



# Red Jacket Community Library

## MINUTES

21 SEPTEMBER 2017

BOARD OF TRUSTEES SPECIAL MEETING

7:00 PM

### TRUSTEE ROLL CALL ( PRESENT; ABSENT)

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| <input checked="" type="checkbox"/> ELAINE SHANER, PRESIDENT | <input checked="" type="checkbox"/> KIM MOYER            |
| <input type="checkbox"/> JILL PERSSON, VICE PRESIDENT        | <input checked="" type="checkbox"/> THERESA SCHLOSSNAGLE |
| <input checked="" type="checkbox"/> ERIN SHANNON, SECRETARY  | <input checked="" type="checkbox"/> BARBARA MURPHY       |
| <input type="checkbox"/> ANN GULICK                          | <input checked="" type="checkbox"/> PAT AYRES            |
| <input type="checkbox"/> ROXIE MERITHEW                      | <input type="checkbox"/> LISA SCHAERTL                   |
| <input checked="" type="checkbox"/> WENDY AYRES              |  |

### OTHERS PRESENT:

- RITA LONNEVILLE, TREASURER
- LAUREN MOORE, PLS EXECUTIVE DIRECTOR
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1. THE SPECIAL MEETING WAS CALLED TO ORDER BY PRESIDENT E. SHANER AT 7:07 P.M. PRESIDENT E. SHANER WELCOMED ALL IN ATTENDANCE.
2. THE OCTOBER MEETING WILL BE HELD MONDAY, OCTOBER 9<sup>TH</sup>. DUE TO THE COLUMBUS DAY HOLIDAY, THE MEETING WILL BE HELD AT THE SHORTSVILLE PRESBYTERIAN CHURCH.

### LIBRARY DIRECTOR RESIGNATION:

1. SETH'S LAST DAY IS OCTOBER 15. IT WAS RECOMMENDED THAT WE GET A CAKE. E. SHANER HAS OFFERED TO BRING IN A CAKE. (AS OF 9/15, SETH WILL NOT BE IN ATTENDANCE, WE WILL NOT BE HAVING A CAKE). TRUSTEES ARE INVITED TO SIGN A CARD AND OFFER MONEY TOWARD A GAS CARD FOR SETH.
3. LAUREN MOORE, PLS EXECUTIVE DIRECTOR HANDED OUT "GUIDE TO CONDUCT A LIBRARY DIRECTOR SEARCH" TO ASSIST WITH THE PROCESS FOR TRUSTEES.
4. **RESOLVED**, SEARCH COMMITTEE WAS FORMED: WENDY AYERS, ELAINE SHANER, PAT AYRES, KIM MOYER, JILL PERSSON. CHARLENE DEHN RECOMMENDS THAT KATHY LIEBENTRIP BE ADDED TO HIRING COMMITTEE.
5. ELAINE WILL CONTACT JEAN AND VICTORIA AT CIVIL SERVICE WITH SALARY RANGE TO POST TO APPLICANTS.
6. **RESOLVED**, SALARY RECOMMENDATION FROM L. MOORE WAS TO BEGIN AT SETH'S CURRENT SALARY.
7. L. MOORE WILL PASS ALONG SUCCESSION PLAN FOR LIBRARY DIRECTOR.
8. L. MOORE WILL SHARE GORHAM LIBRARY JOB DESCRIPTION TO US TO USE AS A TEMPLATE FOR NEW POSTING.
9. THE BOARD WILL DECIDE AT A FUTURE MEETING IF A HEALTH BANK OR STIPEND WILL BE GIVEN TOWARD HEALTH BENEFITS TO NEW LIBRARY DIRECTOR.

10. THE SEARCH COMMITTEE WILL DECIDE IF THE POSITION WILL REQUIRE A BACHELOR'S DEGREE OR MASTERS DEGREE.
11. IT WAS RECOMMENDED BY THE BOARD PRESENT THAT A MEMO OF UNDERSTANDING REGARDING THE SCHOOL AND LIBRARY PARTNERSHIP IS WRITTEN AND DISTRIBUTED TO SCHOOL AND NEW LIBRARY DIRECTOR.
12. BETWEEN SETH'S LAST DAY AND START OF NEW LIBRARY DIRECTOR, A PROVISIONAL (INTERIM) LIBRARY DIRECTOR SHOULD BE APPOINTED. IT WAS SUGGESTED, IF QUALIFIED, CHRISTINE SHOULD BE APPOINTED TO THIS ROLL WITH AN ADDED STIPEND BE ADDED TO HER HOURLY RATE OF PAY OF \$3.60, BRINGING HER RATE TO \$18.00/HR FOR THE INTERIM.
13. E. SHANER TO FIND OUT IF WE ARE REQUIRED TO PAY SETH FOR UNUSED PTO.
14. AN EMAIL WILL GO OUT TO LIBRARY STAFF TO KEEP THEM AWARE OF WHAT IS GOING ON

**STAFFING:**

1. E. SHANER TO LET THE CURRENT CLERKS THAT THEY WILL BE REQUIRED TO WORK ONE SUNDAY PER MONTH.
2. E. SHANER WILL ASK JEAN AT CIVIL SERVICE IF PT LIBRARY CLERKS ARE REQUIRED TO TAKE A CIVIL SERVICE EXAM FOR POSITION. IF NOT NEEDED, THIS MAY HELP WITH SUNDAY HELP.

**LONG RANGE PLAN:**

1. THE LONG RANGE PLAN CAN BE AMENDED.

**COMMUNICATIONS:**

1. THE WEBSITE NEEDS TO BE UPDATED WITH CURRENT BOARD APPOINTMENTS AND MINUTES. E. SHANER WILL DISCUSS WITH L. SCHAERTL.
- 2.

**ADJOURNMENT**

**RESOLVED**, THAT THE SPECIAL MEETING ADJOURN AT 8:23 PM, ON MOTION BY P. AYRES AND SECOND BY T. SCHLOSSNAGLE WITHOUT OBJECTION.

I CERTIFY THAT THE MINUTES ARE TRUE AND ACCURATE.

RESPECTFULLY SUBMITTED,

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Erin M. Shannon  
Secretary

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