



Red Jacket Community Library

MINUTES

09 SEPTEMBER 2014

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

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

Meeting Minutes

RESOLVED to approve minutes of the 11 August 2014 regular meeting as presented; motion by S. Hutson, second by K. Moyer, and unanimously carried.

Financial Reports

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$2061.41; motion by R. Merithew, second by J. Boor, and unanimously carried.

Motion to accept voucher for \$1,005.35 that has already been paid motion; by R. Merithew, second by J. Boor, and unanimously carried.

R. Lonneville presented financial reports for August 2014.

Signature cards are ready to be delivered to the bank.

Taxes for 01-July-2013 through 30-June-2014 are complete and filed.

Reminder that the contract between Library and School expires on 30-June-2016.

RESOLVED to receive financial statements, subject to audit, dated August 31, 2014; motion by R. Merithew, second by S. Schaertl, and unanimously carried.

Oath of Office

Oath of Office for J. Boor, B. Murphy, and S. Hutson was re-administered because the cards originally completed at the annual meeting were incorrectly filled out. R. Morrison to file with Ontario County.

Public/Staff Comments, Compliments, & Complaints

- Patron compliment on the one hour restriction for computer use because it frees the computers up for others.

Director's Report

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

- Good comments from Patrons about the 3-D printer
- Good Turnout for Wildlife Defenders program.
- Fitness Grant programs are a big hit. Hope to continue the yoga program and will try to expand.
- Betsy Phillips has completed her work with the community library and returns to the school library for the school year.
- Spoke with Jeanne Mock at the Kids in Need foundation. The program would be a \$1,000 cost to provide 50 backpacks filled with supplies to kids in need within the community.
- Shared from the PLSDAC meeting of library directors: They do not appreciate our Fine Free Friday program, they believe our library is not open early enough (patrons are visiting other libraries in order to get their visit done early in the day). Not enough computer accessibility. The lack of signage around parking is an issue.
- PLS Annual Meeting and Dinner will be October 8, 2014. RSVP by September 25, 2014.

Recommendations:

- Reassemble the Joint Committee between the Community Library and the school to work together on library matters (ex: Handicap door button, teen area, parking, and returning of library materials).
- The Board needs to send an announcement to PLS introducing Seth

Discussion around the 3-4PM transition with school-age kids coming and going:

So far there are minimal issues with students. The soccer and cross-country teams are holding study sessions after school before practice.

Discussion around customer service:

There will be a staff workshop in October around customer service. We need to work on our impression to Patrons. The patrons have other options in the area (Wood Library, Clifton Springs, etc) the goal is to make Red Jacket the library of choice for local residents.

Committee Reports

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

Finance: 3rd quarter audit is due in October. The 2nd quarter audit is complete and needs to be presented to the board.

Joint Committee: Need to schedule meeting with the school

Facilities: Cabinets have been moved out of the entry way and donated to Habitat for Humanity. K. Moyer followed up with the village about washing the awning but the village does not have the equipment to get it done.

Long Range Plan: Committee met with Seth to get him up to speed on where we stand with the plan.

Policy: The policy committee presented the following proposed changes to policies:

- 400-1 Section 2: change from “eating and drinking is allowed in the library except near the computers” to “eating and drinking is not allowed in the Library except for items purchased from the library (for example, coffee from the Keurig machine), provided during a library program, or at the discretion of the Library Director.
- 400-1 Section 7: Renamed section from “Unattended Youth in the Library” to “Library Safety”. Merged this section with policy 400-14 “Children’s Safety and Supervision in the Library”. Policy 400-14 will now be removed from the policy manual.
- 400-4 Section 2: Limit computer use to 1 hour, remove “if others are waiting”
- 400-4 Section 6: Change “Users may download information onto floppy disks, available at \$1.00 per disk” to “Users may download information onto removable media”
- 400-4 Restrictions Section” Deleted item #1 “Use of computer stations is limited to one hour per patron if others are waiting”
- 400-4 Internet Users Agreement: This form moved to Appendix 1D
- 400-4 Updated formatting of policy to match standard formatting.
- 400-7 Fines/Lost Materials Section #9: Removed Fine Free Friday and replaced with “Amnesty Programs or events that may be offered by the library”.

RESOLVED to approve proposed policy changes as presented; motion by R. Merithew, second by J. Boor, and unanimously carried.

New Business

Trying to locate MS word for use by the Secretary

Correspondence and Communication

Next meeting is scheduled for 13-October-2014 which is Columbus day. Meeting to be moved to 20-October-2014.

Please think about what positive changes can be implemented in the library and bring any suggestions to the next meeting.

Adjournment

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

Respectfully submitted,

Nicole Coyne