



Red Jacket Community Library

MINUTES

6 MARCH 2012

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 7:00 PM.

COMPLIMENTS AND COMPLAINTS

A. TILLINGHAST THANKED THE FRIENDS OF THE LIBRARY FOR HOSTING A GOING-AWAY PARTY IN HER HONOR. SHE FELT VERY HONORED AND EXPRESSED HER APPRECIATION FOR THE OPPORTUNITY TO SERVE THE MANCHESTER AND SHORTSVILLE COMMUNITIES AS LIBRARY DIRECTOR AND FOR THE MANY EXPERIENCES THAT HAVE QUALIFIED HER TO FURTHER HER CAREER.

APPROVAL OF MINUTES

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

RESOLVED, THAT THE MINUTES OF THE 7 FEBRUARY 2012 REGULAR MEETING ARE APPROVED AS PRESENTED, ON MOTION BY C. MINK AND SECOND BY R. MERITHEW.

FINANCIAL REPORT

J. BOOR PRESENTED THE FINANCIAL REPORTS.

RESOLVED, THAT FINANCIAL STATEMENTS DATED 31 JANUARY 2012 ARE RECEIVED AND SUBJECT TO AUDIT, ON MOTION BY C. MINK AND SECOND BY A. GULICK.

LIBRARY DIRECTOR'S REPORT

THE DIRECTOR'S REPORT DATED MARCH 6, 2012 WAS PRESENTED BY A. TILLINGHAST.

- THIRTY-FOUR PROGRAMS WERE HELD IN THE LIBRARY DURING THE TWENTY-NINE DAYS OF FEBRUARY.
- PAPERWORK IS COMPLETED FOR THE BUDGET VOTE. THE PUBLIC INFORMATION SESSION WILL BE 30 APRIL 2012 AT 7:00 PM.
- THE TAX RATE FOR THE PROPOSED BUDGET IS THE SAME AS 2011-12, AT \$0.60 PER \$1000 ASSESSED VALUATION. THE TAX LEVY HAS INCREASED AT ABOUT THE SAME RATE AS THE TOTAL ASSESSED VALUATION.

RESOLVED, THAT UNUSED LEAVE TIME BE PAID TO A. TILLINGHAST ON MOTION BY R. MERITHEW AND SECOND BY C. VANAKEN.

COMMITTEE REPORTS

PERSONNEL: C. MINK REPORTED THE FOLLOWING:

- TWO APPLICANTS FOR THE LIBRARY MANAGER POSITION WILL BE INTERVIEWED SATURDAY MORNING.
- THE PROBATIONARY PERIOD FOR NEW POSITIONS THROUGH CIVIL SERVICE IS 1 YEAR.
- SANDY LIBERTY HAS VOLUNTEERED TO BE THE LIBRARY TREASURER AND HANDLE THE ACCOUNTING. RITA LONNEVILLE CAN BE THE BACKUP ACCOUNTANT.

RESOLVED, THAT SANDY LIBERTY IS APPOINTED TO THE POSITION OF LIBRARY TREASURER WITH NO SALARY ON MOTION BY C. MINK AND SECOND BY A. GULICK.

- C. MINK WILL SERVE AS EMERGENCY CONTACT FOR STAFF DURING THE INTERIM PERIOD OF LIBRARY MANAGER.

FINANCE:

J. BOOR PRESENTED THE 2012-13 BUDGET FROM THE FEBRUARY MEETING PROPOSED AT \$166,780.

RESOLVED, THAT THE BOARD OF TRUSTEES ADOPT THE PROPOSED 2012-2013 BUDGET WITH EXPENDITURES OF \$166,780 INCLUDING A TAX LEVY OF \$161,480 ON MOTION BY C. MINK AND SECOND BY R. MERITHEW.

C. MINK REPORTED THAT WE WILL BE MOVING TO AN ACCOUNTS PAYABLE SYSTEM STARTING IN APRIL 2012. BANK STATEMENTS WILL BE CLOSED AT THE END OF EACH MONTH. BILLS WILL BE PAID AFTER EACH BOARD OF TRUSTEES MEETING. IT IS RECOMMENDED THAT MONTHLY MEETINGS BE MOVED TO THE SECOND MONDAY OF EACH MONTH TO ALLOW TIME FOR RECONCILIATION OF BANK STATEMENTS.

RESOLVED, THAT THE REGULAR BOARD OF TRUSTEES MEETING BE CHANGED TO THE SECOND MONDAY OF EACH MONTH BEGINNING ON 9 APRIL 2012 ON MOTION BY C. MINK AND SECOND BY R. MERITHEW.

C. MINK ALSO INDICATED NEW BANK SIGNATURE CARDS NEED TO BE FILED AND CERTIFIED WITH THE BANK. SHE RECOMMENDS THAT N. COYNE, C. MINK, J. BOOR AND SANDY LIBERTY AS THE NEWLY APPOINTED TREASURER BE SIGNERS.

RESOLVED, THAT THE CANANDAIGUA NATIONAL BANK AND TRUST COMPANY (HEREINAFTER REFERRED TO AS THE "BANK") IS HEREBY DESIGNATED AS A DEPOSITORY OF RED JACKET COMMUNITY LIBRARY, 7 LEHIGH AVENUE, SHORTSVILLE, NY (HEREINAFTER REFERRED TO AS THE "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

PRESIDENT
NICOLE COYNE
38 BOOTH STREET
SHORTSVILLE, NY

FINANCIAL OFFICER
JANINE BOOR
1616 FRESHOUR ROAD
SHORTSVILLE, NY

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

TREASURER
SANDRA LIBERTY
21 MATHER STREET
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 C. MINK AND SECOND BY R. MERITHEW 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.

POLICY: FINANCIAL AND ACCOUNTING POLICIES WILL NEED TO BE AMENDED OVER THE NEXT FEW MONTHS TO REFLECT CHANGES IN THE NEW FINANCIAL PROCEDURES.

FACILITIES: S. SCHAERTL REPORTED THAT HANDICAP PARKING SIGNS HAVE BEEN INSTALLED ON THE EXTERIOR OF THE BUILDING AND ARE BEING USED AND ADHERED.

NOMINATING: A. GULICK REPORTED THAT BEV CHRYSLER HAS PICKED UP A PETITION AND WILL BE RUNNING FOR AN OPEN TRUSTEE SEAT.

CORRESPONDENCE

A NOTICE WAS RECEIVED BY THE INTERNAL REVENUE SERVICE CHARGING A PENALTY BECAUSE FORM 990 WAS FILED LATE. THE REASON FOR THE LATENESS WAS DUE TO INACCURACIES INCLUDED ON AN ORIGINAL 990 FORM PREPARED BY OUR AUDITOR, JACK KOSMICKI. THE TAX RETURN WAS RETURNED TO HIS OFFICE FOR CORRECTIONS AND SENT TO THE IRS IMMEDIATELY AFTER BOARD APPROVAL, WHICH WAS ABOUT ONE MONTH AFTER THE DEADLINE. IT WAS AGREED WE WOULD PASS THE BILL TO OUR AUDITOR'S FIRM WITH A LETTER.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 8:03 PM, AFTER MOTION BY J. BOOR AND SECOND BY R. MERITHEW.

RESPECTFULLY SUBMITTED,

X

Randall Ott
Secretary
