



Red Jacket Community Library

MINUTES

12 JANUARY 2015

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>RUBY MORRISON, PRESIDENT JANINE BOOR, VICE PRESIDENT NICOLE COYNE, SECRETARY KIM MOYER BARBARA MURPHY ANGELA PAYNE ROXIE MERITHEW</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER</p> <p>TRUSTEE ABSENT:</p> <p>BEV CHRYSLER ANN GULICK SALLY SCHAERTL STEPHANIE HUTSON</p>
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The meeting was called to order by President R. Morrison at 7:03 p.m.

Director's Report

S. Jacobus presented the Director's report dated 12-January-2015 including the following items:

- Strong program attendance again this month
- Circulation continues to be down slightly but this is not unusual for December with school being closed for 2 week
- The new computers have been installed for staff and public use. All software was backed up and no data was lost.
- There has been consistent attendance at the Genealogy Club. The patrons are really enjoying the program and continuing to return for more information.
- An overdue report has been created and overdue notices are being sent to patrons.
- The school has offered to purchase 2 Chromeboxes for use as OPACs and have requested that the public library purchase 2 mobile stands for them to be stored on.

RESOLVED, to purchase 2 Black Mobile Carts at a total cost of \$129.24. Motion by J. Boor, Second by K. Moyer and unanimously carried.

Meeting Minutes

RESOLVED to approve the minutes of the 08 December 2014 regular meeting with correction to the roll call; motion by J. Boor second by R. Merithew and unanimously carried.

Financial Reports

R. Lonneville presented financial reports for December 2014.

RESOLVED to receive financial statements, subject to audit, dated 31 December 2014; motion by J. Boor, second by R. Merithew and unanimously carried.

RESOVLED to approve vouchers and authorize payment for bills in the amount of \$17,306.99 subject to audit. Details as follows:

- Payroll: \$4,539.39 (25-Nov through 08-Dec), \$4,241.12 (09-Dec through 22-Dec) Total \$8,780.51. Motion by R Merithew, second by K. Moyer and unanimously carried.
- Debit Purchases: \$798.58. Motion by R. Merithew, second by K. Moyer unanimously carried
- Checks: \$63.37 (A. Alderman, Teen Program), \$16.19 (A. Alderman, Teen Program), \$1,024.00 (Utica National), \$42.95 (ShelterPoint), Total \$1,146.51. Motion by R. Merithew, second by K. Moyer and unanimously carried.
- Other unpaid bills total \$6,581.39. Motion by R. Merithew, second by K. Moyer and unanimously carried.

R. Lonneville presented the proposed 2015-2016 budget. After some discussion it was decided to adjust some line items. Final budget will need to be approved by the board at the March meeting. Vote is the first week of May.

Compliments/Complaints

None

Committee Reports

Personnel: S. Jacobus is due for his 6 month review in January.

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

Finance: 4th quarter audit was due in January. Will be presented at the February board meeting.

Facilities: No update.

Joint Committee: No updates.

Long Range Plan: No updates

New Business

S. Hutson and A. Payne will work with S. Jacobus to rewrite the library disaster plan.

Correspondence and Communication

Next meeting is scheduled for 09-February-2015. The March meeting has been rescheduled to 16-March-2015.

Adjournment

RESOLVED to adjourn the meeting at 8:07; motion by A. Payne and second by K. Moyer without objection.

Respectfully submitted,

Nicole Coyne