



Red Jacket Community Library

MINUTES

6 OCTOBER 2017

BOARD OF TRUSTEES SPECIAL MEETING

TRUSTEE ROLL CALL

<p>TRUSTEE PRESENT:</p> <p>JILL PERSSON, VICE PRESIDENT BARBARA MURPHY PAT AYRES WENDY AYRES KIM MOYER ROXIE O'BRIEN LISA SCHAERTL ANN GULICK</p>	<p>OTHERS PRESENT:</p> <p>SETH JACOBUS, DIRECTOR RITA LONNEVILLE, TREASURER LAUREN MOORE- PLS</p> <p>TRUSTEE ABSENT:</p> <p>ERIN SHANNON-SECRETARY ELAINE SHANER, PRESIDENT TERESA SCHLOSSNAGLE</p>
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The meeting was called to order by Vice President J. Persson at 5:44pm.

A special meeting was called per request of the RJ Community Library Vice President J. Persson.

Ground Rules for Meetings

- Review and discussion of proposed Board of Trustees ground rules as recommended by V. President J. Persson. These suggested ground rules will help us move forward and have productive dialogues and meetings. Those present agreed that these should be followed but don't need to be on record, by-laws do not need to be updated.
 - a) Stick to the agenda
 - b) Silence in the meeting is assent, however we will hear each other out respectfully.
 - c) NO email conversations between board members other than for logistical purposes. R. O'Brien asked for clarification on the string of emails pertaining suggestions of changing the long range plan, "emails were confusing". All conversations should be in a meeting, input is needed by all. Suggestion to edit "NO" to "No decisions will be made via email".
 - d) You must attend the meeting to participate in conversations and vote on decisions. If you are absent, you will not be able to re-visit a motion approved or rejected by the board at a meeting you missed.
 - e) Once an action is passed by the Board, we will respect collective authority. We will ONLY revisit the decision if substantial, new and pertinent information is revealed. "I wasn't there" is not sufficient to revisit a decision. If you don't have enough information needed to vote on an item, ask for clarification, don't move forward.
 - f) We will do our best to reach consensus through open communication and compromise and avoid divisive votes when possible. However, we understand that not all votes will be unanimous and will all agree to accept the will of the full board.

Library Manager search timeline and process

- Lauren Moore handed out an updated Brief Guide to Conducting a Library Director Search which outlines the search process and deadlines.
- The search committee members have been confirmed; VP Jill Persson, Pat Ayres, Wendy Ayers, Kim Moyer and Kathleen Liebentritt
- NYS Civil Service letters have been sent to eligible applicants of the Library Manager I position. Applicants have one week to respond with their interest
- The list will be scored and the top 3 candidates will be selected. There may be more than 3 that score 100%. Lauren suggests doing a brief (phone/Skype) interview with all that qualify.
- V.P. Persson will receive the applicant information from NYS Civil Service via USPS.
- Once phone interviews are complete, the committee will select the top 2-3 applicants for face to face interviews.
- Those that are successful with the search committee interviews will be asked back to meet with RJCL staff, Board of Trustees and possibly patrons.
- A decision will be made and V.P. Persson will send an offer letter with the salary and start date.
- After the manager is appointed, Lauren recommends setting expectations and goals up front. The 90 day evaluation process should be conducted using these goals and expectations.
- The search committee needs to update the library manager job description to present to the Board of Trustees meeting on **Monday, October 9th**.
- The search committee will meet with Lauren again on **Thursday, October 12th at 7pm** at the RJCL to review our progress.

Interim Manager

- Christine LaTerra will assume the role as the interim RJCL Manager. The Board discussed her current salary and made a recommendation for a stipend. *A motion was made by Pat Ayres, second by Wendy Ayres, to approve a stipend for Christine LaTerra to acknowledge her additional responsibilities as interim manager of RJCL in the amount of \$500.00 per pay period beginning October 26, 2017. Approved and unanimously carried.*
- The priorities for Christine will be; finances and payroll, customer service, movie/DVD/book orders, and media outlets for programming. Christine will meet with R. Lonneville and S. Jacobus on Tuesday, October 10th to review payroll.

Library hours

- A temporary return to previous hours will be effective Tuesday, October, 16, 2017. *A motion was made by L. Schaertl, second by R. O'Brien to discontinue RJCL Sunday hours until vacant RJCL library positions are filled and operations are running smoothly again. Approved and unanimously carried.*
- Posting change is needed to social media and flyers.

Other Business

- Payment has been made for S. Jacobus to attend the NYLA meeting. Seth stated that a refund would be coming.
- Discussion of the process and timing to fill a trustee vacancy. This is a 4 year term to end 2021. L. Schaertl brought up a concern about filling empty seats, we need to be transparent to the public. A suggestion was made to communicate vacancies via social media, advertising, an insert in the village water bill, and Director's email of events. There was also discussion on the urgency to fill a current vacancy. It was agreed that the board

would begin to solicit the vacancy but would not rush the decision making as other priorities (manager and clerk appointments) should take precedence. All agreed to fill the vacancy no later than January 2018.

- V.P. Persson spoke about S. Jacobus's contributions to RJCL. The Board of Trustees will acknowledge his contributions with cake and a card on his last day, Sunday, October 15th at 1pm at the library. K. Moyer is accepting donations for a gift card. There will also be dinner for the Seth and the RJCL staff during his last week.
- V.P. Persson will distribute the Board of Trustees agenda a few days prior to a meeting allowing time for questions and added agenda items prior to the meeting. All other handouts should be send ahead of the meeting so all can review.
- The Board of Trustee meeting minutes need to be completed and distributed within 2 weeks of the meeting.
- L. Schaertl will send the web link to the PLS video for trustees. It is suggested that all watch it.
- The next Board of Trustees meeting is scheduled for Monday, October 9, 2017 at the Presbyterian Church on Main St. in Shortsville at 7:00pm. L. Schaertl will post the location change on our social media page. S. Jacobus will send his Director's Report in advance.

A motion was made by R. O'Brien, second by L. Schaertl to adjourn the meeting at 7:06pm. Approved and unanimously carried.

Respectfully submitted,

Kimberly Moyer

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