



# Red Jacket Community Library

## MINUTES

11 JUNE 2012

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

### ROLL CALL ( PRESENT; ABSENT)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> JANINE BOOR                 | <input checked="" type="checkbox"/> ARLENE REEVES |
| <input checked="" type="checkbox"/> NICOLE COYNE, PRESIDENT     | <input type="checkbox"/> SALLY SCHAERTL           |
| <input type="checkbox"/> MARLENE DEGLOMA                        | <input type="checkbox"/> CHELLIE VANAKEN          |
| <input checked="" type="checkbox"/> ANN GULICK                  |   |
| <input checked="" type="checkbox"/> BRIDGET MCNABB MILLIMAN     |   |
| <input type="checkbox"/> ROXIE MERITHEW                         |   |
| <input checked="" type="checkbox"/> CAROLE MINK, VICE-PRESIDENT |   |
| <input checked="" type="checkbox"/> RANDALL OTT, SECRETARY      |   |

### OTHERS PRESENT:

- |   |
|---|
| <input checked="" type="checkbox"/> STACEY WICKSALL, DIRECTOR |
| <input checked="" type="checkbox"/> BEV CHRYSLER              |

THE MEETING WAS CALLED TO ORDER BY PRESIDENT N. COYNE AT 6:58 PM.

### APPROVAL OF MINUTES

DRAFT MINUTES FROM THE MAY MEETING WERE DISTRIBUTED BY R. OTT.

RESOLVED, THAT THE MINUTES OF THE 14 MAY 2012 REGULAR MEETING ARE APPROVED AS PRESENTED, ON MOTION BY C. MINK AND SECOND BY A. GULICK.

### LIBRARY DIRECTOR'S REPORT:

THE DIRECTOR'S REPORT DATED JUNE 11, 2012 WAS PRESENTED BY S. WICKSALL. THE FOLLOWING HIGHLIGHTS WERE PRESENTED:

- INTERVIEWS WITH THREE INDIVIDUALS FOR LIBRARY ASSISTANT ARE SET UP FOR MONDAY.
- THE BOOK/BAKE SALE SPONSORED BY THE FRIENDS WILL BEGIN JULY 12.
- REQUEST FOR BOARD ACTION UPON ADVICE TO INCREASE BANDWIDTH THROUGH TIME WARNER. THE COST IS ABOUT \$70 PER MONTH. THE POSSIBILITY OF A TRIAL PERIOD WAS DISCUSSED. THE ISSUE WAS TABLED FOR A DECISION AT THE JULY BOARD MEETING.
- REQUEST FOR BOARD ACTION ON DEBIT CARD GUIDELINES AS PART OF A LARGER PROCUREMENT/ PURCHASING POLICY. IT WAS DISCUSSED THAT THE FINANCIAL COMMITTEE WOULD MAKE MEET TO MAKE A POLICY RECOMMENATION.
- REQUEST FOR BOARD ACTION ON SUMMER HOURS AS PREVIOUSLY DISCUSSED AND ADVERTISED.

RESOLVED THAT HOURS OF OPERATION ARE ESTABLISHED FOR SUMMER 2012 AS MONDAY THROUGH FRIDAY, NOON-8:00 PM, ON MOTION BY C. MINK AND SECOND BY J. BOOR.

### FINANCIAL REPORT

C. MINK PRESENTED THE FINANCIAL REPORTS AND DISTRIBUTED THE MONTHLY LIST OF EXPENDITURE VOUCHERS FOR PAYMENT.

RESOLVED, THAT FINANCIAL STATEMENTS DATED 31 MAY 2012 ARE RECEIVED AND SUBJECT TO AUDIT, AND BE IT FURTHER

RESOLVED, TO APPROVE EXPENDITURE VOUCHERS AS PRESENTED AND AUTHORIZE PAYMENT OF BILLS TOTALING \$1936.93, ON MOTION BY A. REEVES AND SECOND BY A. GULICK.

C. MINK ALSO REPORTED THAT THE STATE MANDATORY AUDIT TO THE COMPTROLLER IS DUE 60 DAYS AFTER THE BUDGET YEAR ENDS.

#### **TRUSTEE RESIGNATION**

B. MILLIMAN REPORTED THAT SHE WILL BE MOVING OUT OF STATE WITH HER FAMILY THIS SUMMER AND MUST RESIGN HER SEAT ON THE BOARD OF TRUSTEES.

RESOLVED, TO ACCEPT WITH REGRET THE RESIGNATION OF TRUSTEE BRIDGET MCNABB MILLIMAN EFFECTIVE 1 JULY 2012 ON MOTION BY C. MINK AND SECOND BY A. GULICK.

#### **COMMITTEE REPORTS**

##### PERSONNEL:

DUE TO TIMING IN HIRING A NEW DIRECTOR STAFF REVIEWS MAY NOT BE DONE PRIOR TO THE START OF THE NEW FISCAL YEAR AND ARE NOT CURRENTLY READY FOR ACTION. IT WAS DISCUSSED THAT ANY SALARY RECOMMENDATIONS THAT ARE ACTED ON LATER THAN JULY 1<sup>ST</sup> CAN BE MADE RETROACTIVE.

NOMINATING: JOAN CAPRON HAS EXPRESSED INTEREST IN BEING A LIBRARY TRUSTEE.

RESOLVED, TO APPOINT JOAN RUSH CAPRON AS TRUSTEE, TO SERVE THE UNEXPIRED TERM OF BRIDGET MCNABB MILLIMAN (THROUGH 30 JUNE 2017), EFFECTIVE 1 JULY 2012 ON MOTION BY C. MINK AND SECOND BY A. REEVES.

#### **CORRESPONDENCE AND COMMUNICATION**

B. CHRYSLER REPORTS THAT VICKY HAMLING HAS EXPRESSED INTEREST IN VOLUNTEERING, WITH RESPECT TO MEDICARE HEALTH INSURANCE QUESTIONS, AT THE LIBRARY.

#### **ADJOURNMENT**

RESOLVED, THAT THE MEETING ADJOURN AT 8:17 PM, ON MOTION BY A. GULICK AND SECOND BY C. MINK.

RESPECTFULLY SUBMITTED,

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Randall Ott  
Secretary

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