



# Red Jacket Community Library

## MINUTES

11 AUGUST 2014

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

### TRUSTEE ROLL CALL (✓PRESENT; □ ABSENT)

✓ RUBY MORRISON, PRESIDENT	✓ KIM MOYER
□ JANINE BOOR, VICE PRESIDENT	✓ ANGELA PAYNE
✓ NICOLE COYNE, SECRETARY	✓ BARBARA MURPHY
✓ SALLY SCHAERTL	✓ STEPHANIE HUTSON
✓ BEV CHRYSLER	<b>OTHERS PRESENT:</b>
□ ANN GULICK	✓ SETH JACOBUS, DIRECTOR
✓ ROXIE MERITHEW	✓ RITA LONNEVILLE, TREASURER

The meeting was called to order by President R. Morrison at 7:05 p.m. New Library Director Seth Jacobus introduced to the board.

### Financial Reports

R. Lonneville presented reports for July 2014. The state retirement bill arrived and is higher than expected.

**RESOLVED** to receive financial statements, subject to audit, dated May 31, 2014; motion by S. Hutson, second by R. Merithew, AND unanimously carried.

**RESOLVED** to approve vouchers and authorize payment for bills in the amount of \$2014.61; motion by R. Merithew, second by A. Payne, and unanimously carried.

### Director's Report

S. Jacobus presented the Director's report dated 11 August, 2014 including the following items:

- Good Turnout for summer reading program
- New Laptop that came with 3-D printer was put in to circulation for use by patrons within the library
- Spoke with Kathy Haas about getting the awning cleaned.
- Recommendations for the board: revision to computer policy, removal of Fine Free Friday, and disallowing food and drink with the exception library water cooler and Keurig machine.

### Meeting Minutes

**RESOLVED** to approve minutes of the 21 July 2014 regular meeting as presented; motion by A. Payne, second by K. Moyer, and unanimously carried.

**RESOLVED** to approve minutes of the 21 July 2014 Annual meeting as amended: to add the names on tax cap motion and check signing motion and add S. Hutson to personnel committee; motion by B. Chrysler, second by S. Schaertl, and unanimously carried.

### **Committee Reports**

Personnel: Seth will need a review at the end of October.

Finance: Third Quarter audit is due at the next meeting.

Facilities: Orange colored stains on the carpet near the circulation desk and computers. Need to contact school maintenance. The awning over the entrance needs to be cleaned. S. Schaertl to contact the village to see if they can power wash it.

Long Range Plan: Need to schedule meeting with S. Jacobus to review current status.

### **New Business**

S. Jacobus needs to have check signing authorization for Canandaigua National Bank accounts. N. Coyne should be removed from check signing.

**RESOLVED**, that the Canandaigua National Bank and Trust Company (hereinafter referred to as the "Bank") is hereby designated as a depository of the 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:

Treasurer  
Rita S. Lonneville  
38 High Street  
Shortsville, NY

Director  
Seth Jacobus  
18 Town Garden Drive  
Apt. 7  
Liverpool, NY 13088

President  
Ruby Morrison  
103 Merrick Avenue  
Manchester, NY

Vice-President  
Janine Boor  
1616 Freshour Road  
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 R. Merithew, second by K. Moyer and unanimously carried and certified to the Canandaigua National Bank and Trust Company by N. Coyne 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 (11 August 2014).

**Correspondence and Communication**

Next meeting is 8 September, 2014.

**Adjournment**

**RESOLVED** to adjourn the meeting at 7:58; motion by R. Merithew and second by K. Moyer without objection.

Respectfully submitted,

Nicole Coyne