



# Red Jacket Community Library

## MINUTES

13 MAY 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
- RITA LONNEVILLE, TREASURER
- CHARLENE HARVEY, SCHOOL SUPT.
- KRISTIN GRAY, BOE PRESIDENT

THE MEETING WAS CALLED TO ORDER BY N. COYNE AT 7:01 P.M.

### CONTRACT REVIEW

C. HARVEY PRESENTED A SUBSEQUENT CONTRACT BETWEEN THE BOARD OF TRUSTEES OF THE RED JACKET COMMUNITY LIBRARY AND THE MANCHESTER-SHORTSVILLE BOARD OF EDUCATION. THE NEW CONTRACT WOULD BE IN EFFECT THROUGH 30 JUNE 2016 AND EXTENDS THE EXISTING CONTRACT WITHOUT ANY CHANGES.

**RESOLVED**, THAT THE CONTRACT BETWEEN THE BOARD OF TRUSTEES OF THE RED JACKET COMMUNITY LIBRARY AND THE MANCHESTER-SHORTSVILLE BOARD OF EDUCATION BE RENEWED FOR A PERIOD OF THREE YEARS; MOTION BY R. MORRISON, SECOND BY A. GULICK, AND UNANIMOUSLY CARRIED.

N. COYNE AND K. GRAY WILL SIGN THE CONTRACT AFTER ACTION BY THE BOARD OF EDUCATION.

### COMPLIMENTS OR COMPLAINTS

R. MERITHEW RAISED CONCERNS EXPRESSED ON SOCIAL MEDIA SITES AS A STRING OF CRITICAL COMMENTS REGARDING CUSTOMER SERVICE ISSUES. QUALITIES OF A WELCOMING ATMOSPHERE WERE DISCUSSED.

### MEETING MINUTES

DRAFT MINUTES FROM THE APRIL MEETING WERE PRESENTED.

**RESOLVED**, THAT MINUTES OF THE 8 APRIL 2013 REGULAR MEETING ARE APPROVED AS PRESENTED; MOTION BY A. GULICK, SECOND BY R. MERITHEW, AND UNANIMOUSLY CARRIED.

### FINANCIAL REPORTS

R. LONNEVILLE PRESENTED APRIL FINANCIAL REPORTS AND APRIL EXPENDITURE VOUCHERS.

**RESOLVED**, THAT THE APRIL FINANCIAL STATEMENTS DATED 30 APRIL 2013 ARE RECEIVED AND SUBJECT TO AUDIT; MOTION BY R. MERITHEW, SECOND BY R. MORRISON, AND UNANIMOUSLY CARRIED.

**RESOLVED**, TO APPROVE EXPENDITURES AND AUTHORIZE PAYMENT OF INVOICES FOR APRIL IN THE AMOUNT OF \$1430.21; MOTION BY R. MORRISON, SECOND BY R. MERITHEW, AND UNANIMOUSLY CARRIED.

### **DIRECTOR'S REPORT**

S. WICKSALL PRESENTED THE DIRECTOR'S REPORT, DATED 13 MAY 2013 AND HIGHLIGHTED THE FOLLOWING ITEMS:

- THE NEW ASSISTANT LIBRARIAN, AMY ADERMAN, IS WORKING OUT WELL.
- PLS WORKSHOP FOR DIRECTORS AND TRUSTEES WILL BE JUNE 6, N. COYNE AND R. MORRISON ARE ATTENDING.
- PARTICIPANTS FOR KAZOO PLAYERS AND BOOKER MASCOT ARE NEEDED FOR JUNE 14<sup>TH</sup> FIREMAN'S PARADE.
- BOARD ACTION IS RECOMMENDED ON POLICY FORMS AND CHANGES PROPOSED BY POLICY COMMITTEE.

### **COMMITTEE REPORTS**

PERSONNEL: A. REEVES IS WORKING ON THE DIRECTOR'S EVALUATION

**RESOLVED**, TO ENTER INTO EXECUTIVE SESSION ON THE EMPLOYMENT HISTORY OF A PARTICULAR PERSON IN ACCORDANCE WITH § 105 1. f. OF THE OPEN MEETINGS LAW AT 7:50; MOTION BY R. MORRISON, SECOND BY A. GULICK, AND UNANIMOUSLY CARRIED.

N. COYNE RETURNED THE BOARD TO OPEN SESSION AT 8:05.

POLICY: R. MERITHEW PRESENTED DRAFT POLICY CHANGES, FOR REVIEW, TO THE FOLLOWING:

- POLICY 400-6 RECONSIDERATION OF MATERIALS
- POLICY 400-5 COLLECTION DEVELOPMENT
- POLICY 400-7 OPERATIONS

LONG RANGE PLAN: THE FIVE YEAR PLAN WILL BE PRESENTED AT THE JUNE MEETING FOR BOARD ACTION.

NOMINATING: THE RESULTS OF THE MAY 6, 2013 ELECTION INCLUDE A SECOND TERM FOR TRUSTEE A. GULICK, A FIRST FULL TERM FOR TRUSTEE R. MORRISON AND A FIRST TERM FOR KIM MOYER. S. WICKSALL WILL SEND A LETTER TO KIM MOYER NOTIFYING HER OF THE ELECTION RESULT.

NOMINATIONS FOR 2013-14 OFFICERS WILL BE PRESENTED AT THE JUNE MEETING.

### **NEW BUSINESS**

**RESOLVED**, TO APPOINT AMY ADERMAN AS YOUTH SERVICES LIBRARIAN, EFFECTIVE 25 MARCH 2013; MOTION BY A. GULICK AND SECOND BY B. CHRYSLER, AND UNANIMOUSLY CARRIED.

N. COYNE ANNOUNCED THE RESIGNATION OF J. CAPRON, WITH REGRET, FROM THE BOARD OF TRUSTEES, EFFECTIVE IMMEDIATELY.

**ADJOURNMENT**

**RESOLVED**, THAT THE MEETING ADJOURN AT 8:44; MOTION BY R. MERITHEW WITHOUT OBJECTION.

RESPECTFULLY SUBMITTED,

7/12/2013

X   
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R. Ott

Secretary

Signed by: Randall Ott