



Red Jacket Community Library

MINUTES

13 JANUARY 2014

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL (PRESENT; ABSENT)

- | | |
|--|--|
| <input checked="" type="checkbox"/> JANINE BOOR | <input checked="" type="checkbox"/> ANGELA PAYNE |
| <input type="checkbox"/> BEV CHRYSLER | <input type="checkbox"/> SALLY SCHAERTL |
| <input checked="" type="checkbox"/> NICOLE COYNE, VICE-PRESIDENT | <input checked="" type="checkbox"/> CHELLIE VANAKEN |
| <input checked="" type="checkbox"/> ANN GULICK | |
| <input checked="" type="checkbox"/> ROXIE MERITHEW | OTHERS PRESENT: |
| <input checked="" type="checkbox"/> RUBY MORRISON, PRESIDENT | <input checked="" type="checkbox"/> STACEY WICKSALL, DIRECTOR |
| <input checked="" type="checkbox"/> KIM MOYER | <input checked="" type="checkbox"/> RITA LONNEVILLE, TREASURER |
| <input checked="" type="checkbox"/> RANDALL OTT, SECRETARY | |

THE MEETING WAS CALLED TO ORDER BY PRESIDENT R. MORRISON AT 6:58 P.M.

MEETING MINUTES

R. OTT PRESENTED DRAFT MINUTES FROM THE DECEMBER 9TH MEETING. CORRECTIONS WERE MADE.

RESOLVED, THAT MINUTES OF THE 9 DECEMBER 2013 REGULAR MEETING ARE APPROVED WITH CORRECTIONS; MOTION BY R. MERITHEW, SECOND BY K. MOYER, AND UNANIMOUSLY CARRIED.

FINANCIAL REPORTS

R. LONNEVILLE PRESENTED THE TREASURER'S REPORT DATED 13 JANUARY 2013 INCLUDING THE FOLLOWING ITEMS:

- RECOMMENDATION TO CONSIDER AN ALTERNATE PERSON TO HANDLE ACCOUNTING PROCEDURES DURING TIMES WHEN THE TREASURER IS OUT OF TOWN.
- OUR ON-LINE BANKING ACCOUNT NEEDS TO BE UPDATED WITH NEW NAMES AND PARAMETERS.
- INFORMATION THAT CANANDAIGUA NATIONAL BANK THROUGH A PARTNERSHIP WITH USA PAYROLL CAN OFFER PAYROLL SERVICE IS AN OPTION.
- STATEMENTS SHOWING BREAKDOWN OF EMPLOYEE WAGES EFFECTIVE FOR 2014.
- FINANCIAL STATEMENTS FOR DECEMBER 2013.

RESOLVED, THAT THE FINANCIAL STATEMENT DATED 31 DECEMBER 2013 IS RECEIVED AND SUBJECT TO AUDIT; MOTION BY R. MERITHEW, SECOND BY N. COYNE, AND UNANIMOUSLY CARRIED.

RESOLVED TO APPROVE EXPENDITURES AND AUTHORIZE PAYMENT OF INVOICES IN THE AMOUNT OF \$1286.48; MOTION BY J. BOOR, SECOND BY A. GULICK, AND UNANIMOUSLY CARRIED.

RESOLVED TO APPROVE A PAYMENT IN THE AMOUNT OF \$1026.00 TO WORKMEN'S COMPENSATION; MOTION BY J. BOOR, SECOND BY N. COYNE, AND UNANIMOUSLY CARRIED.

RESOLVED TO APPOINT KATHLEEN HONCHEN AS ALTERNATE TREASURER WITH AUTHORITY TO PRINT CHECKS IN THE ABSENCE OF THE TREASURER, THE BOARD PRESIDENT OR VICE-PRESIDENT WILL SIGN CHECKS WHEN THE TREASURER IS ABSENT; MOTION BY R. MERITHEW, SECOND BY A. GULICK, AND UNANIMOUSLY CARRIED.

DIRECTOR'S REPORT

S. WICKSALL PRESENTED THE DIRECTOR'S REPORT DATED 13 JANUARY 2013 INCLUDING THE FOLLOWING ITEMS:

- PRESENTATION OF THE CUBE 3D PRINTER PURCHASED BY THE FRIENDS OF THE LIBRARY WITH 5 SPOOLS OF FILAMENT AND SOFTWARE.
- RECOMMENDATION TO INCREASE BROADBAND TO 12MBPS. THIS WILL INCREASE OUR MONTHLY COST TO \$78.99 WHICH IS LESS THAN \$250 MORE ANNUALLY.
- TOTAL DECEMBER 2013 CIRCULATION WAS 4,447 ITEMS.

RESOLVED TO ALLOCATE FUNDS TO UPGRADE BROADBAND SERVICE TO 12 MBPS FROM 1.5 MBPS; MOTION BY R. MERITHEW, SECOND BY J. BOOR, AND UNANIMOUSLY CARRIED.

COMMITTEE REPORTS

PERSONNEL COMMITTEE: A COMMITTEE MEETING NEEDS TO BE SCHEDULED. R. MORRISON REMINDED THE BOARD THAT SALARY STATEMENTS SHOULD BE INCLUDED IN PERSONNEL FOLDERS.

POLICY COMMITTEE: THE COMMITTEE NEEDS TO SCHEDULE ANOTHER MEETING.

AUDIT COMMITTEE: J. BOOR REPORTED THAT THE NEXT QUARTERLY AUDIT NEEDS TO BE SCHEDULED IN THE NEXT COUPLE OF WEEKS.

FACILITIES COMMITTEE: THE LIBRARY STAFF IS HAPPY WITH THE SCHOOL'S REPLACEMENT/INSTALLATION OF NEW LIGHTING.

BUDGET COMMITTEE: A DRAFT 2014-2015 OPERATING BUDGET PROPOSAL WAS PRESENTED BY R. LONNEVILLE. IT INCLUDES AN INCREASE OF \$4,210 OVER THE CURRENT YEAR FOR A TOTAL INCOME AND EXPENSE OF \$177,610. THE BOARD NEEDS TO APPROVE A NEW BUDGET IN FEBRUARY, OR AT THE VERY LATEST, IN MARCH.

CORRESPONDENCE AND COMMUNICATION

THE LIBRARY ADVOCACY BUS TRIP TO ALBANY IS SCHEDULED FOR FEBRUARY 26TH.

ADJOURNMENT

RESOLVED, THAT THE MEETING ADJOURN AT 7:51; MOTION BY J. BOOR WITHOUT OBJECTION.

RESPECTFULLY SUBMITTED,

3/2/2014

X 

R. Ott
Secretary
Signed by: Ott