



# Red Jacket Community Library

## MINUTES

10 OCTOBER 2014

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

### TRUSTEE ROLL CALL

<p><b>TRUSTEE PRESENT:</b></p> <p>RUBY MORRISON, PRESIDENT  NICOLE COYNE, SECRETARY  SALLY SCHAERTL  KIM MOYER  BARBARA MURPHY  STEPHANIE HUTSON  ANGELA PAYNE</p>	<p><b>OTHERS PRESENT:</b></p> <p>SETH JACOBUS, DIRECTOR  RITA LONNEVILLE, TREASURER  ARLENE REEVES  PAT AYRES  THERESA SCHLOSSNAGLE</p> <p><b>TRUSTEE ABSENT:</b></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 6:59 p.m.

### Compliments/Complaints

Recognition to K. Haas for cleaning the awning over the Library entrance.  
Many Patrons have made positive comments about the new computer use policy.

### Meeting Minutes

**RESOLVED** to approve minutes of the 09 September 2014 regular meeting as presented; motion by K. Moyer, second by S. Hutson and unanimously carried.

### Financial Reports

R. Lonneville presented financial reports for August 2014.

Waiting on a credit from the Insurance Company, the next payment will be delayed pending receipt of this credit.

Tax money has been received from the school district. \$500 from the tax money received from taxes was put in to the capital fund, the balance is in the money market account.

**RESOLVED** to receive financial statements, subject to audit, dated 30 September 2014; motion by K. Moyer, second by A. Gulick, and unanimously carried.

**RESOVLED** to approve vouchers for \$1,716.56 and \$2,174.36 that have already been paid motion subject; by S. Hutson, second by B. Murphy, and unanimously carried.

### **Director's Report**

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

- The 3D printer continues to be popular
- Another 6 week session of yoga will be offered in Nov/Dec. This will be a paid program. Location still to be determined.
- Circulation is on par with last month
- Kathleen and Bonnie are returning to a regular work schedule as opposed to the opposite week schedule that they have been working.
- New refurbished computer was purchased. There have been many issues with the computers recently. Still waiting on the Nozzolio grant money which will be used to purchase new public computers.
- Applied for and received the Ipad Air grant from PLS for use in the children's section.
- Cash register purchased for use at the registration desk. Need to have a safe purchased.
- Patsy has close to 4 weeks (minus 36 hours) of vacation time remaining for this year.
- Met with Charlene Harvey and MaryBeth Poupart to discuss items such as:
  - \* The school getting overdue books back that belong to the public library
  - \* How the public library handles overdue books that are owned by the school
  - \* Installation of a Handicapped Button at the Library entrance. First quote is \$10,000 but there is a possibility that the mechanism is already purchased and needs to be located. This would significantly reduce the cost.
  - \* The possibility of the Library taking ownership of the old events sign from the front of the school. The sign does need some repair.
  - \* Joint Resolution Committee – Charlene does not believe this is something that she needs to be involved in. She feels that a better resolution is for both library staffs to discuss issues between themselves.
  - \* Dedicated Teen Space or Teen Room – there is not enough room in the library for a dedicated space.
  - \* The school would like the library to move opening hours from 3 to 3:30. This would have a detrimental effect on our after school programming for children. It would also impact the students that visit the library between school and sports practices.
  - \* There are cameras that are installed in the library by the doors connection the school and library. The school states that they are not for observation but will be used if an incident occurs in the library. One of the cameras has been installed near the computers and there is concern of privacy for patrons using the computers.

## **Committee Reports**

Personnel: K. Moyer is being added to the personnel committee due to a leave of absence by J. Boor. S. Hutson working on setting up Seths review.

Policy: No Updates. Need to schedule meeting.

Finance: Audit for 2<sup>nd</sup> and 3<sup>rd</sup> quarter have been completed. Need to get cloud backups set up for financial files. Need to create a standard form for presenting the financial audits.

Facilities: Working to get the handicapped button located and installed at the library entrance. The letters on the sign over the entrance are starting to come off.

Joint Committee: No updates.

Long Range Plan: No Updates

## **New Business**

No Updates

## **Correspondence and Communication**

Financial Accountability for Library Trustees workshop being offered by PLS on 28 October 2014 at 5:30.

Legislative Thank You Breakfast at the Henrietta Public Library on 24 October 2014 at 8:30 AM

Next meeting is scheduled for 10-November-2014.

## **Adjournment**

**RESOLVED** to adjourn the meeting at 8:15; motion by A. Gulick and second by K. Moyer without objection.

Respectfully submitted,

Nicole Coyne