



Red Jacket Community Library

MINUTES

9 JANUARY 2017

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>NICOLE COYNE, PRESIDENT ANGELA PAYNE, VICE PRESIDENT ANN GULICK BARBARA MURPHY THERESA SCHLOSSNAGLE JILL PERSSON WENDY AYRES ELAINE SHANER ERIN SHANNON</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER PAT AYRES- RJL FRIENDS</p> <p>TRUSTEE ABSENT:</p> <p>KIM MOYER, SECRETARY ROXIE MERITHEW</p>
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The meeting was called to order by President N. Coyne at 7:04 pm.

Public/Staff-Comments, Compliments, Complaints

None

Meeting Minutes

RESOLVED to approve the 12-Dec-2016 meeting minutes with corrections; motion by J. Persson second by T. Schlossnagle and unanimously carried.

RJL Friends Update

Pat Ayres spoke with C. Dehn and will be meeting on Wednesday with the school librarians, Seth, Nicole and Jill to discuss the following:

- Current space utilization (school and RJCL)
- Program goals
- Common goals – intersection of program goals
- Future plans/vision
- Concerns/solutions

The focus group with the Friends and Ron is tomorrow night.

Financial Reports

RESOLVED to receive financial statements, subject to audit, dated 31-December-2016; motion by A. Payne second by J. Persson and unanimously carried.

RESOLVED to approve vouchers and authorize payment for bills in the amount of \$11,016.54 for **December 2016** subject to audit. Motion by T. Schlossnagle, second by E. Shaner and unanimously approved. Details as follows:

- Payroll: \$4,359.28 (22-Nov-16 through 05-Dec-2016), \$3,495.35 (06-Dec-16 through 19-Dec-16), Total \$7,854.63
- Debit Purchases: \$412.74
- Checks: \$1,636.08
- Other unpaid bills total \$1,113.09

Director's Report

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

- Borrowing and library traffic is down for all of PLS.
- Held two interviews. Offered the job to one but was turned down because the applicant didn't want to work Saturdays.
- Interviewing a clerk from Honeoye for Saturdays.
- Has one more person on civil service list but without much library experience. May have to change to library assistant.

Committee updates

- Changed to personnel policy (updated bereavement section), tuition reimbursement policy, updated summer hours and added staff development day to general operations, and added grievance policy to by-laws.

RESOLVED to approve changes to policies and by-laws. Motion by E. Shannon, second by T. Schlossnagle and unanimously approved.

- Long range plan – moving along. Focus groups start this week. Pat has 35 people that said yes to being involved in focus groups.

Correspondence and Communication

- Budget meeting is 3/8 and budget vote is 5/1.
- Looking for someone to step up to be board president next year and also will need a new trustee for next year to replace Nicole.
- Meeting with Assemblyman Kolb on Thursday at 10:30
- Next meeting is scheduled for **13-March-2017 @ 7pm.**

Adjournment

RESOLVED to adjourn the meeting at 7:36. Motion by A. Payne and second by T. Schlossnagle and unanimously carried.

Respectfully submitted,

Angela Payne