



# Red Jacket Community Library

## MINUTES

12-DECEMBER 2016

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

### TRUSTEE ROLL CALL

<p><b>TRUSTEE PRESENT:</b></p> <p>NICOLE COYNE, PRESIDENT  ANGELA PAYNE, VICE PRESIDENT  KIM MOYER, SECRETARY  THERESA SCHLOSSNAGLE  ROXIE MERITHEW  JILL PERSSON  ANN GULICK</p>	<p><b>OTHERS PRESENT:</b></p> <p>SETH JACOBUS, DIRECTOR  RITA LONNEVILLE, TREASURER  PAT AYRES- RJL FRIENDS</p> <p><b>TRUSTEE ABSENT:</b></p> <p>ERIN SHANNON  BARBARA MURPHY  ELAINE SHANER  WENDY AYRES</p>
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The meeting was called to order by President N. Coyne at 7:04 pm.

### Public/Staff-Comments, Compliments, Complaints

S. Jacobus has received good feedback recently and is helping on the floor and with programs☺

### Meeting Minutes

**RESOLVED** to approve the 14-November-2016 meeting minutes with corrections (NYS retirement invoice); motion by A. Payne second by A. Payne and unanimously carried.

### RJL Friends Update

Pat Ayres shared that the January “Friends” meeting will be the annual planning meeting which will include a plan to spend the 6k budget.

Pat approached C. Dehn last summer to “lobby” on behalf of the RJCL. This was revisited this fall in an effort to work collaboratively to resolve space and other concerns with the joint libraries. A recommendation was made to have a “facility committee”. The committee would include school librarians, RJCL Director, school administration, RJCL friends and trustees.

Feedback... S. Jacobus spoke about the meeting with Pam Helming and other libraries, (RJCL) needs updates and changes that meet both entities’ needs. Pat would like to be the lead on this in coordination with others on the committee. The “Friends” are to advocate on behalf of the library. Funding is needed. Pat will proceed and will incorporate the PLS focus group feedback in their planning.

**Financial Reports-RESOLVED** to receive financial statements, subject to audit, dated 30-November-2016; motion by R. Merithew second by T. Schlossnagle and unanimously carried.

**RESOLVED** to approve vouchers and authorize payment for bills in the amount of \$12,587.27 for the month of November 2016 subject to audit. Motion by R. Merithew second by K. Moyer and unanimously approved. Details as follows:

- Payroll: \$4,751.68 (25-Oct-2016 through 07-Nov-2016), \$4,570.31 (08-Nov-2016 through 21-Nov-2016). Total \$9,321.99
- Debit Purchases: \$1,432.55
- Checks for approval: \$70.75
- Other unpaid bills total \$1,761.98

### **Director's Report**

S. Jacobus presented the Director's report dated November-2016 including the following items:

- Programing; family programs seem to have the best turnout.
- S. Jacobus has three solid candidates for the Librarian/Youth Services position including a PLS applicant from Victor. He hopes to conclude the interview process and have the new hire start in January 2017.
- S. Jacobus said that the school librarian (Kathy) would like to get rid of the blue couches to free up more space in the library. Seth would like to keep the couches as they could be repurposed at later time. Seth will communicate this to Kathy.

**Committee updates-** The following policies will need review and approval at the January 2017 meeting:

- Personnel policy; update to the bereavement section
- Tuition reimbursement; Angela will make revisions
- General operations; need to include summer hours and one day for mandatory staff development
- By-laws policy, adopted in June 1999; added grievance policy

### **Correspondence and Communication**

- Next meeting is scheduled for **09-January-2017 @ 7:00pm.**

**RESOLVED** to adjourn the meeting at 8:03. Motion by R. Merithew and second by A. Payne and unanimously carried.

Respectfully submitted,

*Kimberly Moyer*

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