



Red Jacket Community Library

MINUTES

11 JULY 2016

BOARD OF TRUSTEES REGULAR MEETING

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>NICOLE COYNE, PRESIDENT ANGELA PAYNE, VICE PRESIDENT KIM MOYER, SECRETARY ROXIE MERITHEW JILL PERSSON BARBARA MURPHY</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER PAT AYRES- RJCL FRIENDS ELAINE SHANER-ELECTED TRUSTEE ERIN SHANNON- ELECTED TRUSTEE WENDY AYRES- ELECTED TRUSTEE</p> <p>TRUSTEE ABSENT:</p> <p>THERESA SCHLOSSNAGLE ANN GULICK</p>
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The meeting was called to order by President N. Coyne at 7:16 pm.

New Business

- Pat Ayres (Friends of the RJ Library) announced that the annual book sale will be held from Wednesday, July 13th through Saturday, July 16th. The last day will be “Buck a Bag”
- Discussion/feedback on the Shortsville Firemen’s Parade. W. Ayres mentioned that it was very warm and that possibly we could look for a ride next year. It is especially warm for the youth that volunteer to wear the Owl costume.

Public/Staff-Comments, Compliments, Complaints

- A written complaint was received regarding the time limit on public computers. It was noted that time will be increased to 1.5 hours if requested and there are no other patrons waiting.
- Seth is planning a full day for staff development training and plans to consult with PLS for facilitation. Many suggestions were made from those present in regards the format, time, location, etc. Seth will bring a proposal back to the board at the September meeting. A suggestion was made to implement incentives for staff; possibly a \$10 gift card. This could be done by putting out patron cards for feedback. It would a nice way to let the staff know that they are doing a good job.
- J. Persson shared that her Girl Scout Troop, which is comprised of 4th, 5th and 6th graders, will be working towards their community service Bronze and Silver Awards by increasing community awareness and accessibility on behalf of the RJCL.

Meeting Minutes

RESOLVED to approve the 13-Jun-2016 meeting minutes as presented; motion by R. Merithew second by J. Persson and unanimously carried.

Financial Reports

R. Lonneville presented financial reports for June 2016. Budget is on track, collection of fines remains steady.

RESOLVED to receive financial statements, subject to audit, dated 30-June-2016; motion by R. Merithew second by K. Moyer and unanimously carried.

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$12,031.46 for **June 2016** subject to audit. Motion by R. Merithew, second by A. Payne and unanimously approved. Details as follows:

- Payroll: \$4,561.54 (24-May-16 through 06-Jun-2016), \$4,391.44 (07-Jun-16 through 20-Jun-16), Total \$8,952.98
- Debit Purchases: \$983.68
- Checks: \$2,094.80
- Other unpaid bills total \$0.00

Director's Report

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

- There were 16 new users in June 2016, likely due to the summer reading program.
- Programing numbers were fairly low and 3 programs had no attendance, however, Charlie and the Checkers had a great turnout of 36!
- S. Jacobus applied for and received a \$150 Wegmans gift card that will be used to support the RJCL backpack program.
- S. Jacobus will present the board with a proposal at the September meeting for a new DVD rack for the library which will be placed on the wall by the copier.
- Education Law226 (what constitutes a quorum) needs further review; our by-laws may also need to be updated.

Standing Committee updates

- Personnel; N. Coyne and K. Moyer will complete S. Jacobus's review by the September board meeting.
- Financial Audits are needed for the 1st and 2nd quarter of 2016. K. Moyer will work with R. Lonneville to complete these.

Old Business

- Approval of RJCL Treasurer's raise for 2016-2017. **RESOLVED** to approve a raise for R. Lonneville in support of the treasurer's position, amount paid will be \$200.00/mo. Motion by J. Persson second by A. Payne and unanimously carried.

Correspondence and Communication

- Next meeting is scheduled for **12-September-2016 @ 7pm.**

RESOLVED to adjourn the meeting at 8:28. Motion by A. Payne and second by R. Merithew and unanimously carried.

Respectfully submitted,

Kimberly Moyer
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