



# Red Jacket Community Library

## MINUTES

8 JANUARY 2018

BOARD OF TRUSTEES JANUARY MEETING

7:00 PM

### TRUSTEE ROLL CALL ( PRESENT; ABSENT)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> JILL PERSSON, 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 checked="" type="checkbox"/> ROXIE O'BRIEN           | <input checked="" type="checkbox"/> LISA SCHAERTL        |
| <input checked="" type="checkbox"/> LISA SCHAERTL           | <input checked="" type="checkbox"/> CHRIS GUDELL         |
| <input checked="" type="checkbox"/> KIM MOYER               | <input checked="" type="checkbox"/> SUSAN CLARK          |

### OTHERS PRESENT:

- RITA LONNEVILLE, TREASURER
- CHRISTINE LATERRA, LIBRARIAN

### Call to Order

The January meeting was called to order by President J. Persson at 7:02 p.m. President J. Persson welcomed all in attendance.

### Meeting Minutes

**RESOLVED**, P. Ayres made a motion to approve revised Minutes from November meeting, and approve Minutes from December, and second was made by R. O'Brien. Motion was passed unanimously.

### Friends Update

P. Ayres reported on the Friends Annual Fundraising Appeal. This year's focus is on furniture. The Friends currently have \$8,000 in hand, and want to make improvements to Fishbowl and Community Conference Room. A discussion with Facilities Committee is next step.

### Treasurer's Report

R. Lonneville reported that checks over \$1,000 need two signatures. **RESOLVED**, R. O'Brien made a motion to add C. LaTerra as an approved signer, and a second was made by K. Moyer. Motion was passed unanimously. R. Lonneville will be working on budget that will be presented at March meeting. The Finance Committee will work with C. LaTerra on budget items.

B. Murphy will be added to Finance Committee, and will take on the role on the Board of Claims Auditor, reviewing general financial ledger statements and computer records.

**RESOLVED** to accept payroll and debit, approve vouchers and authorize payment for bills in the amount of \$10,277.57 for **December 2017**, subject to audit. P. Ayres made a motion to accept expenditures and approve financial reports, pay outstanding bills, and second was made by T. Schlossnagle and was unanimously approved

Details as follows:

- Payroll: \$3,640.94 (21-Nov-17 through 04-Dec-17), \$3,548.18 (05-Dec-17 through 18-Dec-17), Total \$7,189.12
- Debit Purchases: \$315.21
- Checks: \$815.94
- Other unpaid bills total \$957.30
- Total of \$10,277.57

**RESOLVED**, to approve the December Financial Audit. K. Moyer made a motion to approve the December Financial audit, and a second was made by R. O'Brien.

### **Director's Report**

Programs held in December (Santa visit and Pinecone Ornament workshop) were well attended. Statistics for December are average. Summer reading program theme is "Reading Rocks." A recommendation was made about placing advertisement in Merchandiser newspaper for upcoming events.

**RESOLVED**, a motion was made by R. O'Brien to accept the director's report, a second was made by P. Ayres. Motion was passed unanimously.

### **Public and Staff Comments, Concerns and Kudos**

No report.

### **Old Business**

Hiring Committee Updates on Director's Search: Christine cannot be called "Library Director" per Civil Service regulations. She will be referred to as Senior Staff member. She will take the Civil Service test in February, and a recommendation has been made to hire her as Library Director.

The Committee is working on hiring Part time Library clerks, with the requirement that they are available to work on Sundays. The Committee is currently reviewing job descriptions of all staff to improve productivity and work off people strengths. K. Moyer to find out from Civil Service when new Library Clerk exam results are posted.

### **New Business**

Tuesday, February 20<sup>th</sup>, the Library will be closed because the school is closed. There will be no snow removal or heat at a reasonable temperature. C. LaTerra will ask the School if the heat can be left at a reasonable temp for students, staff, and community looking to utilize the library over break. The board discussed compensating the school for utility costs during this time.

Hiring Committee is exploring if the Library should stay open if school is closed, due to weather and school breaks. We have closed currently because of lack of snow removal service and the entry and parking lot to be a safety hazard, and the heat/AC is turned down to preserve utility costs. As a library, our Board will discuss if we see the library as a resource for community members seeking shelter, heat/AC during the seasons. This will be discussed at March meeting.

New Board Trustees Susan Clark and Chris Gudell were sworn in. They will sign and have their cards notarized for filing at the County office.

L. Schaertl recommended an onboarding/new Trustees training session that includes a history of the library, and review of how long range plan to better understand its development, as well as a copy of the Trustees handbook and link to J. Nichols webinar. K. Moyer, P. Ayres and J. Perrson are members of newly created adhoc orientation committee. E. Shannon to work with committee on creating an onboarding Trustees binder outline. The Ad hoc committee will meet in February.

Further consideration of the Library Advocacy Membership for an annual cost of \$120 will be discussed at March meeting.

### **Committee Appointments**

Committee assignments for 2017-18 are as follows:

<b>COMMITTEE</b>	<b>TYPE</b>	<b>MEMBERSHIP</b>
Personnel	Standing	J. Persson, K. Moyer, B. Murphy
Finance	Standing	K. Moyer, T. Schlossnagle, B. Murphy
Policy and By-Laws	Standing	E. Shannon, L. Schaertl
Facilities/Joint Committee	Ad Hoc	R. O'Brien, E. Shannon, P. Ayres
Nominating	Standing	A. Gulick, P. Ayres
Long Range Planning	Standing	J. Persson,
Grievance	Ad Hoc	R. O'Brien,
Hiring	Ad Hoc	J. Persson, K. Moyer, P. Ayres, B. Murphy
Marketing	Ad Hoc	L. Schaertl, E. Shannon, P. Ayres, B. Murphy
Orientation Committee	Ad Hoc	K. Moyer, P. Ayers, J. Perrson
Claims Auditor	Standing	B. Murphy

## **Committee Updates**

Personnel: Currently reviewing job descriptions for Staff

Finance: No new report.

Policy and Bylaws: Meeting pending.

Facilities: A suggestion that Friends, K. Liebenritt and facilities committee start discussion on carpeting replacement.

Nominating: See above.

Long Range Planning: No report.

Grievance: No report.

Hiring: See above.

Marketing: No report.

## **Adjournment**

**RESOLVED**, that the January meeting adjourn at 8:33pm, on motion by T. Schlossnagle and second by R. O'Brien without objection. Next meeting is scheduled for March 12<sup>th</sup>.

I certify that the minutes are true and accurate.

Respectfully submitted,

**X Erin Shannon**

Erin Shannon  
Secretary