



Red Jacket Community Library

MINUTES

17 OCTOBER 2016

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>NICOLE COYNE, PRESIDENT ANGELA PAYNE, VICE PRESIDENT KIM MOYER, SECRETARY BARBARA MURPHY THERESA SCHLOSSNAGLE ELAINE SHANER WENDY AYRES</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER PAT AYRES- RJL FRIENDS</p> <p>TRUSTEE ABSENT:</p> <p>ERIN SHANNON ANN GULICK ROXIE MERITHEW JILL PERSSON</p>
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The meeting was called to order by President N. Coyne at 7:02 pm.

Public/Staff-Comments, Compliments, Complaints

n/a

Meeting Minutes

RESOLVED to approve the 12-Sept-2016 meeting minutes with corrections (Aderman); motion by A. Payne second by B. Murphy and unanimously carried.

RJL Friends Update

Pat Ayres shared the handout for the Annual Meeting to be held Saturday, November 19, 2016 @ 2pm. "BFFs" of the library will be acknowledged; to include Senator Nozzolio and Sally Schaertl. Please consider a membership (donation) to the Friends.

Financial Reports

- R. Lonneville presented financial reports for September 2016. Checks were received and deposited from Senator Nozzolio and RJSD (taxes).
- R. Lonneville provided an update on the donations anticipated for the handicap door purchase. The (ladies) Lions Club has committed \$1,500 along with a \$1,000 grant. The Rotary Club and (mens) Lions will also be approached. Additional commitments have come from the RJL Friends and the RJ PTSA. The total cost was \$5,840.00.

RESOLVED to receive financial statements, subject to audit, dated 30-Sept-2016; motion by K. Moyer second by T. Schlossnagle and unanimously carried.

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$24,567.47 for **September 2016** subject to audit. Motion by K. Moyer, second by T. Schlossnagle and unanimously approved. Details as follows:

- Payroll: \$4,694.40 (16-Aug-2016 through 29-Aug-2016), \$4,903.14 (30-Aug-2016 through 12-Sept-2016), \$4,459.27 (13-Sept-16 through 26-Sept-2016), Total \$14,056.81
- Debit Purchases: \$327.32
- Checks for approval: \$7,843.08
- Other unpaid bills total \$2,340.26

Director's Report

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

- Programing numbers were low, we also saw this trend last year with the start of school.
- S. Jacobus created a new RJCL brochure and shared with the board.
- New bank (CNB) signature cards are needed along with the board minutes showing approval for a 2nd debit card to be issued to A. Aderman.
- RJSD recently purchased a new printer and will be purchasing a new copier. RJCL will hold off on making a purchase with the \$1,500.00 donation from the RJ Friends until their purchase is received and we can better access our needs.
- S. Jacobus looked to the board for the status of the feasibility study. This item will be placed on the **Action list** for follow-up. S. Jacobus will contact PLS, Hope Decker, to see if she can meet with the Long term planning committee.
- S. Jacobus presented the board with his intent to participate in the Public Library Administrative Certificate Program. The program is sponsored by Long Island University and will run for 2.5 years. Classes are 9am-5pm. PLS will reimburse 30%, Seth is asking RJCL to reimburse 20-30%. President Coyne has asked that this request be tabled and added to the **Action list** until the next board meeting (November) to determine the amount of reimbursement based on prior requests and approvals.

RESOLVED to approve S. Jacobus' attendance during regular working hours. Motion by A. Payne and second by K. Moyer and unanimously carried.

Committee updates

RESOLVED to move the meeting into closed session to distribute and discuss S. Jacobus' review. Motion by A. Payne and second by W. Ayres and unanimously carried.

- N. Coyne and K. Moyer presented the board S. Jacobus's review.

RESOLVED to approve S. Jacobus' performance review. Motion by A. Payne and second by B. Murphy and unanimously carried.

RESOLVED to move the meeting from closed session back into an open meeting @ 8:25pm. Motion by A. Payne and second by K. Moyer and unanimously carried.

- Financial Audit is needed for the 3rd quarter of 2016. K. Moyer and E, Shannon will complete in November.

Correspondence and Communication

- Next meeting is scheduled for **14-November-2016 @ 6:30pm**.
- J. Persson invited board members to her Girl Scout troop Bronze Award Ceremony, November 12 @ 3pm at the Shortsville Fire Hall.

RESOLVED to adjourn the meeting at 8:27. Motion by A. Payne and second by K. Moyer and unanimously carried.

Respectfully submitted,

Kimberly Moyer

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