



# Red Jacket Community Library

## MINUTES

13 APRIL 2015

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

### TRUSTEE ROLL CALL

<b>TRUSTEE PRESENT:</b>  RUBY MORRISON, PRESIDENT NICOLE COYNE, SECRETARY KIM MOYER ANN GULICK ROXIE MERITHEW BARBARA MURPHY STEPHANIE HUTSON ANGELA PAYNE	<b>OTHERS PRESENT:</b>  AMY ALDERMAN, LIBRARY STAFF RITA LONNEVILLE, TREASURER  <b>TRUSTEE ABSENT:</b> JANINE BOOR, VICE PRESIDENT SALLY SCHAERTL BEV CHRYSLER THERESA SCHLOSSNAGLE
---	--

The meeting was called to order by President R. Morrison at 7:05 p.m.

Agenda Adopted, Motion by A. Gulick, 2<sup>nd</sup> A. Payne

### Compliments/Complaints

None

### Public/Staff Comments

NONE

### Meeting Minutes

**RESOLVED** to approve minutes of the 09 March 2015 regular meeting as amended (need to add names of trustees that made each motion and also attach the library calendar) motion by R. Merithew second by S. Hutson and unanimously carried.

### Financial Reports

R. Lonneville presented financial reports for March 2015.

A new ledger account 6050.1A has been setup to account for books that have been purchased for the School library. These books are replacements for items that public library patrons have lost. The purchases were made with fines.

**RESOLVED** to receive financial statements, subject to audit, dated 31 March 2015; motion by R. Merithew, second by K. Moyer and unanimously carried.

**RESOVLED** to approve vouchers and authorize payment for bills in the amount of \$12,602.40 subject to audit. Details as follows:

- Payroll: \$4,557.11 (17-Feb through 02-Mar), \$4,281.12(03-Mar through 16-Mar) Total \$8,838.23. Motion by S. Hutson, second by R. Merithew and unanimously carried.
- Debit Purhcases: \$344.85. Motion by A. Payne, second by R. Merithew unanimously carried
- Checks: \$5.66 (A. Alderman, Program Supplies), \$9.64 (Bonnie Curtis, Reimb NY retirement) Total \$15.30. Motion by A. Gulicks, second by R. Merithew and unanimously carried.
- Other unpaid bills total \$3,404.02. Motion by S. Hutson, second by R. Merithew and unanimously carried.

### **Director's Report**

- A. Alderman presented the Director's report dated 13-April-2015 including the following items:
- Strong program attendance this past month. Steady numbers week over week with elementary programs.
  - Yoga continues to be popular each week.
  - Teen program attendance is still good. It does get more difficult to get attendance in the spring.
  - 11 new library cards issued.
  - Applied for the "Patron Counter" grant. If won it will be installed at the main entrance to count patrons coming and going through the library. This will help get a better idea of library attendance, particularly because there are many patrons that do not check out items but do use the facilities.
  - Started to order materials for the summer reading program. Able to save some money by reusing materials from previous years. The theme this year is "Every Hero has a Story"
  - Two more iPads have been added to the library. One for staff use and another for adults to check out for in library use.
  - Still working on getting Square One setup to allow credit card purchases via the iPad.
  - This week is National Library Week. "Food for Fines" – Patrons can have \$1 removed from their fine for each non perishable item they bring in. Cap of \$10. This program has been adopted by most of the libraries in the Pioneer Library System.
  - Friends of the library are considering paying \$100 each for travel to the Teen Book Festival Bus Trip and also the Mercy Flight Central Bus Trip.

## **Committee Reports**

Finance: 1<sup>st</sup> quarter audit is due.

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

Personnel: S. Jacobus needs to have his 1 year review completed.

Facilities: No update.

Joint Committee: No update

Long Range Plan: No update

## **Old Business**

The Disaster Plan has been submitted for review. We will discuss at the next meeting.

## **New Business**

No Updates

## **Correspondence and Communication**

Meet & Greet for budget and trustee election 23-April-2015

Budget Vote 05-May-2015 3PM to 8PM. Need to confirm that the Friends will be here to run the vote.

Teen Book Fest 16-May-2015. 9AM to 5PM

Trustees of the Perry Public Library have invited everyone to an Open House to honor the retirement of Peggy Parker.

Next meeting 11-May-2015

Trustee Orientation at Wood Library 28-April-2015 7PM  
Library Trustee Association Conference in Syracuse May 1<sup>st</sup> and 2<sup>nd</sup>.

## **Adjournment**

**RESOLVED** to adjourn the meeting at 7:35; motion by R. Merithew and second by K. Moyer without objection.

Respectfully submitted,

Nicole Coyne