



Red Jacket Community Library

MINUTES

7 DECEMBER 2010

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

ROLL CALL (PRESENT; ABSENT)

JANINE BOOR

NICOLE COYNE, PRESIDENT

MARLENE DEGLOMA

ANN GULICK

MARILYN HUDSON

BRIDGET MCNABB MILLIMAN

ROXIE MERITHEW

CAROLE MINK, VICE-PRESIDENT

RANDALL OTT, SECRETARY

ARLENE REEVES, TREASURER

SALLY SCHAERTL

OTHERS PRESENT:

ANDREA TILLINGHAST-THOMPSON, DIRECTOR

THE MEETING WAS CALLED TO ORDER BY PRESIDENT N. COYNE AT 7:01 PM.

APPROVAL OF MINUTES

DRAFT MINUTES FROM THE LAST MEETING WERE PRESENTED BY R. OTT.

RESOLVED, THAT THE MINUTES OF THE 2 NOVEMBER 2010 BOARD OF TRUSTEES REGULAR MEETING ARE APPROVED AS PRESENTED, ON MOTION BY M. HUDSON AND SECOND BY R. MERITHEW.

FINANCIAL REPORT

FINANCIAL REPORTS FROM 31 OCTOBER 2010 WERE REVIEWED.

RESOLVED, THAT FINANCIAL STATEMENTS OF OCTOBER 2010 ARE RECEIVED AND SUBJECT TO AUDIT, ON MOTION BY M. HUDSON AND SECOND BY R. MERITHEW.

LIBRARY DIRECTOR'S REPORT

THE DIRECTOR'S REPORT DATED 7 DECEMBER 2010 WAS PRESENTED BY A. TILLINGHAST. HIGHLIGHTS INCLUDE:

- THE DEFENSIVE DRIVING COURSE OFFERED, OVER TWO SATURDAYS, MET ITS CAPACITY OF 30 PARTICIPANTS.
- THE EBOOK WORKSHOP WAS VERY POPULAR AND EVEN SINCE THE WORKSHOP THE AVAILABILITY OF EBOOKS THROUGH OWWL HAS BEEN ENHANCED.
- THERE IS A PROBLEM GENERATING USAGE STATISTICS FROM EVERGREEN THAT PLS HOPES TO RESOLVE.
- THE EMPLOYMENT OF LIBRARY CLERK CHRISTINA INGALLS WAS TERMINATED AS OF 29 NOVEMBER 2010.
- CIVIL SERVICE DESCRIPTIONS OF LIBRARY CLERK AND LIBRARY ASSISTANT WERE PRESENTED.

THE NEED AND COST OF HIRING ADDITIONAL STAFF WAS DISCUSSED CONSIDERING THE LOSS OF A CLERK AND CONSIDERING THE GOALS AND OBJECTIVES WITHIN THE LONG-TERM PLAN.

RESOLVED, THAT A FULL-TIME LIBRARY ASSISTANT BE HIRED IN ACCORDANCE WITH CIVIL SERVICE REGULATIONS AND ON CONDITION OF APPROVAL BY THE FINANCE COMMITTEE, ON MOTION BY M. HUDSON AND SECOND BY R. MERITHEW. IF APPROVED, THE FINANCE COMMITTEE SHALL DETERMINE THE RATE OF PAY AND A. TILLINGHAST WILL SUBMIT PAPERWORK TO ONTARIO COUNTY FOR THE NEW JOB CERTIFICATION OF LIBRARY ASSISTANT.

- PLS DIRECTOR CASSIE GUTHRIE TOURED THE LIBRARY LAST WEEK. SHE WAS VERY RECEPTIVE OF OUR SHARED ARRANGEMENT AS A JOINT USE FACILITY.
- THE CURRENT AND FUTURE PROGNOSIS OF PLS BUDGETING AND FUNDING WAS SHARED WITH THE POTENTIAL IMPACT ON LOCAL SERVICES AND FUTURE EXPENDITURES.

COMMITTEE REPORTS

POLICY: M. HUDSON PRESENTED A DRAFT DISASTER PLAN PREPARED BY A. TILLINGHAST IN COOPERATION WITH SCHOOL OFFICIALS. MINOR CHANGES WERE SUGGESTED.

RESOLVED, THAT THE DISASTER PLAN IS APPROVED AS AMENDED, ON MOTION BY R. MERITHEW AND SECOND BY M. HUDSON. THE APPROVED VERSION (POLICY 400-13) WILL BE DISTRIBUTED AT THE NEXT MEETING.

UNFINISHED BUSINESS

A. TILLINGHAST REPORTED THAT TEARS IN THE FABRIC SEAMS OF RECENTLY PURCHASED COUCHES ARE DUE TO MANUFACTURING DEFECTS. SHE HAS ARRANGED WITH VERSAILLES IN SHORTSVILLE TO ASSIST IN SELECTING BETTER QUALITY FABRIC AND WITH THE CUSTODIANS TO BOX THE DAMAGED FURNITURE PIECES. SHE HAS NEGOTIATED WITH THE SUPPLIER, SCHOOL SPECIALTIES, TO SHIP BOXES, HAVE THE PIECES PICKED UP BY FREIGHT, REUPHOLSTERED, AND DELIVERED BY FREIGHT, ALL AT NO COST.

OTHER BUSINESS

N. COYNE REPORTED THAT THE PROVISIONAL CHARTER OF THE LIBRARY EXPIRES IN FEBRUARY 2011. WE WILL APPLY FOR A PERMANENT CHARTER AND FOR AN EXTENSION AT THE JANUARY MEETING.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 8:24 PM, ON MOTION BY M. HUDSON AND SECOND BY B. MILLIMAN.

RESPECTFULLY SUBMITTED,

X

Randall Ott
Secretary
