



Red Jacket Community Library

MINUTES

10 SEPTEMBER 2012

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL (PRESENT; ABSENT)

- | | |
|---|--|
| <input checked="" type="checkbox"/> JANINE BOOR | <input type="checkbox"/> ARLENE REEVES |
| <input checked="" type="checkbox"/> JOAN CAPRON | <input checked="" type="checkbox"/> SALLY SCHAERTL |
| <input checked="" type="checkbox"/> BEV CHRYSLER | <input type="checkbox"/> CHELLIE VANAKEN |
| <input checked="" type="checkbox"/> NICOLE COYNE, PRESIDENT | |
| <input type="checkbox"/> ANN GULICK | |
| <input checked="" type="checkbox"/> ROXIE MERITHEW | |
| <input type="checkbox"/> CAROLE MINK, VICE-PRESIDENT | |
| <input checked="" type="checkbox"/> RANDALL OTT, SECRETARY | |

OTHERS PRESENT:

- | |
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| <input checked="" type="checkbox"/> STACEY WICKSALL, DIRECTOR |
| <input checked="" type="checkbox"/> RITA LONNEVILLE, TREASURER |

THE MEETING WAS CALLED TO ORDER BY PRESIDENT N. COYNE AT 7:06 PM.

MEETING MINUTES

DRAFT MINUTES FROM THE AUGUST MEETING WERE PRESENTED.

RESOLVED, THAT MINUTES OF THE 13 AUGUST 2012 REGULAR MEETING ARE APPROVED AS PRESENTED; MOTION BY R. MERITHEW, SECOND BY J. CAPRON, AND UNANIMOUSLY CARRIED .

FINANCIAL REPORTS

R. LONNEVILLE PRESENTED THE FINANCIAL REPORTS. THE PROFIT AND LOSS PAGE SHOWS BUDGET PERFORMANCE WITH A BUDGET BREAKDOWN BY MONTH AND BY YEAR-TO-DATE. THE MONTHLY LIST OF EXPENDITURE VOUCHERS WAS REVIEWED.

RESOLVED, THAT THE FINANCIAL STATEMENTS DATED 31 AUGUST 2012 ARE RECEIVED AND SUBJECT TO AUDIT; MOTION BY R. MERITHEW, SECOND BY S. SCHAERTL, AND UNANIMOUSLY CARRIED.

RESOLVED, TO APPROVE EXPENDITURES AS PRESENTED AND AUTHORIZE PAYMENT OF INVOICES FOR SEPTEMBER; MOTION BY R. MERITHEW, SECOND BY B. CHRYSLER, AND UNANIMOUSLY CARRIED.

DIRECTOR'S REPORT

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

- THERE WAS A 40% INCREASE IN CIRCULATION OVER LAST SUMMER.
- WE ARE STILL AWAITING WORD FROM ONTARIO COUNTY CIVIL SERVICE ON THE LIBRARIAN I POSITION.
- THE NEWLY REUPHOLSTERED CHILDREN'S SEATING CIRCLE IS FINISHED AND WAS PAID FOR BY THE FRIENDS OF THE LIBRARY. A PLAQUE RECOGNIZING THE DONATION WILL BE MOUNTED ON THE CENTER TABLE. THE REUPHOLSTERER IS SHARON COOK.

- THE DONATED OFFICE FURNITURE, SHELVING, AND STUDY TABLES FROM KODAK HAS ALSO ARRIVED. A GROUP OF VOLUNTEERS AND EMPLOYEES TRAVELED TO KODAK PARK TO PICK UP THE DONATION WITH A MOVING VAN PROVIDED BY THE FRIENDS OF THE LIBRARY.
- SOME LIBRARY OWNED COMPUTERS WERE UNAVAILABLE FOR ONE DAY UNTIL A REPLACEMENT BATTERY BACK-UP/SURGE PROTECTOR COULD BE PURCHASED.

COMMITTEE REPORTS

LONG-RANGE PLAN N. COYNE REPORTED THAT THE CURRENT LONG-RANGE PLAN ENDS IN 2013. WHILE MOST ELEMENTS OF THE PLAN HAVE BEEN IMPLEMENTED SOME AREAS HAVE NOT BEEN EASILY MONITORED, SUCH AS CIRCULATION TARGETS. METHODS OF SOLICITING COMMUNITY INPUT AND INVOLVEMENT WERE DISCUSSED. B. CHRYSLER REPORTED THAT A BULK MAILING PERMIT COSTS \$185 A YEAR AND THEN 11¢ PER SHEET.

FACILITIES S. SCHAERTL RAISED THE ISSUE OF CARPET STAINS. THE CARPETING IN THE LIBRARY WAS NOT CLEANED THIS SUMMER OR LAST SUMMER BY THE SCHOOL. SHE WILL FOLLOW UP AND INQUIRE OF SCHOOL OFFICIALS.

CORRESPONDENCE AND COMMUNICATION

S. WICKSALL RECOMMENDS CHANGES TO POLICY 400-4 REGARDING COMPUTER RESTRICTIONS AND WAIT TIMES.

J. BOOR INDICATED A PATRON ENJOYED A PROGRAM LAST YEAR (FORMAL TEA PARTY WITH A PERFORMER) AND WOULD LIKE TO SEE IT REPEATED. S. WICKSALL RESPONDED A SIMILAR EVENT IS PLANNED FOR ADULTS NEAR THE END OF OCTOBER.

OLD BUSINESS

THE NEED TO UPDATE FINANCIAL PROCEDURES AND RELATED POLICIES WAS REVISITED. SCHEDULED FINANCIAL COMMITTEE MEETINGS HAVE BEEN POSTPONED DUE TO ILLNESSES AND CONFLICTS.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 7:51; MOTION BY R. MERITHEW AND SECOND BY J. CHRYSLER WITHOUT OBJECTION.

RESPECTFULLY SUBMITTED,

10/20/2012

X



R. Ott
Secretary
Signed by: Randall Ott