



Red Jacket Community Library

MINUTES

12 SEPTEMBER 2016

BOARD OF TRUSTEES REGULAR MEETING

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>ANGELA PAYNE, VICE PRESIDENT KIM MOYER, SECRETARY ROXIE MERITHEW JILL PERSSON BARBARA MURPHY ERIN SHANNON WENDY AYRES THERESA SCHLOSSNAGLE</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER PAT AYRES- RJCL FRIENDS AMY ADERMAN- RJCL STAFF</p> <p>TRUSTEE ABSENT:</p> <p>NICOLE COYNE, PRESIDENT ANN GULICK ELAINE SHANER</p>
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The meeting was called to order by V. President A. Payne at 7:06pm.

Public/Staff-Comments, Compliments, Complaints

S. Jacobus has continued to receive positive comments from patrons on the summer hours.

Meeting Minutes

RESOLVED to approve the 11-Jul-2016 Annual Meeting minutes as presented; motion by R. Merithew second by J. Persson and unanimously carried.

RESOLVED to approve the 11-Jul-2016 Regular Meeting minutes as presented; motion by J. Persson second by R. Merithew and unanimously carried.

Friends Update

Pat Ayres shared that the Friends of the RJCL made \$900 on the Book Sale. This was less than expected- gave away more than we sold. Also did not have the bake sale this year. The collection for next year will begin the end of June due to no storage. J. Persson volunteered help from her Girl Scout Troop for next year also.

Financial Reports

R. Lonneville presented financial reports for July and August 2016. R. Lonneville requested a vote to pay the full (liability/comprehensive) insurance bill in the amount of \$3,328.06.

RESOLVED to pay the NYS Liability and Comprehensive insurance bill in the amount of \$3,328.06; motion by R. Merithew second by J. Persson and unanimously carried.

RESOLVED to receive financial statements, subject to audit, dated **31-July-2016**; motion by R. Merithew second by T. Schlossnagle and unanimously carried.

RESOLVED to receive financial statements, subject to audit, dated **31-August-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 \$18,752.89 for **July 2016** subject to audit. Motion by R. Merithew, second by K. Moyer and unanimously approved. Details as follows:

- Payroll: \$4,537.49(21-Jun-16 through 04-Jul-2016), \$4,506.48 (05-Jul-16 through 18-Jul-16), Total \$9,043.97
- Debit Purchases: \$2,046.73
- Checks: \$576.39
- Unpaid bills total \$7,085.80

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$11,190.26 for **August 2016** subject to audit. Motion by R. Merithew, second by K. Moyer and unanimously approved. Details as follows:

- Payroll: \$4,811.95(19-Jul-16 through 01-Aug-2016), \$4,551.69 (02-Aug-16 through 15-Aug-16), Total \$9,363.64
- Debit Purchases: \$386.99
- Checks: \$16.24
- Unpaid bills total \$1,423.39

Director's Report

S. Jacobus presented the Director's reports dated July & August-2016 including the following items:

- Attendance for the teen summer reading program continues to be low.
- The first year backpack program was a huge success with 183 bags filled & 153 given out. The program will continue again next year.
- S. Jacobus shared his concern with the RJSD Energy Curtailment Program and the impact it has had on the RJCL. Charlene Dehn sent a follow up email that outlines the program, Seth shared this email with the board. Suggestions were made from the board to utilize portable air conditioners and fans during the hot summer months for periods when the curtailment is effect.
- S. Jacobus met with Mr. Martina to propose future use of the Computer Labs that are not being utilized. Suggestions for conference room space and additional programming use.
- A. Aderman presented the highlights from the Summer Reading Program. The number of participants decreased slightly this year. The participants were given a choice to report on the number of books read or the number of minutes read. A total of 381 free books were given out for the program.
- S. Jacobus may attend the 2016 NYLA meeting.
- The PLS 27th Annual Meeting and Luncheon will be held October 5, 2016 @ Bristol Harbor Resort.

- S. Jacobus brought forward that temporary staffing could have been used for this summer to cover staff time away. Approval for temp labor was approved and budgeted for this year. Seth will likely utilize this support next summer.
- S. Jacobus requested a board vote to issue a RJCL bank debit card to A. Aderman. Allowing A. Aderman the ability to make small purchases on behalf of programming will decrease the number of check reimbursements made to her.

RESOLVED to approve the request for A. Alderman to obtain a bank debit card to be used for RJCL purchases. Motion by K. Moyer, second by B. Murphy and unanimously approved.

- S. Jacobus requested Board approval for continuation of the Pioneer Free Direct Access Program. This is a NYS required service plan, no revisions are being made for the 2017-2021 period.

RESOLVED to approve the continuation of the Free Direct Access Plan, without revisions, for the period of 2017-2021. Motion by R. Merithew, second by T. Schlossnagle and unanimously approved.

Standing Committee updates

- N. Coyne and K. Moyer will complete S. Jacobus's review and present to the board for approval at the October meeting.
- B. Murphy completed and presented the Financial Review for July and August 2016.
- K. Moyer completed the quarterly Financial Audits for the 1st and 2nd quarter of 2016.

Old Business

Approval of RJCL Director's raise for 2016-2017. **RESOLVED** to approve a 3% raise, retroactive to July 1, 2016 for S. Jacobus in support of the Director's position, Motion by R. Merithew second by J. Persson and unanimously carried.

Correspondence and Communication

- Next meeting is scheduled for **17-October-2016 @ 7pm.**

RESOLVED to adjourn the meeting at 8:26. Motion by K. Moyer and second by R. Merithew and unanimously carried.

Respectfully submitted,

Kimberly Moyer

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