



# Red Jacket Community Library

## MINUTES

14 NOVEMBER 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  BARBARA MURPHY  THERESA SCHLOSSNAGLE  ELAINE SHANER  WENDY AYRES  ERIN SHANNON  ROXIE MERITHEW  JILL PERSSON</p>	<p><b>OTHERS PRESENT:</b></p> <p>SETH JACOBUS, DIRECTOR  RITA LONNEVILLE, TREASURER  PAT AYRES- RJCL FRIENDS  RON KIRSOP- PLS  CHARLENE DEHN- RJSD</p> <p><b>TRUSTEE ABSENT:</b></p> <p>ANN GULICK</p>
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The meeting was called to order by President N. Coyne at 6:30 pm.

### Presentation from Superintendent Charlene Dehn

RJ Superintendent C. Dehn presented the Capital Project for the RJ School District, including the funding source and the impact to taxpayers. The vote is Wednesday, December 14, 2016.

### Presentation from Ron Kirsop (Pioneer Library System)

R. Kirsop and L. Moore from PLS will be assisting the RJCL with the development of a short term (2-3) year plan. Ron will be holding "focus group" sessions with stakeholders to better understand their needs/wants. The RJCL can then better align our goals to meet patrons immediate and long term needs. S. Jacobus has been asked to provide a list of stakeholders to attend the focus groups. PLS (Ron) will compile the feedback and present to RJCL. These meetings will be held in January 2017.

### Meeting Minutes

**RESOLVED** to approve the October-2016 meeting minutes; motion by R. Merithew second by A. Payne and unanimously carried.

### RJL Friends Update

P. Ayres reminded everyone about the Annual Meeting to be held Saturday, November 19, 2016 @ 2pm. Lisa Spencer will be joining the Board of Directors. Please consider membership with the Friends.

### Financial Reports

- R. Lonneville confirmed the donations for the handicap door purchase. The (ladies) Lions Club has approved \$1,000 along with a \$1,000 grant through the Legacy Project.
- **RESOLVED** to receive financial statements, subject to audit, dated 31-October-2016; motion by A. Payne second by T. Schlossnagle and unanimously carried.

- **RESOLVED** to pay the NYS Retirement invoice prior to 15-Dec-2016. Motion by A. Payne second by R. Merithew and unanimously carried.

**RESOLVED** to approve vouchers and authorize payment for bills in the amount of \$14,722.67 for **October 2016** subject to audit. Motion by J. Persson, second by A. Payne and unanimously approved. Details as follows:

- Payroll: \$4,667.32 (27-Sep-2016 through 10-Oct-2016), \$4,524.90 (11-Oct-2016 through 24-Oct-2016), Total \$9,192.22
- Debit Purchases: \$441.25
- Checks for approval: \$15.88
- Other unpaid bills total \$5,073.32

### Director's Report

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

- A. Aderman submitted her official resignation, her last day will be 11/30/16. Seth has notified Civil Service and has finalized the job description.
- S. Jacobus brought forward a request for a designated work space, to include a desk, file cabinet, and computer for the new hire that will allow for better organization and planning for programming and assigned responsibilities. **RESOLVED** to approve S. Jacobus' request for a designated office space (desk, file cabinet and computer), up to \$3,500 for the new RJCL position. Motion by J. Persson and second by A. Payne and unanimously carried.
- S. Jacobus presented a request for a new patron computer in the amount of \$508.00. **RESOLVED** to approve S. Jacobus' request for a computer for patron use in the amount of \$508.00. Motion by R. Merithew and second by B. Murphy and unanimously carried.
- S. Jacobus asked for an update on his prior request for tuition reimbursement for attending the Public Library Admin. Certificate Program and what stipulations would be associated with the reimbursement. President Coyne asked the Policy Committee to add/edit/draft a policy that outlines the amount to be reimbursed and any associated stipulations. **ACTION**-This policy should be ready for review by the December meeting.

### Committee updates

- A financial audit is needed for the 3rd quarter of 2016. K. Moyer and E. Shannon will complete.
- The Policy Committee has several policy updates that need review and approval.

### Correspondence and Communication

- Next meeting is scheduled for **12-December-2016 @ 7:00pm**.
- The board agreed to participate in the Community Holiday Donation program. E. Shaner will coordinate. Please bring your items for donation to the meeting on 12.12.16.
- J. Persson shared the excitement of her Girl Scout troop @ the Bronze Award Ceremony. S. Jacobus had provided certificates for the troop and shared in the excitement.
- E. Shannon volunteered to purchase a going away gift in for A. Aderman and a get well card for A. Gulick.

**RESOLVED** to adjourn the meeting at 8:20. Motion by A. Payne and second by T. Schlossnagle and unanimously carried.

Respectfully submitted,

*Kimberly Moyer*  
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