



Red Jacket Community Library

MINUTES

11 JAN 2016

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

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

New Business

N. Coyne meet with RJCL Friends, Pat Ayres and Alene Reeves. They would like to regularly attend our meetings to see how they can support us. They are doing a survey "I love my library" in February (1-13).

Public/Staff-Comments, Compliments, Complaints

S. Jacobus said that patrons want magazines. OWWL2GO is an option. Rita verified a \$200-\$300 budget available for this.

Meeting Minutes

RESOLVED to approve the 9-Nov-2015 meeting minutes as presented; motion by R. Merithew second by T. Schlossnagle and unanimously carried.

Financial Reports

R. Lonneville presented financial reports for November 2015 and December 2015.

RESOLVED to receive financial statements, subject to audit, dated 30-Nov-2015; motion by S. Hutson second by R. Merithew and unanimously carried.

RESOLVED to receive financial statements, subject to audit, dated 31-Dec-2015; motion by R. Merithew second by A. Payne and unanimously carried.

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$10,801.54 for **November 2015** subject to audit. Motion by A. Payne, second by R. Merithew and unanimously approved. Details as follows:

- Payroll: \$4,627.69 (27-Oct through 9-Nov), \$4,371.01 (10-Nov through 23-Nov), Total \$8,998.70.
- Debit Purchases: \$424.43
- Checks: \$0.00
- Other unpaid bills total \$1,378.41

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$13,321.52 for **December 2015** subject to audit. Motion by R. Merithew, second by T. Schlossnagle and unanimously approved. Details as follows:

- Payroll: \$4,445.63 (24-Nov through 7-Dec), \$4,369.37 (8-Dec through 21-Dec), Total \$8,815.00.
- Debit Purchases: \$424.43
- Checks: \$3030.23
 - Ck#3125. Windstream=\$12.47
 - Ck#3126, S. Jacobus=\$49.62
 - Ck#3127, A. Alderman=\$896.17
 - Ck#3134, Anderson VanHorn=\$434.90
 - Ck#3137. Utica National, \$1023.96
 - Ck#3138, Ruggles Auto, \$500.00
 - Ck#3139, Moore Printing, \$33.00
- Other unpaid bills total \$1,051.86

R. Lonneville indicated that there were double charges for payroll processing for Veteran's Day in the amount of \$50.00 due to errors when calling in payroll- fees charged were \$62.50. Credits have been received.

She also indicated the need for a budget meeting before March to look at the new budget with the 1% (tax cap) increase. R. Lonneville, S. Jacobus, and N. Coyne to schedule and attend.

We need to review the payment authority policy at the March board meeting.

Director's Report

Be sure to check out "friend" the RJCL Facebook page and posts for events- promote and share!

S. Jacobus presented the Director's report dated December-2015 and January-2016 including the following items:

- Programming; Raptors on the Road Bird Demo was a success with a good turnout of 35.

- Seth and Amy are looking at ways to “reinvent” the after school programs as there has been low turnout this school year.
- NYSDCP is now set up for employees that are interested.
- Seth met with Hope Decker, PLS consultant/librarian, twice about the library feasibility survey. The cost is about \$7k.
- Seth held a video conference with Lauren from PLS regarding updated information on the HAVA (Help America Vote Act). Per guidelines and approval from PLS, ok to use paper ballots.

Standing Committee updates

- The financial review performed by B. Murphy was presented verifying financial activity for the November 2015 financial report reported by R. Lonneville.

Old Business

- Acceptance of the RJCL Disaster Plan. **RESOLVED** to approve the Disaster Plan and to remove current policy 400.13 and to implement a new procedure to keep three (3) copies/binders located in administrative office, front desk, and safe. Motion by S. Schaertl, second by R. Merithew and unanimously carried.
- Handicap door update- Roger Lonneville approached the RJ School Board on behalf of RJCL at the 18-November meeting. S. Jacobus received an email from Charlene Dehn with additional information; RJCS will need to make the modifications due to the liability as they are the property owner. Seth will look into PLS construction grants to cover the cost.

Correspondence and Communication

Next meeting is scheduled for ~~14-March-2016~~.

Adjournment

RESOLVED to adjourn the meeting at 8:00. Motion by R. Merithew and second by J. Persson and unanimously carried.

Respectfully submitted,

Kim Moyer