



Red Jacket Community Library

MINUTES

10-NOVEMEBR-2014

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

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| <p>TRUSTEE PRESENT:</p> <p>RUBY MORRISON, PRESIDENT SALLY SCHAERTL ROXIE MERITHEW KIM MOYER BARBARA MURPHY ANN GULICK ANGELA PAYNE BEV CHRYSLER</p> | <p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER</p> <p>TRUSTEE ABSENT:</p> <p>NICOLE COYNE, SECRETARY JANINE BOOR, VICE PRESIDENT STEPHANIE HUTSON</p> |
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The meeting was called to order by President R. Morrison at 7:02 p.m.

Meeting Minutes

RESOLVED to approve minutes of the 10-September-2014 regular meeting as presented; Motion by R. Merithew, second by S. Schaertl, and unanimously carried without objection. *Ann Gulick noted that she was present for the Sept. meeting, correction needed.

Financial Reports

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$24,481.58; Motion by R. Merithew, second by B. Chrysler, and unanimously carried without objection. Details as follows:

- Payroll: \$8,871.78 (Sept. 2014), \$12,966.60 (Oct. 2014) Total: \$21,838.38. Motion by R. Merithew, second by B. Chrysler, and unanimously carried.
- Debit Purchases: \$1,332.75. Motion by R. Merithew, second by B. Chrysler, and unanimously carried.
- Checks: \$79.53 (Seth's retirement adj.), \$1,192.06 (Utica Nat'l Insurance/final payment on general liability policy). Motion by R. Merithew, second by B. Chrysler, and unanimously carried.

R. Lonneville presented the Treasurer's (financial) reports for October 2014. She also shared a new report showing monthly financial activity that will need Board approval.

Rita shared important information from the Financial Accountability Workshop that she attended along with Seth and Ruby. The speaker will send the presentation electronically so it can be distributed to the Board.

Recommendations: All financial data should be reported to the Board of Trustees, including payroll. This process has begun and will continue on monthly basis. Board approval on payroll, vendor payments, debit purchases and whenever a change is made to a budget line item/category. They also recommend a certified audit every 3 years.

Other areas for review include:

- Written investment policy
- Timely deposit of funds
- Procurement needs appropriate backup; PO, invoice, receipt
- Strong internal controls
- New safe and cash register
- Purchasing policies
- Separation of duties
- Data backup on I-Cloud
- Public financial records
- Board meeting minutes produced 15 days from the meeting
- Motion votes; All or Nay

We will need to incorporate changes as appropriate to comply with NYS requirements as noted through the audit. Policies will need to be updated.

RESOLVED to receive financial statements, subject to audit, dated October 31, 2014; motion by R. Merithew, second by B. Chrysler, and unanimously carried without objection.

Public/Staff Comments, Compliments, & Complaints

- Patron compliment on the .10 per copy price, compared to others charging .25 per copy. Patron was happy that we had the service and that the price was good.
- Good feedback for programs; cookie decorating and yoga.
- Patron comment (complaint) that RJCL does not have enough movies. Budget does have funds available, Seth ordered additional movies from Amazon.
- Patron compliant that the knitting club was loud/disruptive.

- Patrons not happy that library staff are telling them they cannot bring beverages in from outside. The Keurig is available for patron use. Policy committee may need to review allowing outside programs allowing food/drinks.

Director's Report

S. Jacobus presented the Director's report dated 20-October-2014 including the following items:

- New IPAD is here and operational in the Children's Area.
- Seth proposed bringing in temporary support to cover scheduled staff vacations in December. Rita confirmed that the budget can support this.
- Seth now has standing monthly meetings with RJ Library staff

Recommendations:

Seth proposed that the state grant funds (Nozzolio) be utilized for the purchase of new computers; 3-staff, 2-circulation desk, 2-public use, 1-administrative (Seth/Rita). He also proposed purchasing another IPAD for patron use. President Morrison requested a trustee vote for the purchase of 8 new computers and 1 64mb IPAD. Motion by R. Merithew, second by K. Moyer, and unanimously carried without objection.

Discussion on overdue notices/bills to patrons:

Seth verified the current process that PLS is using and verified that we are currently not sending bills with the amount due. Patron accounts are in a suspended status but (at times) are being allowed to borrow.

Seth is developing a procedure to start the billing process. He indicated that checking the shelves is critical prior to billing to ensure items have not been returned. We need to decide how far back to bill and collect. The policy committee will need to determine the cost to patrons.

President Morrison recommended billing/collecting back 2 calendar years (2012) using the PLS process. Request for a trustee vote. Motion by R. Merithew, second by B. Chrysler, and unanimously carried without objection.

Committee Reports

A Budget committee is needed. Rita (and Seth) will begin working on the budget during November and December, finish by January 2015. Volunteers for the committee; Barbara, Ruby, and Nicole.

Rita has requested that the Board meeting in March be scheduled out a week so that she can attend and finalize the budget.

Personnel: Seth's 90 day review is scheduled for November 12, 2014 @6pm. The Personnel committee will begin revising the format for the annual review.

Finance: N/A

Joint Committee: Sally inquired about the handicapped door opener. Seth indicated that it is going to be installed by the school.

Facilities: N/A

Long Range Plan: N/A

Policy: N/A

Correspondence and Communication

Next meeting is scheduled for 8-December-2014. Please bring a holiday treat to share and a donation item; winter hats, mittens.

Adjournment

RESOLVED to adjourn the meeting at 8:30; motion by R. Merithew and second by S. Schaertl without objection.

Respectfully submitted,

Kim Moyer