



Red Jacket Community Library

MINUTES

16 APRIL 2012

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

ROLL CALL (PRESENT; ABSENT)

- | | |
|---|---|
| <input type="checkbox"/> JANINE BOOR | <input checked="" 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 type="checkbox"/> ARLENE REEVES |
| <input checked="" type="checkbox"/> ANN GULICK | <input checked="" type="checkbox"/> SALLY SCHAERTL |
| <input checked="" type="checkbox"/> BRIDGET MCNABB MILLIMAN | <input checked="" type="checkbox"/> CHELLIE VANAKEN |
| <input checked="" type="checkbox"/> ROXIE MERITHEW | |

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

APPROVAL OF MINUTES

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

RESOLVED, THAT THE MINUTES OF THE 6 MARCH 2012 REGULAR MEETING ARE APPROVED AS PRESENTED, ON MOTION BY R. MERITHEW AND SECOND BY S. SCHAERTL.

FINANCIAL REPORT

C. MINK PRESENTED THE FINANCIAL REPORTS.

RESOLVED, THAT FINANCIAL STATEMENTS DATED 31 MARCH 2012 ARE RECEIVED AND SUBJECT TO AUDIT, ON MOTION BY A. GULICK AND SECOND BY R. MERITHEW.

ANNUAL REPORT

THE ANNUAL REPORT HAS BEEN CHECKED BY PLS AND RETURNED TO US.

RESOLVED, TO ACCEPT THE ANNUAL REPORT OF THE LIBRARY, ON MOTION BY C. MINK AND SECOND BY S. SCHAERTL.

COMMITTEE REPORTS

PERSONNEL:

IT WAS DISCUSSED THAT WE SHOULD DELAY STAFF EVALUATIONS UNTIL THE NEW DIRECTOR IS ESTABLISHED.

M. DEGLOMA RECOMMENDS CHANGES TO THE LIBRARY DIRECTOR EVALUATION FORM SO THAT IT IS MORE IN LINE WITH LIBRARY GOALS AND THE JOB DESCRIPTION.

RESOLVED, TO ACCEPT WITH REGRET THE RESIGNATION OF ANDREA TILLINGHAST-THOMPSON AS LIBRARY DIRECTOR EFFECTIVE MARCH 16, 2012, ON MOTION BY C. MINK AND SECOND BY S. SCHAERTL.

RESOLVED, TO APPOINT STACEY GREENE WICKSALL AS LIBRARY DIRECTOR EFFECTIVE APRIL 23, 2012, ON MOTION BY C. MINK AND SECOND BY R. MERITHEW. THE APPOINTMENT CARRIES A PROBATIONARY PERIOD OF ONE YEAR.

FINANCE:

C. MINK REPORTED THAT CONVERSATIONS WITH PAYCHEX HAS CORRECTED THE WAY IN WHICH 414H MONEY WAS BEING RECORDED. NEW BANK SIGNATURE CARDS NEED TO BE FILED AND CERTIFIED WITH THE BANK TO INCLUDE THE NEW DIRECTOR ON EACH ACCOUNT. THE DIRECTORS NAME WILL APPEAR ON THE DEBIT CARD.

RESOLVED, THAT THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY (BANK) IS HEREBY DESIGNATED AS A DEPOSITORY OF RED JACKET COMMUNITY LIBRARY, 7 LEHIGH AVENUE, SHORTSVILLE, NY (CORPORATION) AND THE DEPOSIT ACCOUNTS OF ANY KIND MAY BE OPENED AND MAINTAINED IN THE NAME OF THE CORPORATION WITH SAID BANK. BE IT FURTHER

RESOLVED, THAT THE FUNDS OF THE CORPORATION MAY BE ELECTRONICALLY TRANSFERRED OR WITHDRAWN UPON CHECK, DRAFT NOTE, WRITTEN ORDER, WRITTEN WITHDRAWAL REQUEST OR DEBIT CARD TRANSACTION OF THE CORPORATION SIGNED OR PURPORTING TO BE SIGNED BY THE FACSIMILE SIGNATURE(S). IN SOME INSTANCES, THE REQUEST FOR THE ELECTRONIC TRANSFER OF FUNDS MAY BE ACCEPTED BY AN OFFICER OF THE BANK OVER THE TELEPHONE

BY ANY OF THE FOLLOWING PERSONS

TREASURER
SANDRA J. LIBERTY
21 MATHER STREET
SHORTSVILLE, NY

PRESIDENT
NICOLE M. COYNE
38 BOOTH STREET
SHORTSVILLE, NY

FINANCIAL OFFICER
JANINE L. BOOR
1616 FRESHOUR ROAD
SHORTSVILLE, NY

VICE-PRESIDENT
CAROLE J. MINK
39 HIGH STREET
SHORTSVILLE, NY

DIRECTOR
STACEY G. WICKSALL
28 LARCHMONT STREET
GENEVA, NY

THE BANK IS HEREBY AUTHORIZED TO PAY SUCH CHECKS, DRAFTS, NOTES, WRITTEN ORDERS, OR TO PAY PURSUANT TO THE WRITTEN WITHDRAWAL AND ELECTRONIC TRANSFER REQUESTS AND TO RECEIVE THE SAME FOR CREDIT TO THE ACCOUNT OF THE PAYEE, OR IN PAYMENT OF THE INDIVIDUAL INDEBTEDNESS OF THE PAYEE, OR ANY OTHER HOLDER WHEN SO SIGNED, OR TO OTHERWISE HONOR ANY WRITTEN INSTRUCTIONS CONCERNING SAID ACCOUNT WHEN SIGNED AS AUTHORIZED ABOVE, WITHOUT INQUIRY AS TO THE CIRCUMSTANCES OF THEIR ISSUE OR THE DISPOSITION OF THEIR PROCEEDS OR ANY SUCH PAYMENTS WHETHER DRAWN TO THE INDIVIDUAL ORDER OR TENDERED IN PAYMENT OF THE INDIVIDUAL OBLIGATIONS OF ANY OF THE ABOVE PERSONS OR ANY OFFICER OR EMPLOYEE OF THIS CORPORATION OR OTHERWISE. BE IT FURTHER

RESOLVED, THAT THE BANK AS A DESIGNATED DEPOSITORY OF THIS CORPORATION, IS HEREBY REQUESTED, AUTHORIZED, AND DIRECTED TO HONOR CHECKS, DRAFTS, OR OTHER ORDERS FOR THE PAYMENT OF MONEY DRAWN IN THIS CORPORATIONS NAME, INCLUDING THOSE PAYABLE TO THE INDIVIDUAL ORDER OF ANY PERSON OR PERSONS WHOSE NAMES APPEAR THEREON AS SIGNER OR SIGNERS THEREOF, WHEN BEARING OR PURPORTING TO BEAR THE FACSIMILE SIGNATURE(S) OF ANY INDIVIDUAL(S) LISTED ON THIS RESOLUTION, AND THE BANK SHALL BE ENTITLED TO HONOR AND TO CHARGE THIS CORPORATION FOR SUCH CHECKS, DRAFTS, OR OTHER ORDERS, REGARDLESS OF BY WHOM OR BY WHAT MEANS THE ACTUAL OR PURPORTED FACSIMILE SIGNATURE(S) THEREON MAY HAVE BEEN AFFIXED THERETO, IF SUCH SIGNATURE(S) RESEMBLE THE FACSIMILE SPECIMENS DULY CERTIFIED TO OR FILED WITH THE BANK BY THE SECRETARY OR OTHER OFFICER OF THIS CORPORATION. BE IT FURTHER

RESOLVED, THAT IF ANY ONE OF THE AUTHORIZED SIGNATURES IS PRESENT, THE BANK'S ACTION IN PAYING SUCH CHECKS, DRAFTS, NOTES, WRITTEN ORDER OR PAYING PURSUANT TO SUCH WRITTEN WITHDRAWAL OR ORAL REQUEST SHALL BE BINDING ON THE CORPORATION SINCE THE REQUIREMENT OF MORE THAN ONE SIGNATURE IS SOLELY AN INTERNAL REQUIREMENT OF THE CORPORATION AND SHALL NOT BE BINDING ON THE BANK. BE IT FURTHER

RESOLVED, THAT ANY CHECKS, DRAFTS, NOTES OR OTHER INSTRUMENTS OF ANY KIND PAYABLE TO OR BELONGING TO THIS CORPORATION MAY BE ENDORSED BY ANY OF ITS OFFICERS, EMPLOYEES OR AGENTS AND DEPOSITED WITH THE BANK FOR THE CREDIT AND USE OF THIS CORPORATION AND SAID ENDORSEMENTS MAY BE MADE IN WRITING OR BY STAMP AND WITHOUT DESIGNATION OF THE PERSON SO ENDORSING. BE IT FURTHER

RESOLVED, THAT THE SECRETARY SHALL FURNISH TO THE BANK THE NAMES OF THE PRESENTLY DULY ELECTED AND QUALIFIED OFFICERS OF THE CORPORATION AND SHALL, FROM TIME TO TIME HEREAFTER AS CHANGES IN THE PERSONNEL OF SAID OFFICERS ARE MADE, IMMEDIATELY CERTIFY SUCH CHANGES TO THE BANK, AND THE BANK SHALL BE FULLY PROTECTED IN RELYING ON SUCH CERTIFICATION OF THE SECRETARY AND SHALL BE INDEMNIFIED AND SAVED HARMLESS FROM ANY CLAIMS, DEMANDS, EXPENSES, LOSS OF DAMAGES RESULTING FROM, OR GROWING OUT OF HONORING THE SIGNATURE OF ANY OFFICER SO CERTIFIED, OR REFUSING TO HONOR ANY SIGNATURE SO CERTIFIED. BE IT FURTHER

RESOLVED, THAT ANY PERSON DESIGNATED AS AN AUTHORIZED SIGNER ON ACCOUNTS OF THE CORPORATION IS AUTHORIZED TO BORROW MONEY ON BEHALF OF THE CORPORATION BY TAKING ADVANCES (INITIATED BY OVERDRAFT OR ONLINE TRANSFER) ON ANY EXISTING CHEXMATE OVERDRAFT LINE OF CREDIT ACCOUNT THAT HAS BEEN ESTABLISHED FOR ACCOUNTS OF THE CORPORATION. BE IT FURTHER

RESOLVED, THAT THE BANK, AS A DESIGNATED DEPOSITORY OF THIS CORPORATION, IS HEREBY REQUESTED, AUTHORIZED AND DIRECTED TO ISSUE A DEBIT CARD TO ANY PERSON OR PERSONS DESIGNATED BY THE CORPORATION AS AN AUTHORIZED SIGNER ON ACCOUNTS OF THE CORPORATION. THE BANK IS HEREBY REQUESTED, AUTHORIZED AND DIRECTED TO HONOR ELECTRONIC TRANSACTIONS INITIATED BY DEBIT CARD WITH THE SIGNATURE OF AN AUTHORIZED SIGNER (SIGNATURE BASED) OR BY THE DEBIT CARD WITH AN ASSIGNED PERSONAL IDENTIFICATION NUMBER (PIN BASED), DRAWN ON THIS CORPORATION'S NAME, INCLUDING THOSE PAYABLE TO THE INDIVIDUAL ORDER OF ANY PERSON OR PERSONS WHO THE CORPORATION HAS DESIGNATED AS AN AUTHORIZED SIGNER. BE IT FURTHER

RESOLVED, THAT THE SECRETARY OR ANY OTHER OFFICER OF THIS CORPORATION IS HEREBY AUTHORIZED TO CERTIFY TO THE BANK A COPY OF THESE RESOLUTIONS AND TO AUTHORIZE ADDITIONAL INDIVIDUALS TO CONDUCT ON-LINE BANKING TRANSACTIONS ON BEHALF OF THE ORGANIZATION THROUGH THE INTERNET. SUCH AUTHORIZATION WILL BE MADE IN WRITING TO THE BANK. THE BANK MAY RELY ON AND ACT UPON SUCH CERTIFICATES, AND THESE RESOLUTIONS SHALL CONTINUE IN FULL FORCE AND EFFECT UNTIL THE BANK IS ADVISED BY A LIKE CERTIFICATE OF ANY CHANGES THEREIN, ON MOTION BY R. MERITHEW AND SECOND BY C. VANAKEN AND CERTIFIED TO THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY BY R. OTT THAT THE FOREGOING IS A TRUE AND COMPLETE COPY OF THE RESOLUTIONS DULY ADOPTED BY THE BOARD OF TRUSTEES OF THE RED JACKET COMMUNITY LIBRARY ON THIS DATE (16 APRIL 2012).

AUDIT: SINCE A CLEAR TIMELINE CANNOT BE DETERMINED REGARDING THE CORRESPONDENCE BETWEEN OUR AUDITOR AND AUDIT COMMITTEE IT WAS DECIDED TO NOT SEND A LETTER TO OUR AUDITOR REGARDING PAYMENT OF 2010-2011 TAXES.

NOMINATING: A. GULICK REPORTED THERE WILL BE THREE VACANCIES ON THE BOARD OF TRUSTEES WHEN THE TERMS OF M. DEGLOMA, N. COYNE AND B. MILLIMAN END ON 30 JUNE 2012. THREE PETITIONS FOR THESE SEATS WERE RECEIVED FROM BEV CHRYSLER, NICOLE COYNE AND BRIDGET MILLIMAN.

FACILITIES: S. SCHAERTL REPORTED THAT A NEW LOCKING FILE CABINET IS NEEDED TO HOUSE PERSONNEL RECORDS. THE CHILDREN'S CIRCULAR COUCH IS ALSO IN NEED OF REPLACEMENT. DUE TO THE TRANSITION IN LIBRARY DIRECTORS, CORRESPONDENCE THANKING THE LIONS CLUBS FOR THEIR DONATIONS TOWARD THE EARLY LITERACY

STATION WERE NEVER SENT. THE BOARD ASKED THE SECRETARY TO SEND OUT LETTERS TO BOTH THE TWIN CITIES AND SHORTSVILLE-MANCHESTER CLUBS ACKNOWLEDGING THEIR GENEROUS GIFTS.

BUDGET AND TRUSTEE VOTE

THERE WILL BE A PUBLIC INFORMATION SESSION 30 APRIL 2012 AT 7:00 PM IN THE LIBRARY. THE VOTE WILL BE HELD MONDAY, 7 MAY 2012 FROM 3:00 – 8:00 PM. VOLUNTEERS FROM THE FRIENDS OF THE LIBRARY WILL SERVE AS TELLERS AND COUNT BALLOTS AT THE CLOSE OF THE VOTE.

QUESTIONS

TWO QUESTIONS WERE RAISED:

- 1) CAN THE BY-LAWS BE EASILY CHANGED TO CORRESPOND TO THE DESIGNATIONS MADE TO THE TREASURER AND FINANCIAL OFFICER?
- 2) DOES OUR INSURANCE POLICY COVER ACTIONS OF EMPLOYEES AND TRUSTEES NAMED ON THE BANK ACCOUNTS?

ANNOUNCEMENTS

PLS IS HOSTING A WORKSHOP FOR TRUSTEES AND DIRECTORS ON MAY 10 ON GOOD FINANCIAL STEWARDSHIP. IT IS RECOMMENDED THAT SEVERAL TRUSTEES ATTEND.

THE NEXT BOARD OF TRUSTEES MEETING WILL BE 14 MAY 2012.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 8:17 PM, ON MOTION BY R. MERITHEW WITHOUT OBJECTION.

RESPECTFULLY SUBMITTED,

X

Randall Ott
Secretary
