



Red Jacket Community Library

MINUTES

9 JULY 2012

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

ROLL CALL (PRESENT; ABSENT)

JANINE BOOR

JOAN CAPRON

BEV CHRYSLER

NICOLE COYNE, PRESIDENT

ANN GULICK

ROXIE MERITHEW

CAROLE MINK, VICE-PRESIDENT

RANDALL OTT, SECRETARY

ARLENE REEVES

SALLY SCHAERTL

CHELLIE VANAKEN

OTHERS PRESENT:

STACEY WICKSALL, DIRECTOR

RITA LONNEVILLE, TREASURER

THE MEETING WAS CALLED TO ORDER BY PRESIDENT N. COYNE AT 7:15 PM.

COMPLIMENTS/COMPLAINTS:

A. GULICK HAS RECEIVED QUESTIONS ABOUT SATURDAY HOURS; WE ARE CLOSED ON SATURDAY'S DURING THE SUMMER THIS YEAR. S. SCHAERTL OFFERED A COMPLIMENT ON THE EARLY AND ORGANIZED DISPLAY OF BOOKS FOR THE UPCOMING BOOK FAIR.

MEETING MINUTES

DRAFT MINUTES FROM THE JUNE MEETING WERE PRESENTED.

RESOLVED, THAT MINUTES OF 11 JUNE 2012 ARE APPROVED AS PRESENTED, ON MOTION BY C. MINK AND SECOND BY A. GULICK.

FINANCIAL REPORTS

R. LONNEVILLE PRESENTED THE FINANCIAL REPORTS. THE MONTHLY LIST OF EXPENDITURE VOUCHERS WAS REVIEWED. **RESOLVED**, THAT THE FINANCIAL STATEMENTS DATED 30 JUNE 2012 ARE RECEIVED AND SUBJECT TO AUDIT, AND BE IT FURTHER

RESOLVED, TO APPROVE EXPENDITURES AS PRESENTED AND AUTHORIZE PAYMENT OF BILLS TOTALING \$2624.70 ON MOTION BY J. BOOR AND SECOND BY S. SCHAERTL.

DIRECTOR'S REPORT

S. WICKSALL PRESENTED THE JULY LIBRARY REPORT. HIGHLIGHTS INCLUDE THE FOLLOWING:

- PLS CHARGE FOR AUTOMATION IS INCREASING.
- SUMMER READING PROGRAMS ARE OFF TO A GREAT START, POSSIBLY MOTIVATED BY KINDLE PRIZES.
- CIVIL SERVICE ACTIVATED LIBRARIAN I TITLE FOR ASSISTANT LIBRARIAN POSITION.
- CIVIL SERVICE APPROVED TEMPORARILY HIRING CHERYL HOLMAN FOR UP TO 17 ½ HOURS PER WEEK FOR UP TO 90 DAYS. CHERYL SERVED ON STAFF DURING OUR LAST VACANCY.
- SENATOR NOZOLLO HAS ACQUIRED \$10,000 OF STATE FUNDS FOR THE LIBRARY. A PRIORITIZED LIST FOR THE USE OF THESE FUNDS WAS DISCUSSED AND WILL BE SENT TO THE SENATOR'S OFFICE.

- A RECOMMENDATION FOR 3 % SALARY INCREASES FOR STAFF MEMBERS WAS MADE.
- THE ANNUAL FRIENDS BOOK AND BAKE SALE BEGINS THURSDAY, JULY 12TH AT 1:00.

RESOLVED, THAT SALARIES FOR LIBRARY CLERKS PATSY OLSZEWSKI, BERNICE CURTIS, AND KATHLEEN HONCHEN BE INCREASED 3 % (THREE PERCENT) FOR THE 2012-13 YEAR, EFFECTIVE 1 JULY 2012 ON MOTION BY C. MINK AND SECOND Y J. BOOR.

COMMITTEE REPORTS:

FINANCE- C. MINK ANNOUNCED THE NEED TO SCHEDULE A MEETING TO DISCUSS FISCAL PROCEDURE CHANGES.

FACILITIES- S. SCHAERTL WILL INQUIRE ABOUT THE MANY FLUORESCENT LIGHTS NEEDING REPLACEMENT BY WINTER.

NEW BUSINESS

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	PRESIDENT
RITA S. LONNEVILLE	NICOLE M. COYNE
38 HIGH STREET	38 BOOTH STREET
SHORTSVILLE, NY	SHORTSVILLE, NY
DIRECTOR	VICE-PRESIDENT
STACEY G. WICKSALL	CAROLE J. MINK
28 LARCHMONT STREET	39 HIGH STREET
GENEVA, NY	SHORTSVILLE, 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 B. CHRYSLER AND SECOND BY A. GULICK 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 (9 JULY 2012).

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 8:04, ON MOTION BY J. BOOR AND SECOND BY A. GULICK

RESPECTFULLY SUBMITTED,

X

R. Ott
Secretary