



Red Jacket Community Library

MINUTES

14 SEPT 2015

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>NICOLE COYNE, PRESIDENT SALLY SCHAERTL KIM MOYER, SECRETARY BARBARA MURPHY STEPHANIE HUTSON ANGELA PAYNE, VICE PRESIDENT THERESA SCHLOSSNAGLE ROXIE MERITHEW ANN GULICK JILL PERSSON</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER AMY ALDERMAN, LIBRARY STAFF LORI FOSTER, GUEST</p> <p>TRUSTEE ABSENT:</p>
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The meeting was called to order by President N. Coyne at 7:00 pm.

Compliments/Complaints

S. Jacobus shared feedback from a patron wanting longer hours.

S. Jacobus spoke about the conflict with an event held by the RJ Cross Country Team. There was no prior communication or planning (from RJHS) in regards to the event schedule, parking and use of the RJCL. This created issues with available parking for library employees and patrons along with food and drinks being brought into the library, which is against policy. Large events like this one need to be coordinated between the RJSD and RJCL. President Coyne will reach out to the Athletic Director to discuss a solution.

Meeting Minutes

RESOLVED to approve minutes of the 13 July 2015 as presented; motion by R. Merithew second by S. Hutson and unanimously carried.

Financial Reports

R. Lonneville presented financial reports for July and August 2015.

B. Murphy is now reviewing the bills to pay monthly. She is working closely with R. Lonneville to do so. They noted an error with PayChex payroll. R. Lonneville noted that a \$16,882.00 retirement bill is due in December.

RESOLVED to receive financial statements, subject to audit, dated 31 July 2015 and 31 August 2015; motion by A. Gulick, second by R. Merithew and unanimously carried.

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$12,444.58, for July 2015 subject to audit. Motion by S. Hutson, second by A. Payne and unanimously approved. Details as follows:

- Payroll: \$4,497.49 (23-June through 06-July), \$4,272.55 (7-July through 20-July)
Total \$8,770.04.
- Debit Purchases: \$1,011.40
- Checks: \$49.94
- Other unpaid bills total \$2,613.20

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$14,551.76 for August 2015 subject to audit. Motion by A. Payne, second by K. Moyer and unanimously approved. Details as follows:

- Payroll: \$4,762.19 (21-July through 03-August), \$4,549.48 (5-August through 17-August) Total \$9,311.67
- Debit Purchases: \$437.08
- Checks: 923.22
- Other unpaid bills total \$3,879.79

Director's Report

S. Jacobus presented the Director's report dated August and September-2015 including the following items:

- A. Alderman presented the Summer Reading Statistics (handout). The number of children signed up for the 2015 program increased significantly from 2014 as a result of the outreach to the RJ Elementary students. There was also an incentive of free books for each weekly log that was turned in. During the 2015 program, 354 Scholastic books were given out. There was no cost to this free program as these books were remaining from previous summer programs.
- S. Jacobus worked with Betsy Gilbert from the Fairport Public Library to arrange a 9/19 pickup of the donated book drop
- S. Jacobus noted that there was a discussion at the staff meeting for an area of improvement; opening/closing the library on time allowing all to leave and get home at a reasonable time.
- The bottled drinking water is being moved out of the public area during the day while school is in session and then placed out during public library hours.
- K-cups will no longer be offered as this is not a cost effective purchase for the library
- The library Halloween event will be held on Friday, October 30th.

- Discussion on new library space was tabled until next month.
- S. Jacobus requested the purchase of two new computers costing \$1,306.00. The Board agreed that using the 2014 remaining gift funds from Senator Nozzolio was a good use of the funds.

RESOLVED, to purchase two new computers for the RJCL offices totaling \$1,306.00. Motion by A. Payne, second by S. Hutson and unanimously carried.

Committee Reports

Personnel: No update

Policy: No update

Finance: Quarterly audit is due for Apr/May/June. S. Hutson and K. Moyer to coordinate date/time to review process with A. Payne and R. Lonneville.

Facilities: No update.

Joint Committee: No update.

Long Range Plan: No updates

Old Business

Review and approval of the Disaster plan. All to review and send comments to S. Hutson and A. Payne.

New Business

Election of a new RJCL Board Member. Lori Foster is interested and will replace R. Morrison with a term date ending 6/2018.

Correspondence and Communication

PLS Annual meeting 14-October, PLS Workshops 5-October- interest in attending?

Next meeting is scheduled for **19-October-2015**.

Adjournment

RESOLVED to adjourn the meeting at 8:27. Motion by S. Hutson and second by R. Merithew and unanimously carried.

Respectfully submitted,

Kim Moyer