with Summer Reading program

VIII. STANDING COMMITTEE REPORTS

1. Policy – L. Schaertl

Proposed bylaws update – first reading. Correction regarding Treasurer’s role, clarification around Trustee appointments. Second reading and vote to take place at September meeting.

2. Facilities – P. Ayres reported the committee has received a statement of work from one designer and is meeting with School officials to make recommendations and determine budget

3. Personnel – J. Persson reported on progress of Director search. The Interim Director’s input for staff performance reviews is on file. The committee met with staff re. essential duties and timing of performance and salary reviews. Created a form to document communications with staff, J Persson is primary contact for staff and Board to address concerns and HR issues during vacancy in the Director position.

4. Finance and Audit – R. Ott

Need to designate authority during Director vacancy to approve payment of July bills in advance of claims audit.

RESOLVED, to appoint trustees Lisa Schaertl and Randall Ott to review July 2019 claims and approve payment of bills in advance of the July 2019 claims audit. Motion made by R. O’Brien and second by E. Shannon, motion carried

5. Nominations – R. O’Brien - no report

6. Long Range Planning – L. Schaertl

M. Krise will attend next meeting of the Community Center Board

IX. CORRESPONDENCE AND COMMUNICATIONS

1. Email from PLS: PLS and BOCES reviewing new regulations re. student data privacy and our ILS software

X. UNFINISHED BUSINESS

1. Annual Report to the Community.

MOTION to remove from table made by N. Schuler and second by R. O’Brien, motion carried. P. Ayers and E. Shannon will compile and draft report for September meeting

2. Announcement: RJCL Friends book sale begins next Wednesday, 7/16/19

XI. NEW BUSINESS

1. Staff salary increases – Personnel committee recommendations

MOTION by R. O’Brien:

Whereas, the personnel committee has proposed a 2019 Wage and Salary Schedule for all library employees in lieu of any wage recommendations from a director, due to vacancy of the position; now, therefore, be it

RESOLVED, that the Red Jacket Board of Trustees approve employee wages according to the 2019 Wage and Salary Schedule, retroactive to July 1, 2019.

Seconded by N. Schuler, motion carried

XII. ADJOURNMENT motion to adjourn made by R. O’Brien and seconded by N. Schuler. Meeting adjourned at 8:30pm

NEXT MEETING: Monday, September 9, 2019 at 7 p.m.

Respectfully submitted by Jill Persson



Red Jacket Community Library

BOARD OF TRUSTEES ANNUAL MEETING

Minutes

July 9, 2019

I. CALL TO ORDER P. Ayres, President 7:06pm

II. ROLL CALL Present: Michelle Krise; Nicole Schuler; Patty Carrig, Patricia Ayers; Lisa Schaertl; Roxie O'Brien, Randy Ott; Jill Persson; Erin Shannon. Absent: Robin Blew, Treasurer

III. APPROVAL OF AGENDA - MOTION to approve agenda made by J. Persson, second by P. Carrig

IV. APPROVAL OF MINUTES - MOTION to approve minutes from July 2018 Annual Meeting with corrections made by R. Ott and seconded by R. O'Brien. Motion carried

V. OATH OF OFFICE -

P. Ayres administered the Oath of Office to new and re-elected Trustees: M. Krise, R. Ott, J. Persson

VI. ANNUAL CONFLICT OF INTEREST STATEMENTS

All Trustees, Director and Treasurer must submit before next meeting

VII. UNFINISHED BUSINESS

None

VIII. NEW BUSINESS

A. Election of Officers - Slate of Officers as presented by the Nominations Committee at the June meeting

President- Lisa Schaertl

Vice President - Patricia Ayres

Secretary - Nicole Schuler

MOTION to cast a unanimous ballot made by P. Ayres, second P. Carrig, motion carried

B. Committee Assignments – Committee assignments for 2019-2020 made as follows

Personnel	J. Persson, P. Ayres, N. Schuler
Policy	P. Carrig, E. Shannon, R. Ott
Facilities	P. Ayres, P. Carrig, R. Ott
Finance & Audit	R. Ott, N. Schuler, R. O'Brien
Planning	E. Shannon, M. Krise
Nominating	R. O'Brien, P. Ayres

C. 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.

TREASURER ROBIN BLEW 68 WOOD CREEK DR. , PITTSFORD NY

PRESIDENT LISA R. SCHAERTL 4285 SHORTSVILLE RD. , SHORTSVILLE NY

VICE PRESIDENT PATRICIA AYRES 4671 HERENDEEN RD., SHORTSVILLE NY

SECRETARY NICOLE SCHULER 11 HEBRON AVE., 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 SECOND BY *R. O'BRIEN* AND *UNANIMOUSLY CARRIED* AND CERTIFIED TO THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY BY *JILL PERSSON* THAT THE FOREGOING IS A TRUE AND COMPLETE COPY OF THE RESOLUTIONS DULY ADOPTED BY THE BOARD OF TRUSTEES OF THE RED JACKET COMMUNITY LIBRARY ON THIS DATE, 9 JULY 2019.

D. Holiday Schedule of Closings for 2020

Policy 400-1, Operations: Hours and Closings, states: *The Library will close on ten federal holidays and three “floating” holidays to be specified by the Director and approved by the Board of Trustees at the annual meeting. The ten federal holidays are:*

1. New Year’s Day
2. Martin Luther King, Jr. Birthday
3. President’s Day
4. Veterans Day
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Thanksgiving Day
10. Christmas Day

For the calendar year 2019, the Director proposed and the Board approved three “floating” holidays:

1. The day after Thanksgiving
2. Christmas Eve
3. New Year’s Eve

For the calendar year 2020, in the absence of a Director’s recommendation, the policy committee recommends that the Board adopt the same holiday schedule of closings.

MOTION to adopt the Holiday Schedule of Closings for 2020 made by R. O’Brien, seconded by N. Schuler. Motion passed.

E. Contract Between the Board of Trustees of the RJCL and the Manchester-Shortsville Board of Education

With the scheduled renewal in 2019, both parties have agreed to amend the Termination clause of the contract to state: “...will be in effect for ten (10) years” rather than “...will be in effect for three (3) years.”

MOTION to accept the amended contract made by R. O’Brien, seconded by E. Shannon, motion carried. Signed copies to be filed at the School District offices and Community Library offices.

F. Tax Cap Override

WHEREAS, THE ADOPTION OF THE 2020-2021 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 2020-21 ON A MOTION BY *R. OTT* AND SECOND BY *R. O’BRIEN*. MOTION CARRIED UNANIMOUSLY ON ROLL CALL VOTE: M. KRISSE- Y; N. SCHULER- Y; P. CARRIG- Y; P. AYERES- Y ; E. SHANNON-Y; L. SCHAERTL- Y, R. O’BRIEN-Y, R. OTT-Y; J. PERSSON-Y

X. ADJOURNMENT Motion to adjourn made by R. O’Brien and seconded by N. Shuler. Meeting adjourned at 7:32pm

Respectfully submitted by Jill Persson, RJCL Board Secretary



Red Jacket Community Library

BOARD OF TRUSTEES - Special Meeting

Minutes

July 25, 2019

- I. **CALL TO ORDER** President Lisa Schaertl
- II. **ROLL CALL** Secretary Nicole Schuler- Lisa Schaertl, Pat Ayres, Randy Ott, Roxie O'brien, Michelle Krise, Nicole Schuler, Erin Shannon, Patty Carrig and Jill Persson.
- III. **APPROVAL OF AGENDA**- J. Persson made the MOTION and P. Ayres seconded. Motion carried.
- IV. **APPROVAL OF MINUTES** from July 18, 2019 special meeting- R. O'Brien made MOTION to approve minutes, J. Persson seconded. Motion carried.
- V. **SPECIAL MEETING BUSINESS**
 1. MOTION to appoint Andrea Tillinghast as Director of the Red Jacket Community Library with annual salary of \$50,000 made by R. O'Brien and seconded by P. Ayres. Motion carried.
- VI. **ADJOURNMENT**- Meeting adjourned 6:50pm

NEXT MEETING: Monday, September 9, 2019 at 7 p.m.



Red Jacket Community Library

BOARD OF TRUSTEES - Regular Meeting

Minutes

September 9, 2019

ROLL CALL – Trustees present: Nicole Schuler–Secretary, Pat Ayres -Vice President, Lisa Schaertl – President, Patty Carrig, Randall Ott, Roxie O’Brien, Erin Shannon, Michelle Krise. Also present: Andrea Tillinghast – Director, Robin Blew - Treasurer. Absent- Jill Persson

The meeting was called to order by President L. Schaertl at 7:02 pm. The agenda was approved.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

L. Schaertl welcomed A. Tillinghast as the new Director.

APPROVAL OF MINUTES

On motion by R. O’Brien, second by E. Shannon, the minutes from the July 9, 2019 regular meeting were approved. On motion by R. Ott, second by R. O’Brien, the minutes from the July 25, 2019 special meeting were approved.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

R. Blew presented financial reports for July and August.

R. Ott presented the July 2019 and August 2019 claims review reports.

RESOLVED on motion by R. O’Brien and second by E. Shannon, to approve July 2019 claims in the amount of \$10,899.15 and August 2019 claims in the amount of \$4,207.59 as follows:

VENDOR	INVOICE DATE	AMOUNT
Ace Coffee & Water	7/1/2019	41.50
Baker & Taylor	7/24/2019	69.87
Baker & Taylor	7/22/2019	19.79
Baker & Taylor	7/17/2019	17.46
Baker & Taylor	7/8/2019	73.18
Baker & Taylor	6/26/2019	98.42
Junior Library Guild	8/1/2019	2,108.00
Messenger Post Newspapers	7/23/2019	309.00
Midwest Tape	6/18/2019	44.99
Midwest Tape	6/4/2019	82.48
Pioneer Library System	7/11/2019	5,582.90
The Merchandiser	7/10/2019	410.47
The Merchandiser	7/25/2019	1,714.24
Vivial	7/21/2019	233.80
Olszewski, Patricia A.	7/11/2019	22.39
LaTerra, Christine	7/23/2019	8.12
LaTerra, Christine	7/11/2019	24.70
Curtis, Bernice B	8/2/2019	27.84
Baker & Taylor	8/2/2019	54.16
Baker & Taylor	8/14/2019	17.47
Baker & Taylor	8/19/2019	89.89
Baker & Taylor*	8/22/2019	772.44
Curtis, Bernice B	8/22/2019	19.58
Curtis, Bernice B	8/31/2019	17.40
Dell Marketing	8/8/2019	560.91
Laterra, Christine	8/31/2019	28.71
Utica National Insurance	8/12/2019	2,647.03

RESOLVED, on motion by R. O'Brien and second by E. Shannon, to approve payment to Utica National Insurance for \$672 and Staples for \$1,016.72.

RESOLVED, on motion by P. Ayres and second by R. O'Brien, to approve July debit card purchases of \$579.73.

RESOLVED, on motion by R. O'Brien and second by P. Carrig, to approve August debit card purchases of \$779.56.

R. Blew reported that she applied for and received a 60-day extension to file the NYS AUD report and that approval of the extension will be filed.

DIRECTOR'S REPORT

Andrea Tillinghast was sworn in as Director of the Library and presented the Director's report.

STANDING COMMITTEE REPORTS

Policy – L. Schaertl presented a proposed update to the bylaws for second reading and adoption. P. Ayres proposed an amendment. RESOLVED, on motion by R. O'Brien and second by E. Shannon, to approve the updated bylaws as amended.

Facilities – P. Ayres presented the July and August committee meeting reports. The committee recommends accepting the proposal for library space design services from Creative Library Concepts for \$2,500 with the design fee to be credited towards a furniture order. Following discussion, the board RESOLVED, on motion by P. Ayres and second by P. Carrig, to accept the proposal for design services from Creative Library Concepts.

Personnel - L. Schaertl referenced the personnel report posted by J. Persson.

Finance and Audit – The new Director will be added as a designated signer on the Library's bank account and the secretary removed. Therefore be it

RESOLVED, on motion by L. Schaertl and second by R. Ott, 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.

Treasurer	Robin Blew	68 Wood Creek Dr. Pittsford NY
President	Lisa R. Schaertl	4285 Shortsville Rd., Shortsville NY
Vice President	Patricia Ayres	4671 Herendeen Rd., Shortsville NY
Director	Andrea Tillinghast	524 Castle Creek Rd #80, Binghamton 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.

CORRESPONDENCE AND COMMUNICATIONS

A letter of thanks from former interim Director Mary Zingerella was shared.

UNFINISHED BUSINESS

P. Ayres and E. Shannon reported progress on the Annual Report to the Community.

NEW BUSINESS

October and November meetings are rescheduled to Oct. 21 and Nov. 18 due to holidays.

The board entered executive session at 8 pm for the purpose of discussing matters related to the employment history of a particular person, on a motion by L. Schaertl, seconded by R. O'Brien and unanimously carried.

The board exited executive session at 8:45 pm and the meeting was adjourned.

NEXT MEETING: Monday, October 21, 2019 at 7 p.m.



Red Jacket Community Library

BOARD OF TRUSTEES - Regular Meeting

Minutes

October 21, 2019

The meeting was called to order at 6:59pm

Present: Trustees Lisa Schaertl, Randy Ott, Patty Carrig, Jill Persson, Robin Blew, Michelle Krise, Roxie O'Brien, Pat Ayres. Director Andrea Tillinghast. Treasurer Robin Blew. Community member Nicole Coyne. Missing: Trustee Erin Shannon

The agenda was approved with no changes

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

1. Presentation of financial review by Jaylene Carpenter, Bonn, Dioguardi & Ray.
The Friends of the RCJL Library increased contributions considerably from previous year. Salaries, wages and expenses showed a large difference from previous year due to staff vacancies. The Library did a great job maintaining what needed to be achieved. Revenues and expenses kept at expectations. The board accepted the audited financial statements.
2. RESOLVED, on motion made by J. Persson to accept the 990 form. Motion carried.
3. Nicole Coyne gave a brief update on Community Center and potential of involving library.
4. L. Schaertl presented Pioneer Library System annual meeting highlights

APPROVAL OF MINUTES

RESOLVED, on motion made by J. Perrson, to approve the minutes of the September 9 Board Meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

1. R. Blew presented the Treasurer's Report. The NYS AUD report will be filed this week with receipt of final audited financial statements. *Reports available for review:*
 - a) Balance Sheet
 - b) Profit and Loss YTD
 - c) Profit and Loss Budget Performance - budgeted expenditure for tuition (\$3,000) will not be used this year.
 - d) Transaction List
 - e) Deposit Detail
 - f) Expense Summary
2. R. Ott presented the claims review. Reported that debit card purchases and claims submitted are for library purchases and properly documented. Account reconciliations were reviewed and are in agreement. Total cash assets held by CNB on September 30, 2019 were \$158,741.11.
3. RESOLVED, on a motion by R O'Brien, to approve September 2019 claims amount totalling \$1762.22 as follows:

	Vendor Invoice	Date	Amount
88	Baker & Taylor	8/27/2019	16.87
89	Baker & Taylor	9/23/2019	160.09
90	Bernice Curtis	9/12/2019	16.38
91	Manchester Shortsville Central School	9/12/2019	168.21
92	Midwest Tape	8/5/2019	52.48
93	Midwest Tape	9/24/2019	48.72
94	New York Library Assoc	9/19/2019	339.00
95	Pioneer Library System	9/13/2019	250.78
96	Pioneer Library System	10/1/2019	105.00
97	The Merchandiser	8/29/2019	353.40
98	Andrea Tillinghast	9/30/2019	141.13
99	Ace Water	10/1/2019	43.00
100	Manchester Shortsville Central School	10/1/2019	67.16
	Total		\$1,762.22

4. RESOLVED, on motion made by R. O'Brien to approve September debit card purchases of \$856.

DIRECTOR'S REPORT – A. Tillinghast reported that she attended the Red Jacket schools open houses and gave out 170 RJCL bags. Discussed program attendance numbers and reported on outreach efforts. Met with Frank Stowell, Andersen Van Horne Insurance to review the Library's insurance. Has been working with the Pioneer Library System on IT and have decided to stay with Windows vs Linux, and move to Active Directory for networking. Requested replacement of three of the public computers.

RESOLVED, on motion made by R. O'Brien to authorize the Director to purchase 3 public PCs at approximately \$648 each.

RESOLVED, on motion made by R. O'Brien to approve conference expenses for the Director to attend the New York Library Association annual conference totaling approximately \$930 plus meals and mileage.

The board additionally approved a request to reimburse A. Tillinghast for club dues and meals at community service organization meetings.

STANDING COMMITTEE REPORTS

Policy – L. Schaertl reported that revisions to policy 400-14 - Patron Conduct were posted for first reading.

Facilities – P. Ayres reported on the joint RJCL and school staff meeting with Creative Library Concepts. Also reported that there are many lights out in the parking lot - A. Tillinghast will submit a work order again and P. Ayres will follow up with school superintendent Charlene Dehn.

Finance and Audit - R. Ott - reported that the committee is working on an IT Security policy and will be doing the annual review of the procurement policy in November.

Nominations – R. O'Brien reported that Patty Carrig will be resigning in December and the committee is seeking candidates to fill the remaining term.

Long Range Planning – M. Krise reported that the community center is still working on a business plan.

CORRESPONDENCE AND COMMUNICATIONS- L. Schaertl shared a thank-you note from a student for the summer reading program.

UNFINISHED BUSINESS

P. Ayers reported that the Annual Report to the community is in progress.

NEW BUSINESS

1. L. Schaertl announced changes to the Board committee assignments
2. 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: Lisa Schaertl, Randall Ott, Patricia Ayres, Nicole Schuler, Roxie O'Brien, Patti Carrig, Michelle Krise, Jill Persson.
3. Motion to enter executive session by L. Schaertl at 8:25pm for the purpose of discussing matters related to the employment history of a particular person. Motion unanimously carried.

ADJOURNMENT- The board exited executive session at 8:58 pm and the meeting was adjourned.

NEXT MEETING: Monday, November 18, 7pm



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

November 18, 2019

The meeting was called to order at 7pm

Present: Trustees Lisa Schaertl, Randy Ott, Patty Carrig, Michelle Krise, Roxie O'Brien, Pat Ayres, Nicole Schuler, Jill Persson; Director Andrea Tillinghast. Also present: Peggy Sutton, community member and Ken Reeves, President of the Friends of the RJCL. Absent: Trustee Erin Shannon

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Ken Reeves invited Trustees to attend the Friends of RJCL Annual Meeting Sat., Nov. 23 at 2 pm.

APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres, to approve the minutes of the October 21 Board Meeting.

RESOLVED, on motion by P. Ayres, to approve the minutes of the November 4 Special Meeting with correction.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

A. Tillinghast presented the Treasurer's report. Financial reports available for review include:

- | | | |
|---------------------|------------------------|--|
| a) Balance Sheet | b) Profit and Loss YTD | c) Profit and Loss Budget Performance (line-item detail) |
| d) Transaction List | e) Deposit Detail | f) Expense Summary |

R. Ott, claims reviewer, reported that debit card purchases and claims submitted were for library purchases and properly documented. Account reconciliations were reviewed and are in agreement. Total cash assets held by CNB on October 31, 2019 were \$158,741.11.

RESOLVED, on motion by R. O'Brien to approve October 2019 claims totaling \$4,479.05 and payments made prior to board approval totaling \$860.90 as follows:

No.	Vendor	Inv Date	Amount
101	Ace Water	10/29/2019	\$ 67.50
102	Andrea Tillinghast	10/31/2019	19.31
103	Bernice Curtis	10/31/2019	25.62
104	Manchester Shortsville Central School	11/1/2019	73.69
105	Midwest Tape	10/21/2019	168.66
106	Pioneer Library System	11/5/2019	248.00
107	Quill	10/1/2019	108.41
108	Quill	10/11/2019	68.36
109	The Merchandiser	9/26/2019	330.58
110	Baker & Taylor	10/14/2019	452.96
111	Baker & Taylor	10/21/2019	287.90
112	Baker & Taylor	11/1/2019	327.54
113	Baker & Taylor	11/3/2019	85.60
114	Belson Outdoors	10/21/2019	236.00
115	Bonn, Dioguardi & Ray	10/31/2019	1,750.00
116	LaTerra, Christine	11/5/2019	8.19
117	Staples	10/25/2019	175.75
118	Midwest Tape	10/1/2019	44.98
Total			\$4,479.05
<i>Payments prior to board approval</i>			
Echeck	Quill	10/15/2019	\$828.92
3684	Demco	10/21/2019	\$31.98
Total			\$ 860.905

RESOLVED, on a motion by R. O'Brien to approve October 2019 debit card purchases totaling \$2,528.24.

RESOLVED, on motion by R. Ott to amend the resolution adopted at the July 2019 Annual Meeting and amended September 9, 2019, regarding Designation of Bank and Check Signers, to update the names and addresses of persons authorized to transfer or withdraw funds to be:

PRESIDENT	LISA R. SCHAERTL	4285 SHORTSVILLE RD., SHORTSVILLE NY
VICE PRESIDENT	PATRICIA L. AYRES	4671 HERENDEEN RD., SHORTSVILLE NY
DIRECTOR	ANDREA G. TILLINGHAST	2336 ROUTE 21 S., CANANDAIGUA NY

RESOLVED, on motion by J. Persson to remove Rita Lonneville and add Andrea Tillinghast as an Online Banking Administrator.

DIRECTOR'S REPORT – A. Tillinghast reported that the library had a lot of things going on in October with approx. 75 people at the book fair each night of the open house. RJCL will be participating in Toys for Tots Program with a bin in the library. Andrea met with Hunger Solutions NY while she was attending NYLA.

STANDING COMMITTEE REPORTS

Policy – L. Schaertl presented revised policy 400-14 Patron Conduct for second reading and approval.

RESOLVED, on motion by P. Ayres to approve the revised policy 400-14 Patron Conduct.

Facilities – P. Ayres reported that the lighting situation in the parking lot has improved. Will follow up with Creative Library Concepts regarding status of designs.

Personnel - J. Persson reported on the status of the Treasurer search. The committee has created a job description with duties and expectations. Ads will be placed in the Merchandiser, posted on the RJCL website and Facebook page, and sent to the Pioneer Library System network.

Finance and Audit - R. Ott reported that the committee completed the annual review of the Procurement Policy as required by law, and presented revisions to 500-4 Procurement Policy for first reading.

Long Range Planning – no report

Nominations – R. O'Brien introduced Peggy Sutton as a prospective board member to fill anticipated vacancies.

CORRESPONDENCE AND COMMUNICATIONS - none

UNFINISHED BUSINESS

The Annual Report to the Community is completed and was presented for board review. E. Shannon will make corrections and work with A. Tillinghast on printing.

NEW BUSINESS

The Board discussed regular meeting dates for 2020 and which day of the week they should be held. No change was made at this time.

The meeting was adjourned at 7:57pm

NEXT MEETING: Monday, December 9, 2019 at 7 p.m.



Red Jacket Community Library

BOARD OF TRUSTEES – Special Meeting

Minutes

November 4, 2019

CALL TO ORDER - 6:59 pm

ROLL CALL - Present- Nicole Schuler, Lisa Schaertl, Pat Ayres, Patty Carrig, Jill Persson, Randy Ott, Roxie O'Brien, Erin Shannon. Absent- Michelle Krise

APPROVAL OF AGENDA

NEW BUSINESS

- **RESOLVED-** on motion by J. Persson to end the agreement between the Board and Robin Blew in November 2019 at the convenience of the finance and personnel committee. Motion carried.

ADJOURNMENT 7:16 pm

NEXT MEETING: Regular Board Meeting Monday, November 18, 2019 at 7 p.m.



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

December 9, 2019

The meeting was called to order at 7pm.

Present: Trustees Lisa Schaertl, Nicole Schuler, Roxie O'Brien, Randall Ott, Patricia Ayres, Erin Shannon, Patty Carrig, Jill Persson; Director Andrea Tillinghast; guest Peggy Sutton. Absent: Trustee Michelle Krise

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

The Library Wish Tree is up

APPROVAL OF MINUTES

RESOLVED, on motion by R. O'Brien, to approve the minutes from November 18, 2019 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

A. Tillinghast presented the Treasurer's report. Financial reports available for review include:

- a) Balance Sheet b) Deposit Detail c) Profit & Loss Budget Performance Overview
- d) Profit & Loss Budget vs. Actual e) Transaction Detail f) Unpaid Bills Detail

R.Ott, claims reviewer, reported that debit card purchases and claims submitted were for library purchases and properly documented. Account reconciliations were reviewed and are in agreement. Total cash assets held by CNB on November 30, 2019 were \$324,008.14.

RESOLVED, on motion by R. O'Brien, to approve November 2019 debit card purchases totaling \$1,236.79.

RESOLVED, on motion by P. Ayres, to approve November 2019 claims totaling \$16,505.62 as follows:

Vendor	Type	Date	number	due date	aging	amount
Ace Coffee & Water	Bill	11/01/2019	84846	11/11/2019	19	\$ 67.50
Andrea Tillinghast	Bill	11/30/2019	68347	12/10/2019		338.23
Baker & Taylor	Bill	11/06/2019		11/16/2019	14	568.95
Curtis, Bernice B	Bill	11/15/2019		11/25/2019	5	23.99
Ihrig, Mike	Bill	11/01/2019		12/09/2019		250.00
LaTerra, Christine	Bill	11/15/2019		11/25/2019	5	15.00
Midwest Tape	Bill	11/01/2019		11/11/2019	19	422.29
Office of the State Comptroller	Bill	11/29/2019	51429	12/09/2019		14,074.00
The Merchandiser	Bill	10/31/2019		11/10/2019	20	745.66
TOTAL						\$ 16,505.62

DIRECTOR'S REPORT – A. Tillinghast reported that 30 people attended Friends of the Library annual meeting in November. Books were purchased with the Paula Swol Werth Memorial donation of \$500. Met with a representative to get quotes on alternative payroll service. The Director has been performing treasurer duties on an interim basis.

COMMITTEE REPORTS

Ad Hoc - Treasurer Search – R. Ott presented the committee's review of candidate interviews and the committee's recommendation that the Board appoint Chris Harris as Treasurer and book keeper.

RESOLVED, on motion made by P. Ayres, to authorize the personnel committee to negotiate a contract with Chris Harris, CPA, to begin treasurer and bookkeeping services as soon as feasible for an annual amount not to exceed \$7,600.

Policy – L. Schaertl presented the committee report. Revisions of policy 200-4 Conflict of Interest were presented for first reading. The revision expand the scope to include employees and volunteers as well as Trustees.

Facilities – P. Ayres reported that Creative Library Concepts will have a plan for the circulation desk and furniture to the Board by the first week in January. Geneva Awning and Tent Works Inc. will send someone to measure the awning for repairs.

The board discussed the impact of school renovations this summer: the school plans to remove the library carpet as soon as school is over and replace it in July. The committee will work to get more specific dates for the library closing. A. Tillinghast will create a plan to accommodate patrons during the closing, for Board review.

Personnel - J. Persson reported that the main focus has been on the treasurer search.

Finance and Audit - R. Ott presented the committee report and second reading of revised 500-4 Procurement Policy.

RESOLVED, on motion made by L. Schaertl, to adopt the revised 500-4 Procurement Policy.

Nominations – R. O’Brien reported on search for candidates for upcoming vacancies. Actions include distributing fliers, posting yard signs. Candidate Peggy Sutton introduced herself.

CORRESPONDENCE AND COMMUNICATIONS

None

UNFINISHED BUSINESS

Annual Report to the Community is finished.

Continued discussion for Board of Trustees regular meeting dates for 2020

NEW BUSINESS

RESOLVED, on motion made by L. Schaertl, to pay A. Tillinghast the monthly treasurer salary of \$500 for work performed during the period of November 12- December 12, 2019

The Board accepted the resignation of P. Carrig from the Board of Trustees.

RESOLVED on motion made by J. Persson, to appoint Peggy Sutton as Trustee to complete the term left vacant by the resignation of P. Carrig, expiring June 2023.

Committee Assignments discussed. M. Sutton will join the Policy Committee. M. Krise has been asked to join the finance committee.

The meeting was adjourned at 8:16pm.

NEXT MEETING: Monday, January 13, 2020 at 7 p.m.



Red Jacket Community Library

BOARD OF TRUSTEES - Special Meeting

Minutes

December 19, 2019

President Lisa Schaertl called the meeting to order at 7:03 p.m.

Present: Trustees Pat Ayres, Lisa Schaertl, Randy Ott, Roxie O'Brien, Michele Krise, Peggy Sutton; Director Andrea Tillinghast. Absent: Trustees Jill Persson, Erin Shannon, Nicole Shuler

The board reviewed the contract for Treasurer and bookkeeping services proposed by Chris Harris of Interwoven Financial Health, and approved by the Treasurer Search Committee. Contracted services would be provided at a monthly fixed rate of \$500 per month with additional fees of \$1,000 and \$500 for completion of the NYS AUD and annual budget, respectively. For December 2019, services relative to the reconciliation of year-end payroll reports would be provided at a fixed rate of \$250.

RESOLVED, on a motion by R. O'Brien, to appoint Chris Harris of Interwoven Financial Health as Treasurer, effective December 23, 2019 and as specified in the contract.

A copy of the contract will be entered into the Board Meeting records.

The meeting adjourned at 7:06 p.m.

Pat Ayres
Acting Secretary