



Red Jacket Community Library

MINUTES

08 DECEMBER 2014

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>RUBY MORRISON, PRESIDENT NICOLE COYNE, SECRETARY SALLY SCHAERTL KIM MOYER BARBARA MURPHY STEPHANIE HUTSON ANGELA PAYNE</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER ARLENE REEVES PAT AYRES THERESA SCHLOSSNAGLE</p> <p>TRUSTEE ABSENT:</p> <p>BEV CHRYSLER ROXIE MERITHEW ANN GULICK JANINE BOOR, VICE PRESIDENT</p>
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The meeting was called to order by President R. Morrison at 7:05 p.m.

Compliments/Complaints

None

Meeting Minutes

RESOLVED to approve minutes of the 10 November 2014 regular meeting as presented; motion by R. Merithew second by S. Hutson and unanimously carried.

Financial Reports

R. Lonneville presented financial reports for November 2014.

R. Lonneville has started to prepare the budget for next financial year. Need to set up a budget meeting, suggested date is 18-December-2014 at 7PM.

RESOLVED to receive financial statements, subject to audit, dated 30 November 2014; motion by R. Merithew, second by S. Schaertl and unanimously carried.

RESOVLED to approve vouchers and authorize payment for bills in the amount of \$10,842.23 subject to audit. Details as follows:

- Payroll: \$4,420.95 (28-Oct through 10-Nov), \$4,322.99 (11-Nov through 24-Nov) Total \$8,743.94. Motion by R Merithew, second by S. Hutson and unanimously carried.
- Debit Purhcases: \$914.96. Motion by R. Merithew, second by A. Gulick unanimously carried
- Checks: \$25 (Sweet Blessings), \$14.77 (A. Alderman, Teen Program), Total \$39.77. Motion by R. Merithew, second by S. Hutson and unanimously carried.
- Other unpaid bills total \$1,143.56. Motion by A. Gulick, second by R. Merithew and unanimously carried. Details:
 - Ace Coffee & Water - \$86.00
 - Baker & Taylor - 3 bills for a total of \$756.87
 - Berry - \$34.65
 - Manchester-Shortsville Central School District - \$52.99
 - Merchandiser - \$207.06
 - Windstream - \$5.99

Director's Report

S. Jacobus presented the Director's report dated 08-December-2014 including the following items:

- Strong program attendance this past month
- Circulation is down slightly
- Cheryl Holman is filling in for Patsy while she uses some vacation this month.
- Recommendation to limit vacation time to 2 weeks max at one time.
- Take-away from PLSDAC meeting: possible use of square-card reader (connects to Ipad) to allow the library to accept credit card payments
- New public computers have been ordered
- Met with Ron K from PLS to get information on personnel policies
- Worked with Alissa Priestly to discuss further yoga classes
- Attended "Bridges Out of Poverty" system meeting
- Request to purchase another Ipad for use at the circulation desk to accept credit/debit card payments
- The part time staff has made a request for pay on holidays (Thanksgiving, Christmas, New Years). Current policy states that part time employees do not received paid holidays but are allowed to adjust their schedule to make up time lost.

RESOLVED, to purchase a 64GB Apple iPad Air 2, for use at the circulation area. Motion by R. Merithew, Second by A. Payne and unanimously carried.

Committee Reports

Personnel: S. Jacobus has received his 90 day review.

Policy: No Updates. Need to schedule meeting. Need review/update to financial policies.

Finance: 4th quarter audit is due in January. A standard audit for has been developed to add to policy. Resolved, to approve as Appendix 1D: Quarterly Audit form. Motion by R. Merithew, second by S. Hutson unanimously carried

Facilities: No update.

Joint Committee: No updates.

Long Range Plan: No updates

New Business

No Updates

Correspondence and Communication

Next meeting is scheduled for 12-January-2015.

Adjournment

RESOLVED to adjourn the meeting at 7:55; motion by A. Gulick and second by R. Merithew without objection.

Respectfully submitted,

Nicole Coyne