



# Red Jacket Community Library

## MINUTES

1 NOVEMBER 2011

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

### ROLL CALL ( PRESENT; ABSENT)

- JANINE BOOR, TREASURER
- NICOLE COYNE, PRESIDENT
- MARLENE DEGLOMA
- ANN GULICK
- BRIDGET MCNABB MILLIMAN
- ROXIE MERITHEW
- CAROLE MINK, VICE-PRESIDENT

- RANDALL OTT, SECRETARY
- ARLENE REEVES
- SALLY SCHAERTL
- CHELLIE VANAKEN

### OTHERS PRESENT:

- ANDREA TILLINGHAST-THOMPSON, DIRECTOR

THE MEETING WAS CALLED TO ORDER BY VICE-PRESIDENT C. MINK AT 7:01 PM.

C. VANAKEN INQUIRED OF COMPUTER CLASS OFFERINGS. A. TILLINGHAST RESPONDED THAT A JOB TRAINING COMPUTER CLASS WAS CANCELLED FOR LOW ENROLLMENT. A COMPUTER CLASS FOR HOMESCHOOLERS WILL BE OFFERED. IT IS BEST FOR PATRONS WITH BEGINNING COMPUTER NEEDS CAN SCHEDULE AN APPOINTMENT FOR HELP GETTING STARTED.

### APPROVAL OF MINUTES

DRAFT MINUTES FROM THE OCTOBER REGULAR MEETING WERE READ.

RESOLVED, THAT THE MINUTES OF THE 4 OCTOBER 2011 REGULAR MEETING ARE APPROVED AS READ, ON MOTION BY A. GULICK AND SECOND BY S. SCHAERTL.

### FINANCIAL REPORT

J. BOOR PRESENTED THE FINANCIAL REPORTS. NO INCOME SHOWS ON THE REPORT, BUT THE CHECK FROM TAXES OF \$155,000 WAS RECEIVED AND DEPOSITED. IT WILL SHOW IN THE NEXT QUARTER STATEMENT.

RESOLVED, THAT FINANCIAL STATEMENTS PRESENTED 1 NOVEMBER 2011 ARE RECEIVED AND SUBJECT TO AUDIT, ON MOTION BY A. GULICK AND SECOND BY S. SCHAERTL.

### LIBRARY DIRECTOR'S REPORT

THE DIRECTOR'S REPORT DATED NOVEMBER 1, 2011 WAS PRESENTED BY A. TILLINGHAST.

- THE HALLOWEEN CRAFT PART WAS VERY BUSY.
- THE TEEN ADVISORY BOARD MET.
- NOVEMBER 19<sup>TH</sup> IS THE DONOR SALUTE AT THE LIBRARY; EVERYONE IS ENCOURAGED TO ATTEND.

### COMMITTEE REPORTS

POLICY: R. MERITHEW DISTRIBUTED A NEW TABLE OF CONTENTS AND PROCEDURE H.

BUDGET: J. BOOR ANNOUNCED THE NEED FOR A BUDGET COMMITTEE MEETING. C. MINK AND R. OTT VOLUNTEERED TO ATTEND. A MEETING IS SET FOR 15 NOVEMBER AT 7:00 IN THE LIBRARY.

FACILITIES: A. TILLINGHAST ANNOUNCED THAT A COMPLAINT WAS RECEIVED FROM A PATRON REGARDING HANDICAP PARKING. THIS HAS BEEN A CONCERN IN THE PAST. IT WAS DECIDED THAT THE JOINT COMMITTEE (COMPOSED OF REPRESENTATIVES FROM BOTH THE SCHOOL DISTRICT AND COMMUNITY LIBRARY) BE CALLED TO DISCUSS THE ISSUE. R. OTT WILL INITIATE A MEETING.

**OTHER BUSINESS**

A. TILLINGHAST REPORTED THAT WE ARE IN NEED OF A NEW OPLAC (ONTARIO COUNTY PUBLIC LIBRARY ADVISORY COUNCIL) REPRESENTATIVE TO REPLACE A. REEVES. THE COUNCIL MEETS TWICE A YEAR (IN APRIL AND SEPTEMBER) AND PROMOTES AND ADVOCATES FOR ONTARIO COUNTY LIBRARIES. B. MILLIMAN VOLUNTEERED TO SERVE IN THIS CAPACITY.

THE BOARD DISCUSSED 1) TREASURER RESPONSIBILITIES AS THE DISPERSING OFFICER, 2) HANDLING INVOICES/VOUCHERS, AND 3) OATHS OF OFFICE. THESE WERE ALL ITEMS DISCUSSED AT THE PLS WORKSHOP FOR TRUSTEES THAT MAY REQUIRE CONSIDERATION REGARDING OUR BY-LAWS, POLICIES, OR PROCEDURES.

**ADJOURNMENT**

RESOLVED, THAT THE MEETING ADJOURN AT 8:08 PM, ON MOTION BY R. MERITHEW AND SECOND BY C. VANAKEN.

RESPECTFULLY SUBMITTED,

X

---

Randall Ott  
Secretary

---