



# Red Jacket Community Library

## MINUTES

11 MARCH 2013

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

### TRUSTEE ROLL CALL ( PRESENT; ABSENT)

- JANINE BOOR
- JOAN CAPRON
- BEV CHRYSLER
- NICOLE COYNE, PRESIDENT
- ANN GULICK
- ROXIE MERITHEW
- RUBY MORRISON

- RANDALL OTT, SECRETARY
- ARLENE REEVES
- SALLY SCHAERTL
- CHELLIE VANAKEN

### OTHERS PRESENT:

- STACEY WICKSALL, DIRECTOR

THE MEETING WAS CALLED TO ORDER BY PRESIDENT N. COYNE AT 7:02 PM.

### COMPLIMENTS AND COMPLAINTS

B. CHRYSLER OFFERED POSITIVE COMMENTS ON THE NOOK AND KINDLE PROGRAM.

### MEETING MINUTES

DRAFT MINUTES FROM THE FEBRUARY MEETING WERE PRESENTED.

**RESOLVED**, THAT MINUTES OF THE 11 FEBRUARY 2013 REGULAR MEETING ARE APPROVED AS PRESENTED; MOTION BY A. GULICK, SECOND BY J. BOOR, AND UNANIMOUSLY CARRIED.

### FINANCIAL REPORTS

FEBRUARY FINANCIAL REPORTS AND THE MONTHLY LIST OF EXPENDITURE VOUCHERS WERE REVIEWED.

**RESOLVED**, THAT THE FEBRUARY FINANCIAL STATEMENTS DATED 7 MARCH 2013 ARE RECEIVED AND SUBJECT TO AUDIT; MOTION BY R. MERITHEW, SECOND BY B. CHRYSLER, AND UNANIMOUSLY CARRIED.

**RESOLVED**, TO APPROVE EXPENDITURES IN THE AMOUNT OF \$1009.55 AND AUTHORIZE PAYMENT OF INVOICES FOR MARCH; MOTION BY J. BOOR, SECOND BY R. MERITHEW, AND UNANIMOUSLY CARRIED.

### DIRECTOR'S REPORT

S. WICKSALL PRESENTED THE MARCH LIBRARY REPORT, INCLUDING THE FOLLOWING ITEMS:

- INTERVIEWS WITH LIBRARIAN I CANDIDATES FOR THE ASSISTANT LIBRARIAN POSITION HAS RESULTED .
- PARTICIPATED IN ADVOCACY FOR LIBRARIES DAY IN ALBANY AND MEET WITH LEGISLATORS INCLUDING ASSEMBLYMAN KOLB. THERE IS A CONCERN WITH REDUCTIONS IN COUNTY FUNDING.
- PIONEER WILL BE HOSTING A WORKSHOP ON THE IMPACT OF THE AFFORDABLE HEALTH CARE ACT ON LIBRARIES.

- LOITERING OF UNATTENDED YOUTH IN AND NEAR THE LIBRARY ENTRANCE IS A CONTINUING SAFETY CONCERN. A CLEAR PROCEDURE IS IN PLACE AND A WRITTEN POLICY CONSISTENT WITH THE CURRENT PROCEDURE IS RECOMMENDED.

**RESOLVED**, TO ACCEPT DRAFT LANGUAGE AS POLICY REGARDING UNATTENDED YOUTH IN THE LIBRARY; MOTION BY R. MERITHEW, SECOND BY R. MORRISON, AND UNANIMOUSLY CARRIED. THE POLICY COMMITTEE WILL ASSIGN A NUMBER AND FINAL LANGUAGE AT THE NEXT MEETING.

#### **COMMITTEE REPORTS**

POLICY: A RECOMMENDATION WAS MADE TO EXTEND SUMMER HOURS (POLICY 400-1) ON WEDNESDAY. DRAFT LANGUAGE OF POLICY 300-1 WAS PRESENTED AT THE FEBRUARY MEETING REGARDING CHANGES TO ADMINISTRATIVE AND BEREAVEMENT LEAVE.

**RESOLVED**, TO ADOPT CHANGES TO POLICIES 300-1 AND 400-1 ; MOTION BY J. BOOR, SECOND BY R. MORRISON, AND UNANIMOUSLY CARRIED. (LIBRARY HOURS FOR THE SUMMER SHALL BE NOON – 8:00 PM ON MONDAY, TUESDAY, THURSDAY AND FRIDAY, 10:00 AM – 5:00 PM ON WEDNESDAY, AND 10:00 AM – 1:00 PM ON SATURDAY.)

FINANCE: DISCUSSION ON THE PROPOSED BUDGET RESULTED IN A SLIGHT REDUCTION TO THE PROPOSED BUDGET.

**RESOLVED**, THAT THE BOARD OF TRUSTEES ADOPT THE AMENDED 2013-2014 BUDGET WITH EXPENDITURES OF \$173,500 INCLUDING A TAX LEVY OF \$168,000 ON MOTION BY R. MERITHEW AND SECOND BY J. BOOR, AND UNANIMOUSLY CARRIED.

LONG RANGE PLAN: A DRAFT VERSION OF THE COMMUNITY DEVELOPED FIVE-YEAR PLAN WAS DISTRIBUTED FOR REVIEW AND INPUT. A FINAL VERSION WILL BE AVAILABLE FOR ACTION AT THE APRIL MEETING.

FACILITIES: THE SCHOOL HAS REMOVED LIBRARY LIGHTING FROM THE CAPITAL PROJECT THAT WILL BE UP FOR A VOTE IN APRIL. INSTEAD, LIGHTING UPGRADES WILL BE DONE BY THE SCHOOL THROUGH NET ZERO. REIMBURSEMENT FROM THE LIGHTING PROJECT IN THE NEW GYM WILL BE USED TO FUND THE PROJECT IN THE LIBRARY.

#### **ADJOURNMENT**

**RESOLVED**, THAT THE MEETING ADJOURN AT 8:35; MOTION BY A. GULICK AND SECOND BY R. MERITHEW WITHOUT OBJECTION.

RESPECTFULLY SUBMITTED,

5/5/2013

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R. Ott  
Secretary  
Signed by: Randall Ott