



# Red Jacket Community Library

## MINUTES

4 OCTOBER 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 PRESIDENT N. COYNE AT 7:09 PM.

### APPROVAL OF MINUTES

DRAFT MINUTES FROM THE SEPTEMBER REGULAR MEETING WERE PRESENTED.

RESOLVED, THAT THE MINUTES OF THE 6 SEPTEMBER 2011 REGULAR MEETING ARE APPROVED AS CORRECTED, ON MOTION BY C. MINK AND SECOND BY R. MERITHEW.

### FINANCIAL REPORT

END OF YEAR FINANCIAL REPORTS AS OF AUGUST 2011 WERE PRESENTED.

BASED ON A RECOMMENDATION BY THE AUDITOR J. BOOR PRESENTED A SYSTEM FOR HANDLING CASH. TWO CASH BOXES WOULD BE USED. ONE WOULD BE USED EXCLUSIVELY FOR CASH COMING IN, SUCH AS FINES. ONE WOULD BE A PETTY CASH BOX OF FIFTY DOLLARS FOR MISCELLANEOUS EXPENSES.

RESOLVED, THAT POLICY 500-1 (ACCOUNTING MANUAL AND FISCAL PROCEDURES) BE AMENDED TO ADD THESE PROCEDURES UNDER A NEW SECTION: PROCEDURE H, PETTY CASH AND RECEIPTS, ON MOTION BY C. MINK AND SECOND BY A. GULICK.

RESOLVED, THAT FINANCIAL STATEMENTS DATED 1 AUGUST 2011 ARE RECEIVED AND SUBJECT TO AUDIT, ON MOTION BY C. MINK AND SECOND BY R. MERITHEW.

### LIBRARY DIRECTOR'S REPORT

THE DIRECTOR'S REPORT DATED OCTOBER 4, 2011 WAS PRESENTED BY A. TILLINGHAST.

- "GETTING READY FOR KINDERGARTEN" WAS ATTENDED BY 32 PEOPLE AND 2 KINDERGARTEN TEACHERS.
- "LEGAL ISSUES FOR LIBRARIES" WAS HOSTED BY PLS THIS PAST SATURDAY. IT FOCUSED ON TAX CAP LEGISLATION AND OTHER LEGAL TOPICS THAT WILL REQUIRE A FULL REPORT AT AN UPCOMING MEETING.
- NOTIFICATION WAS SHARED THAT CUTS IN STATE FUNDING COMBINED WITH UNCERTAIN FUTURE FUNDING WILL REDUCE PLS SUBSIDIES TOWARD OWWL, CURRENTLY (2011) AT 66%. PLS HAS VOTED TO REDUCE THEIR SHARE

TO 50% IN 2012 AND TO 25% IN 2013. WHILE THE COST TO EACH LIBRARY IS DIFFERENT OUR SHARE OF THE COSTS WILL INCREASE COMMENSURATELY.

**COMMITTEE REPORTS**

POLICY: R. MERITHEW DISTRIBUTED A NEW POLICY INDEX AND POLICY #300-1 WHICH REFLECTS CHANGES MADE AT THE SEPTEMBER 2011 BOARD OF TRUSTEES MEETING.

**OTHER BUSINESS**

A. TILLINGHAST REPORTED THAT SEVERAL MEMORIAL DONATIONS HAVE BEEN RECEIVED.

**ADJOURNMENT**

RESOLVED, THAT THE MEETING ADJOURN AT 7:45 PM, ON MOTION BY C. MINK AND SECOND BY A. GULICK.

RESPECTFULLY SUBMITTED,

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Randall Ott  
Secretary

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