



# Red Jacket Community Library

## MINUTES

9 MAY 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  BARBARA MURPHY</p>	<p><b>OTHERS PRESENT:</b></p> <p>SETH JACOBUS, DIRECTOR  RITA LONNEVILLE, TREASURER  PAT AYRES- RJL FRIENDS  WENDY AYRES – ELECTED TRUSTEE  ELAINE SHANER – ELECTED TRUSTEE  ERIN SHANNON – ELECTED TRUSTEE</p> <p><b>TRUSTEE ABSENT:</b></p> <p>SALLY SCHAERTL  JILL PERSSON</p>
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The meeting was called to order by President N. Coyne at 7:05 pm.

### New Business

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

- Next Tuesday (5/17) is the school budget vote and the Friends Chicken Barbecue. Barbecue runs from 3:00 until they are sold out. Price has not been voted on yet but is usually \$9.00.
- No Friends volunteered to be in charge of representation at the Firemen’s Parade in June. Pat has gotten four teenage boys to volunteer.
- The book sales will be in mid-July. The Friends are always looking for donations of books, magazines, CDs and DVDs for the sale.
- Olivia Spencer has been recruited from the high school to help with the book sale. She is currently working on putting together a database of businesses in the community to solicit donations from once they determine what the library needs.

Stephani Hutson and Lori Foster both submitted their resignations to the board. These have been accepted and three new trustees have been elected – Elaine Shaner, Wendy Ayres and Erin Shannon. The new trustees will be sworn in at our annual meeting in July.

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

n/a

### Meeting Minutes

**RESOLVED** to approve the 14-Mar-2016 meeting minutes as presented; motion by A. Gulick second by R. Merithew and unanimously carried.

### Financial Reports

R. Lonneville presented financial reports for March and April 2016.

**RESOLVED** to receive financial statements, subject to audit, dated 31-March-2016; motion by R. Merithew second by K. Moyer and unanimously carried.

**RESOLVED** to receive financial statements, subject to audit, dated 30-April-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 \$19,271.97 for **March 2016** subject to audit. Motion by A. Gulick, second by R. Merithew and unanimously approved. Details as follows:

- Payroll: \$4,653.59 (16-Feb-16 through 29-Feb-2016), \$4,424.57 (01-Mar-16 through 14-Mar-16), \$3,248.54 (15-Mar-16 through 28-Mar-16), Total \$13,501.72
- Debit Purchases: \$400.11
- Checks: \$132.89
- Other unpaid bills total \$5,237.25

**RESOLVED** to approve vouchers and authorize payment for bills in the amount of \$10,939.60 for **April 2016** subject to audit. Motion by R. Merithew, second by K. Moyer and unanimously approved. Details as follows:

- Payroll: \$4,569.49 (29-Mar-16 through 11-Apr-16), \$4,388.75 (12-Apr-16 through 25-Apr-16), Total \$8,958.24
- Debit Purchases: \$788.53
- Checks: \$138.92
- Other unpaid bills total \$1,053.91

### **Director's Report**

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

- The budget passed!
- 204 surveys were turned in. Thanks to J. Persson and the Girl Scouts for handing out surveys at Bliss and helping to get them filled out.
- A new Yoga director, Lindsey Ayers, has come on board. There is a \$100 fee with the insurance company that will need to be paid to get her started.
- The Backpack Program is set for August 2. Not sure how far the \$900 grant from PLS will go. S. Jacobus will contact Wal-Mart/Wegmans to see if they can offer any discounts.
- S. Jacobus proposed keeping the summer hours as they were in 2015:  
Monday/Wednesday/Friday 10:00-5:00, Tuesday/Thursday 12:00-7:00 and Saturday 10:00-2:00.

**RESOLVED** to approved the summer hours for 2016; motion by R. Merithew second by T. Schlossnagle and unanimously carried.

- S. Jacobus presented proposed pay increases for staff. These increases would position all staff ahead of the minimum wage increases through the end of 2017.

**RESOLVED** to approve staff pay increases ranging from \$0.20/hour to \$1.00/hour for A. Aderman, B. Curtis, K. Honchen and P. Olszewski; motion by R. Merithew second by K. Moyer and unanimously carried.

### **Standing Committee updates**

- An audit needs to be completed by the Finance committee (K. Moyer) for the 1<sup>st</sup> quarter of 2016.
- Personnel committee (K. Moyer) needs to determine when Seth's review is.
- Reference July 2015 Annual meeting notes for committee members – these need to be updated to add the three new trustees.

### **Old Business**

- Handicap door update- N. Coyne needs to talk to Matt Schaertl about the handicapped door part that he donated.

### **Correspondence and Communication**

- Next meeting is scheduled for **13-June-2016 @ 7pm.**

### **Adjournment**

**RESOLVED** to adjourn the meeting at 8:07. Motion by R. Merithew and second by K. Moyer and unanimously carried.

Respectfully submitted,

Angela Payne