



Red Jacket Community Library

MINUTES

13-MARCH 2017

BOARD OF TRUSTEES REGULAR MEETING

7:00 PM

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>NICOLE COYNE, PRESIDENT THERESA SCHLOSSNAGLE ROXIE MERITHEW JILL PERSSON ANN GULICK ERIN SHANNON BARBARA MURPHY</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER PAT AYRES- RJL FRIENDS</p> <p>TRUSTEE ABSENT:</p> <p>ANGELA PAYNE, VICE PRESIDENT KIM MOYER, SECRETARY ELAINE SHANER WENDY AYRES</p>
---	---

President N. Coyne called the meeting to order at approximately 7:04 pm.

Public/Staff-Comments, Compliments, Complaints

No new comments noted, that I remember.

Meeting Minutes

RESOLVED to approve the 13-March-2017 meeting minutes; motion by R. Merithew (?) second by T. Schlossnagle (?) and unanimously carried.

RJL Friends Update

Pat Ayres shared that the January focus groups included approximately 10 people. The next Friends meeting will focus on the annual book sale planning. Pat, Jill and Nicole also shared their impressions of the meeting between themselves and school staff. The meeting included Pat, Jill, Nicole, Seth, Charlene Dehn, Mary Beth Poupart and Kathy Liebenritt. There was an agreement to some furniture changes. Pat met with a Library Designer from NJ to discuss us of space. All agreed it would take time to work out differences.

New Business

Nicole raised the issue of Board vacancies. Nicole's second 5-year term expires at the end of June and she is ineligible to run again. Angela's term also will be expiring. Theresa's first term expires and she is interested in continuing to serve. Kim is stepping down as secretary effective immediately and from her committee assignments. Erin will be stepping in to serve as secretary. A motion was made and passed unanimously to accept Erin as the new secretary for the Board.

Financial Reports-RESOLVED to receive financial statements, subject to audit, for January, 2017 and February, 2017 motion by R. Merithew second by T. Schlossnagle and unanimously carried.

RESOLVED to accept financial review for January and February. The only high expense was the backpack purchases and there is money in the budget to cover the cost. Motion was made, seconded and passed unanimously.

January and February vouchers were presented and a motion was made, seconded and passed unanimously to approve the vouchers.

A motion was made to approve the annual budget report for 2017. The motion was seconded and passed unanimously.

Director's Annual Report

S. Jacobus presented the Director's annual report for 2016 including the following items:

- Circulation, check-out and Library attendance is down, but that is true across the system
- Budget and staffing concerns raised included:
 - A brief note was made about the adjustment of staff salaries to align with the change in minimum wage and to remain competitive. The minimum wage will be \$10.40 as of December.
 - Seth noted there are two possible retirements in the summer and fall, Patsy and Bonnie.
 - Discussed possible Sunday hours, and shorter evening and Saturday hours to balance offering Sunday hours
 - The salary numbers in the budget cover raises, not clerks, especially with Sunday hours
 - The balance is \$181,635 and should be \$193,460 (?) on the proposed budget (2017-2018)
 - Logistics have to be worked out to cover Sunday hours
 - Sunday hours will increase the budget by 5.8%
 - The Education reimbursement fund increases the budget by \$1500 to be paid when Seth completes his program.
 - Money market account includes an approximate balance of \$38,618
 - The grant from Senator Nozzolio is a gift
 - There is a proposed increase of 5.8% and a tax levy would have to be higher to cover the loss of PLS grants. The cap has already been over-ridden.

A motion was made to approve the education fund. The motion was seconded and passed unanimously

A motion was made to pass the proposed budget and the motion was seconded and approved

Committee updates- There were no committee updates

Correspondence and Communication

- Next meeting is scheduled for **10-April-2017 @ 7:00pm.**

RESOLVED to adjourn the meeting at 9:06. Motion by R. Merithew and second by ? and unanimously carried.

Respectfully submitted,

Jill Persson

Jill Persson