



Red Jacket Community Library

MINUTES

08 JUNE 2015

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>RUBY MORRISON, PRESIDENT NICOLE COYNE, SECRETARY ROXIE MERITHEW BARBARA MURPHY THERESA SCHLOSSNAGLE STEPHANIE HUTSON ANN GULICK SALLY SCHAERTL KIM MOYER ANGELA PAYNE</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, LIBRARY DIRECTOR RITA LONNEVILLE, TREASURER</p> <p>TRUSTEE ABSENT:</p> <p>JANINE BOOR, VICE PRESIDENT</p>
--	--

Note: There was no meeting for the month of May, the board was unable to obtain a quorum.

The meeting was called to order by President R. Morrison at 7:00 p.m.

Agenda Adopted, Motion by s. Hutson, 2nd B. Murphy and unanimously carried.

Compliments/Complaints

None

Public/Staff Comments

S. Jacobus mentions that the library has been contacted by a patron about putting out a press release for the seed library. This was done when the seed library was first started. He will include the seed library in upcoming library advertisements.

Meeting Minutes

RESOLVED to approve minutes of the 09-March-2015 regular meeting presented, motion by R. Merithew second by A. Gulick and unanimously carried.

RESOLVED to approve minutes of the 13-April-2015 regular meeting presented, motion by S. Hutson second by R. Merithew and unanimously carried.

Financial Reports

R. Lonneville presented financial reports for April and May 2015.

The Month of April had 3 pay periods which is causing the budget to look out of balance but this will adjust itself overtime.

The May budget to performance report is available for anyone to view, a collapsed version is available in the finance report that has been provided to the board.

RESOLVED to receive financial statements, subject to audit, dated 30 April 2015; motion by R. Merithew, second by K. Moyer and unanimously carried.

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

On 13-May-2015 R. Lonneville received email from the State Comptroller's Office requesting a submission regarding our tax cap status. Going forward there is a new process: Before the public votes we are required to enter our proposed budget in to the website and it will calculate if we are over the tax cap. If the budget is over, then you must institute a freeze until the board votes to override the freeze. This should be disclosed to the public with all budget disclosures.

Our current budget, which has already been voted on and approved by the public, exceeds the tax cap by \$82.00.

RESOVLED to authorize an override of the tax cap and unfreeze the budget for the 2015/2016 budget year; motion by R. Merithew, second by A. Payne and unanimously carried.

RESOVLED to approve vouchers and authorize pre-payment for bills for the month of April in the amount of \$16,063.13 subject to audit. Motion by S. Hutson, second by K. Moyer and unanimously carried. Details as follows:

- Payroll: \$4,510.88 (17-March through 30-March), \$4,281.21 (31-March through 13-April), \$4,307.17 (14-April through 27-April) Total: \$13,099.26
- Debit Purchases: \$996.87
- Checks: \$35.67 (check# 3032 to A. Aderman, Program Supplies), \$350.00 (check#3041 to Lonna Pierce, Program), \$120.00(check#3042 to MPLC Movie License)
- Other unpaid bills total \$1,461.36

RESOVLED to approve vouchers and authorize payment for bills for the month of May in the amount of \$10,160.57 subject to audit. Details as follows:

- Payroll: \$4,465.09 (28-April through 11-May), \$4,188.06(12-May through 25-May) Total \$8,653.15.

- Debit Purchases: \$459.73.
- Checks: \$17.56 (check# 3043 to A. Aderman, Program Supplies), \$5.00 (check# 3051 to the Friends of the Library, Total \$22.56.
- Other unpaid bills total \$1,025.13.

Director's Report

S. Jacobus presented the Director's reports for May and June including the following items:

- Summer Reading Program – visited school classrooms last week and provided permission slips to all the students. Kids will return permission slips to the teacher, who gives to the principal, who will return to the library. The Library staff will fill bags for each student and give them back to the kids in their classrooms.
- The Mercy Flight program is filled for later this week!
- The Friends of the Library does not want to help pay for water and coffee in the library.
- The Yoga programs continues to be consistent
- A. Aderman did story time with the UPK program in the school
- Borrowing is consistent month to month
- Would like to have Betsy Phillips come back to cover vacations and summer programming. Approx. 23 hrs/ week for June through August. Board needs to discuss if there is room in the budget for this.
- Wrote letter to Senator Nozzolio seeking Bullet Aid
- Training Staff on the iPad and square reader
- Creating a Grievance Policy for board members and staff members to raise concerns internally. The Policy Committee will need to review/firm up and present back to the board for approval.
- Two Kindle Fires have been purchased as Summer Reading Prizes.
- The Budget Vote in May was successful 44-0
- The Square Reader is now operational
- Continuing to work on summer reading programming.
- The library will have representatives in the Fireman's Parade. Mary Zingerella is working on the float and welcomes volunteers
- Did not receive the PLS grant for the Patron Counter
- The library is in need of a new drop box. The current one is rusting and falling apart. New boxes are in the \$3-4,000 range. Discussion to be tabled until the July meeting.

RESOLVED to approve summer hours of be M/W/F 10AM-5PM, T/R 12-7PM, S 10AM-2PM; motion by A. Gulick, second by A. Payne and unanimously carried.

RESOLVED to approve a 3.2% pay increase for A. Aderman effective 01-July-2015; motion by S. Hutson, second by R. Merithew and unanimously carried.

RESOLVED to approve a 2.7% pay increase for B. Curtis effective 01-July-2015; motion by S. Hutson, second by T. Schlossnagle and unanimously carried.

RESOLVED to approve a 3.4% pay increase for K. Hochen effective 01-July-2015; motion by R. Merithew, second by A. Payne and unanimously carried.

RESOLVED to approve a 1.1% pay increase for P. Olszewski effective 01-July-2015; motion by A. Gulick, second by B. Murphy and unanimously carried.

RESOLVED to approve purchasing \$25 NYLAA membership for S. Jacobus; motion by R. Merithew, second by S. Hutson and unanimously carried.

Committee Reports

Finance: A. Payne presents 1st quarter audit of the month of March dated 20-April-2015.

Policy: Need to schedule meeting.

N. Coyne presents to the board for review policies 500-2 (Whistle Blower), Appendix 1F (Whistleblower Acknowledgement), 200-4 (Conflict of Interest), Appendix 1G (Conflict of Interest Form) 500-1 (Accounting Manual), Appendix 1H (Safe Log in Sheet), and Appendix 1I (Debit Card Use Agreement) many updates have been done based on guidance from Pioneer Library System:

- **RESOLVED** to accept revised policy 500-2 (Whistle Blower Policy) and also Appendix 1F (Whistle Blower Policy Acknowledgement Form) motion by R. Merithew; second by A. Payne and unanimously carried
- **RESOLVED** to accept revised policy 200-4 (Policy on Conflict of Interest) motion by S. Hutson; second by T. Schlossnagle and unanimously carried.
- **RESOLVED** to accept revised Appendix 1G (Conflict of Interest Annual Statement) motion by A. Gulick; second by T. Schlossnagle and unanimously carried.
- **RESOLVED** to accept revised policy 500-1 (Accounting Manual) motion by T. Schlossnagle; second by A. Gulick and unanimously carried.
- **RESOLVED** to accept revised Appendix 1I (Debit Card Agreement) and Appendix 1H (Safe Log In Sheet) motion by T. Schlossnagle; second by S. Schaertl and unanimously carried.

Personnel: S. Jacobus 1 year review will be considered a 6 month review based on his probationary period with civil service starting in January. S. Hutson & K. Moyer will continue on with the review process that has already been started.

Facilities: No update.

Joint Committee: No updates.

Long Range Plan: No updates

Old Business

None

New Business

Square Reader has a 2.5% fee per transaction for swipe for debit cards and the fee is higher if the transaction is entered manually. Discussion on if the fee should be added to patron balance due or paid.

RESOLVED to accept debit/credit payments with the Square Reader. Motion R. Merithew, Second by A. Payne and unanimously carried.

B. Murphy to consider being our financial officer. Will be voted on at the July Meeting.

Confirmed that the Audit Committee has already been assigned (per March Meeting minutes).

Meeting attendance has been an issue in the past months. Secretary N. Coyne to create a Trustee Calendar to help with foresight on possible issues. Include assignments for attendance at Board and PLS events.

The Nominating committee needs to meet and nominate the executive board for the next year. This will be voted on at the Annual Meeting (in July).

Ron and Lauren from PLS will come in to do a presentation on Board Basics. Suggested timeline is September.

There will be no meeting in August.

Correspondence and Communication

Next meeting is 13-July-2015, this will be preceded by the Annual Meeting.

Adjournment

RESOLVED to adjourn the meeting at 9:05; motion by R. Merithew and second by K. Moyer without objection.

Respectfully submitted,

Nicole Coyne