



# Red Jacket Community Library

## MINUTES

14 MARCH 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  ANN GULICK  JILL PERSSON  BARBARA MURPHY</p>	<p><b>OTHERS PRESENT:</b></p> <p>SETH JACOBUS, DIRECTOR  RITA LONNEVILLE, TREASURER  PAT AYRES- RJL FRIENDS  HOPE DECKER- PLS VISITOR</p> <p><b>TRUSTEE ABSENT:</b></p> <p>SALLY SCHAERTL  STEPHANIE HUTSON  LORI FOSTER</p>
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The meeting was called to order by President N. Coyne at 7:02 pm.

### New Business

Pat Ayres (Friends of the RJ Library) shared the following:

- Survey results, Love my Library, which lasted two weeks and responses were favorable.
- The Friends have begun a wide-spread annual fundraiser. What do we want funding for?
- A suggestion was made to donate all books that are not sold at the annual book sale to Better World Books. Better World Books also offers grant programs- RJCL should apply next year (15k). <http://www.betterworldbooks.com/go/grants-libraries>
- A suggestion was made to use Amazon Smiles for book orders (Victor Library does this). This program offers a kick-back of 1/2 percent to your library.

Hope Decker from Pioneer Library System joined the meeting to discuss the feasibility study.

- Ron Kirsop has put together a survey. The more input, the better. It should reach non-library users also. The survey will be distributed early April and will last approx. 1 month.
- We can do focus groups also.
- A suggestion was made to use a 2-year long range plan (instead of 5) to better obtain goals for our library.
- PLS will assist in any way they can.

RJCL has two trustee terms ending- will have seats open. Nominees will be accepted through April 2<sup>nd</sup>.

Library/School contract renewal; no changes. **RESOLVED** to accept the contract renewal for a period of 5 years; motion by A. Payne second by K. Moyer and unanimously carried.

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

n/a

## Meeting Minutes

**RESOLVED** to approve the 11-Jan-2016 meeting minutes as presented; motion by A. Gulick second by A. Payne and unanimously carried.

## Financial Reports

R. Lonneville presented financial reports for January and February 2016.

**RESOLVED** to receive financial statements, subject to audit, dated 31-January-2016; motion by A. Payne second by T. Schlossnagle and unanimously carried.

**RESOLVED** to receive financial statements, subject to audit, dated 29-February-2016; motion by A. Payne second by T. Schlossnagle and unanimously carried.

**RESOLVED** to approve vouchers and authorize payment for bills in the amount of \$11,810.69 for **January 2016** subject to audit. Motion by A. Payne, second by R. Merithew and unanimously approved. Details as follows:

- Payroll: \$4,340.99 (22-Dec-15 through 01-Jan-2016), \$4,459.74 (05-Jan-16 through 18-Jan-16), Total \$8,800.73
- Debit Purchases: \$276.84
- Checks: \$2,733.12
- Other unpaid bills total \$0.00

**RESOLVED** to approve vouchers and authorize payment for bills in the amount of \$11,781.98 for **February 2016** subject to audit. Motion by R. Merithew, second by K. Moyer and unanimously approved. Details as follows:

- Payroll: \$4,586.62 (19-Jan through 4-Feb), \$4,340.74 (2-Feb through 15-Feb), Total \$8,927.36
- Debit Purchases: \$490.07
- Checks: \$545.39
- Other unpaid bills total \$1,819.16

R. Lonneville shared that K. Honchen did some journal entries while she was away. Kudos on a job well done!

**Budget Proposal for 2016-2017**; presentation and trustee review of the proposed budget. The budget includes a salary increase to adjust for the anticipated \$15.00 minimum hourly rate increase for NYS employees.

Whereas, the adoption of this 2016 budget for the Red Jacket Community Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it **RESOLVED**, that the Board of Trustees of the Red Jacket Community Library voted and approved to exceed the tax levy limit for 2016 by at least sixty

percent of the board of trustees as required by state law on March 14, 2016 motion by R. Merithew second by A. Payne at 7:41pm. The following trustees were present for the vote (7- yay):

- ✓ ANGELA PAYNE
- ✓ KIM MOYER
- ✓ THERESA SCHLOSSNAGLE
- ✓ ROXIE MERITHEW
- ✓ ANN GULICK
- ✓ JILL PERSSON
- ✓ BARBARA MURPHY

The following trustees were absent for the vote (3-nay):

- ✓ SALLY SCHAERTL
- ✓ STEPHANIE HUTSON
- ✓ LORI FOSTER

**RESOLVED** to adopt the 2016-2017 budget; motion by A. Gulick second by T. Schlossnagle at 7:45pm and unanimously carried.

### **Director's Report**

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

- S. Jacobus and R. Lonneville completed the NYS Annual Report. A comparison between 2014 and 2015 was shared and discussed. Borrowing is down from 2014, will need to find ways to bring patrons into our library.

**RESOLVED** to adopt the NYS Annual Report; motion by A. Payne second by T. Schlossnagle and unanimously carried.

- Further discussion on the patron survey. Seth will distribute a draft to trustees. The survey will focus on hours of operation, accessibility, programs and customer service.
- Staff have requested an additional day off in lieu of Christmas Day which falls on a non-working day. **This item will need a board vote in April 2016.**
- A. Alderman and S. Jacobus will be ordering the books for the summer reading program.

### **Standing Committee updates**

- Policy updates requiring trustee vote were presented. **RESOLVED** to adopt revisions to the following policies; 500-1, 400-02, 400-06, 300-1, and Appendix A1 (Incident Report). Motion by J. Persson, second by B. Murphy and unanimously carried.

### **Old Business**

- Handicap door update- S. Jacobus and N. Coyne will move forward with obtaining quotes per authorization from Charlene Dehn. Will need funding and permits. Install will need to be done during closed hours.

### **Correspondence and Communication**

- Next meeting is scheduled for **11-April-2016 @ 7pm.**
- Meet and Greet is scheduled for **18-April-2016** from 6-8pm.
- Budget Vote is scheduled for **2-May-2016** from 3pm-close. Will include a vote for 2 open trustee seats. There will also be a budget and trustee presentation.

### **Adjournment**

**RESOLVED** to adjourn the meeting at 8:29. Motion by J. Persson and second by A. Payne and unanimously carried.

Respectfully submitted,

Kim Moyer