



Red Jacket Community Library

MINUTES

6 JULY 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 7:10 PM.

APPROVAL OF MINUTES

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

RESOLVED, THAT THE MINUTES OF THE 7 JUNE 2010 MEETING ARE APPROVED AS PRESENTED, ON MOTION BY A. REEVES AND SECOND BY A. GULICK.

FINANCIAL REPORT

FINANCIAL REPORTS FROM MAY 2010 WERE PRESENTED BY A. REEVES.

RESOLVED, THAT FINANCIAL STATEMENTS OF MAY 2010 ARE RECEIVED AND SUBJECT TO AUDIT, AND THAT MAY 2010 EXPENDITURES ARE APPROVED AS PRESENTED ON MOTION BY A. GULICK AND SECOND BY M. HUDSON.

LIBRARY DIRECTOR'S REPORT

THE DIRECTOR'S REPORT DATED JULY 6, 2010 WAS PRESENTED BY A. TILLINGHAST.

- JUNE ACTIVITIES HAVE FOCUSED ON PREPARATION FOR JULY'S THREE SUMMER READING PROGRAMS.
- AS OF JUNE 30, 2010 REGISTRANTS INCLUDE 121 CHILDREN, 27 TEENS, AND 28 ADULTS.
- A SUMMER FOOD PROGRAM THROUGH THE SCHOOL LUNCH PROGRAM IS AVAILABLE TO CHILDREN AND TEENS REGISTERED IN THE SUMMER LIBRARY PROGRAMS.
- CIRCULATION FOR JUNE WAS 5114 TOTAL ITEMS BORROWED.
- THE NEW FURNITURE HAS ARRIVED WITH SOME EXCEPTION; FOUR PIECES TO THE COUCHES AT \$840 PER PIECE WERE NOT RECEIVED, AND UPON INQUIRY, NEVER ORDERED BY THE VENDOR. DUE TO THEIR ERROR, THE VENDOR WILL SELL THE PIECES AT COST WITH NO FREIGHT CHARGES TO ARRIVE IN AUGUST. THE TOTAL COST FOR THE MISSING PIECES, WHICH THE FRIENDS OF THE LIBRARY HOPE TO DEFRAY, WILL BE APPROXIMATELY \$1300 WHICH THE FRIENDS OF THE LIBRARY HOPE TO HELP DEFRAY. LOCKING CASTORS FOR SOME OF THE CHAIRS WILL ALSO ARRIVE IN AUGUST. COMPLETED PAPERWORK FOR THE GRANT USED TO PURCHASE THE FURNITURE WAS SUBMITTED TO NEW YORK STATE.

COMMITTEE REPORTS

PERSONNEL: M. HUDSON REPORTED THAT THE EVALUATION OF THE LIBRARY DIRECTOR WAS COMPLETE.

RESOLVED, THAT THE BOARD OF TRUSTEES ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS IN ACCORDANCE WITH THE OPEN MEETINGS LAW AT 7:25 ON MOTION BY A. REEVES AND SECOND BY M. HUDSON.

RESOLVED, THAT THE BOARD OF TRUSTEES RETURN TO PUBLIC SESSION AT 7:37 ON MOTION BY M. HUDSON AND SECOND BY R. MERITHEW.

M. HUDSON RECOMMENDS, ON BEHALF OF THE PERSONNEL COMMITTEE, A SALARY RAISE FOR THE LIBRARY DIRECTOR AT THE MAXIMUM ALLOWED WITHIN THE 2010-2011 BUDGET, WHICH IS ABOUT A 4.4% INCREASE.

RESOLVED, THAT THE LIBRARY DIRECTOR SALARY IS INCREASED TO THE AMOUNT BUDGETED ON MOTION BY A. REEVES AND SECOND BY A. GULICK.

POLICY: M. HUDSON WILL UPDATE THE POLICY BOOK AND INDEX WITH THE FINAL COPY OF THE UPDATED CONTRACT WITH THE SCHOOL DISTRICT.

A. TILLINGHAST INQUIRED INTO ANY ACTION ON SALARY RAISES FOR LIBRARY STAFF. HER RECOMMENDATION TO THE PERSONNEL COMMITTEE WAS FOR THE MAXIMUM WITHIN THE 2010-11 BUDGET.

RESOLVED, THAT THE LIBRARY CLERK SALARIES ARE INCREASED TO THE AMOUNT BUDGETED ON MOTION BY A. REEVES AND SECOND BY A. GULICK.

AUDIT: R. OTT REMINDED NEW TRUSTEES TO RETURN SIGNED CONFLICT OF INTEREST DISCLOSURE STATEMENTS. HE WILL ARRANGE FOR JACK KOSMICKI FROM BOYCHUK & CO. TO REVIEW THE FINANCIAL RECORDS THIS SUMMER AND AFTER PAYROLL STATEMENTS ARE RECEIVED.

UNFINISHED BUSINESS

PHONE CHARGES: A. REEVES HAS RECEIVED AND REVIEWED COPIES OF OLD TELEPHONE STATEMENTS AND HAS DETERMINED THAT THE LIBRARY IS PAYING AND HAS PAID FOR OUR OWN PHONE SERVICE, NAMELY ADVERTISING. WE HAVE NEITHER BEEN BILLED FOR, NOR PAID FOR LONG DISTANCE CALLS SINCE THE SCHOOL DISTRICT INSTALLED DIGITAL TELEPHONE SERVICE. THE CREDIT THAT WAS CARRIED ON OUR TELEPHONE ACCOUNT WAS FROM OUR EARLIER PAYMENTS, NOT PAYMENTS MADE BY THE DISTRICT. A. REEVES HAS SPOKEN TO THE SUPERINTENDENT OF SCHOOLS ON THIS MATTER AND WILL CONTACT HIM WITH OUR DETERMINATION.

NEW BUSINESS

BOOK AND BAKE SALE: A. TILLINGHAST ASKED FOR DONATIONS FOR THE BOOK AND BAKE SALE TO BE HELD ON SATURDAY, JULY 17.

OTHER BUSINESS

MEETING DAY: THERE WILL BE NO REGULAR MEETING IN AUGUST. THE NEXT REGULAR MEETING WILL BE 7 SEPTEMBER 2010.

JOINT SUBCOMMITTEE: A. REEVES REPORTED THE JOINT SUBCOMMITTEE MET WITH SCHOOL REPRESENTATIVES IN JUNE. AN ISSUE OF ROOM USAGE REMAINS UNRESOLVED. A CONFERENCE ROOM IS CURRENTLY BEING USED TO STORE SCHOOL LIBRARY EQUIPMENT WHICH REDUCES THE AVAILABLE MEETING ROOM SPACE. IT WAS RECOMMENDED THAT S. SCHAERTL FROM THE FACILITIES COMMITTEE CONTACT APPROPRIATE SCHOOL OFFICIALS TO SEEK A JOINT RESOLUTION. IT WAS FURTHER RECOMMENDED THAT R. OTT CONTACT THE SCHOOL BOARD PRESIDENT TO SEEK SCHOOL BOARD REPRESENTATION ON THE JOINT COMMITTEE TO FACILITATE DISCUSSION OF ISSUES OF JOINT USAGE.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 8:02 PM, ON MOTION BY M. HUDSON AND SECOND BY A. GULICK.

RESPECTFULLY SUBMITTED,

X

Randall Ott
Secretary
