



Red Jacket Community Library

MINUTES

7 JUNE 2011

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

ROLL CALL (PRESENT; ABSENT)

- | | |
|---|--|
| <input checked="" type="checkbox"/> JANINE BOOR | <input type="checkbox"/> CAROLE MINK, VICE-PRESIDENT |
| <input checked="" type="checkbox"/> NICOLE COYNE, PRESIDENT | <input checked="" type="checkbox"/> RANDALL OTT, SECRETARY |
| <input checked="" type="checkbox"/> MARLENE DEGLOMA | <input checked="" type="checkbox"/> ARLENE REEVES, TREASURER |
| <input checked="" type="checkbox"/> ANN GULICK | <input checked="" type="checkbox"/> SALLY SCHAERTL |
| <input checked="" type="checkbox"/> MARILYN HUDSON | |
| <input type="checkbox"/> BRIDGET MCNABB MILLIMAN | OTHERS PRESENT: |
| <input checked="" type="checkbox"/> ROXIE MERITHEW | <input type="checkbox"/> ANDREA TILLINGHAST-THOMPSON, DIRECTOR |

THE MEETING WAS CALLED TO ORDER BY PRESIDENT N. COYNE AT 7:05 PM.

APPROVAL OF MINUTES

DRAFT MINUTES FROM THE LAST MEETING WERE PRESENTED BY R. OTT. CORRECTIONS WERE MADE TO THE MINUTES. RESOLVED, THAT THE MINUTES OF THE 3 MAY 2011 BOARD OF TRUSTEES REGULAR MEETING ARE APPROVED AS AMENDED, ON MOTION BY M. HUDSON AND SECOND BY R. MERITHEW.

FINANCIAL REPORT

FINANCIAL REPORTS FROM APRIL 2011 WERE PRESENTED BY A. REEVES. RESOLVED, THAT FINANCIAL STATEMENTS DATED 30 APRIL 2011 ARE RECEIVED AND SUBJECT TO AUDIT ON MOTION, BY M. HUDSON AND SECOND BY A. GULICK.

LIBRARY DIRECTOR'S REPORT

THE DIRECTOR'S REPORT DATED 7 JUNE 2011 WAS REVIEWED. THE INTERVIEW PROCESS FOR A LIBRARY ASSISTANT IS ONGOING.

PERSONNEL COMMITTEE REPORT

STAFF PERFORMANCE EVALUATIONS HAVE BEEN COMPLETED. RESOLVED, THAT SALARIES FOR ALL STAFF, INCLUDING THE LIBRARY DIRECTOR, BE INCREASED 3% (THREE PERCENT) FOR THE 2011-12 FISCAL YEAR, ON MOTION BY A. GULICK AND SECOND BY A. REEVES. IT WAS DISCUSSED THAT EMPLOYEES SHOULD BE GIVEN A WRITTEN STATEMENT OF THEIR SALARIES WITH A COPY PLACED IN THEIR PERSONNEL FILE.

POLICY COMMITTEE REPORT

A DISCUSSION ON POLICY #300-3 (BENEFITS BANK PROGRAM) WAS TABLED FOR ACTION UNTIL THE NEXT REGULAR MEETING.

M. HUDSON PRESENTED REVISIONS TO POLICY #400-1 (GENERAL OPERATIONS). RESOLVED, THAT POLICY #400-1 IS AMENDED, ON MOTION BY A. REEVES AND SECOND BY R. MERITHEW.

M. HUDSON PROPOSED A NEW POLICY, POLICY #400-14 (CHILDREN'S SAFETY AND SUPERVISION IN THE LIBRARY).
DISCUSSION RESULTED IN MINOR REVISIONS TO THE DRAFT VERSION.
RESOLVED, THAT POLICY #400-14 IS ADOPTED, ON MOTION BY A. REEVES AND SECOND BY J. BOOR.
COPIES OF THE FINAL VERSION WILL BE DISTRIBUTED AT THE NEXT REGULAR MEETING.

R. MERITHEW VOLUNTEERED TO HEAD THE POLICY COMMITTEE AND TO SUCCEED M. HUDSON WHOSE SECOND FULL TERM IS ENDING.

ADJOURNMENT

THE ANNUAL MEETING WILL BE HELD 5 JULY 2011.

RESOLVED, THAT THE MEETING ADJOURN AT 7:46 PM, ON MOTION BY J. BOOR AND SECOND BY A. GULICK.

RESPECTFULLY SUBMITTED,

X

Randall Ott
Secretary
