



Red Jacket Community Library

Board of Trustees Annual Organizational Meeting

July 18, 2022 - 7:00 P.M.

Minutes

CALL TO ORDER – The meeting was called to order at 7:01pm by Acting President Randall Ott.

OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES AND NEWLY APPOINTED OFFICER

Kerry Adams and Amanda Bement were sworn in as new trustees.

Jordan Schneider was sworn in as Library Director.

ROLL CALL – Quorum was present: Trustees Kerry Adams, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott; Interim Library Director Jordan Schneider; Treasurer Jan Boor; Guest Mary Zingerella; Absent: Trustee Jill Persson.

APPROVE AGENDA – Adopted by unanimous consent

APPROVE MINUTES – The minutes were presented.

ELECTION OF OFFICERS

Amy Hart of the Nominations Committee presented the slate of officers.

R. Ott opened nominations from the floor for President. K. Adams moved that nominations be closed. R. Ott motioned to elect R. Ott as President. Motion carried, 6-1.

R. Ott opened nominations from the floor for Vice-President. Receiving none R. Ott closed the nominations. R. Ott motioned to elect Kerry Adams as Vice-President. Motion carried, 6-1.

R. Ott opened nominations from the floor for Secretary. Receiving none R. Ott closed the nominations. R. Ott motioned to elect Kathleen Honchen as Secretary. Motion carried, 6-1.

APPOINT CLAIMS REVIEWER

A motion is made by Amy Hart to appoint Trustee Kathleen Honchen as claims reviewer.

Motion carried, 6-1.

ADOPT 2022-23 BOARD OF TRUSTEES MEETING CALENDAR

A motion is made by Amy Hart to adopt the dates listed herein as regular business meetings for the year which are the third Monday of each month, except on the fourth Monday when the third Monday falls on a holiday.

August 15, 2022	December 19, 2022	April 17, 2023
September 19, 2022	January 23, 2023	May 15, 2023
October 17, 2022	February 27, 2023	June 26, 2023
November 21, 2022	March 20, 2023	July 17, 2023

Motion carried, 6-1.

STANDING COMMITTEES

R. Ott to amend Committee assignments and will present them at the next regular board meeting on August 15, 2022.

DESIGNATION OF BANK SIGNATORIES

RESOLVED, that the Canandaigua National Bank and Trust Company (hereinafter referred to as the "Bank") is hereby designated as a depository of the Red Jacket Community Library, 7 Lehigh Avenue, Shortsville, NY (hereinafter referred to as the "Corporation") and the deposit accounts of any kind may be opened and maintained in the name of the Corporation with said Bank. Be it further

RESOLVED, that the funds of the Corporation may be electronically transferred or withdrawn upon check, draft note, written order, written withdrawal request or debit card transaction of the Corporation signed, or purporting to be signed by the facsimile signature(s), By any of the following persons. In some instances, the request for the electronic transfer of funds may be accepted by an officer of the Bank over the telephone.

Jordan Schneider, Interim Library Director, 32 Pratt Rd. Manchester NY 14505

Randall Ott, President, 32 Booth St. Shortsville NY 14548

Kerry Adams, Vice President, 4650 Kyte Rd. Shortsville NY 14548

The Bank is hereby authorized to pay such checks, drafts, notes, written orders, or to pay pursuant to the written withdrawal and electronic transfer requests and to receive the same for credit to the account of the payee, or in payment of the individual indebtedness of the payee, or any other holder when so signed, or to otherwise honor any written instructions concerning said account when signed as authorized above, without inquiry as to the circumstances of their issue or the disposition of their proceeds or any such payments whether drawn to the individual order or tendered in payment of the individual obligations of any of the above persons or any officer or employee of this Corporation or otherwise. Be it further

RESOLVED, that the Bank as a designated depository of this corporation, is hereby requested, authorized, and directed to honor checks, drafts, or other orders for the payment of money drawn in this corporations name, including those payable to the individual order of any person or persons whose names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature(s) of any individual(s) listed on this Resolution, and the Bank shall be entitled to honor and to charge this corporation for such checks, drafts, or other orders, regardless of by whom or by what means the actual or purported facsimile signature(s) thereon may have been affixed thereto, if such signature(s) resemble the facsimile specimens duly certified to or filed with the Bank by the Secretary or other officer of this Corporation. Be it further

RESOLVED, that if any one of the authorized signatures is present, the Bank's action in paying such checks, drafts, notes, written order or paying pursuant to such written withdrawal or oral request shall be binding on the Corporation since the requirement of more than one signature is solely an internal requirement of the Corporation and shall not be binding on the Bank. Be it further

RESOLVED, that any checks, drafts, notes or other instruments of any kind payable to or belonging to this Corporation may be endorsed by any of its officers, employees or agents and deposited with the Bank for the credit and use of this Corporation and said endorsements may be made in writing or by stamp and without designation of the person so endorsing. Be it further

RESOLVED, that the secretary shall furnish to the Bank the names of the presently duly elected and qualified officers of the Corporation and shall, from time to time hereafter as changes in the personnel of said officers are made, immediately certify such changes to the Bank, and the Bank shall be fully protected in relying on such certification of the Secretary and shall be indemnified and saved harmless from any claims, demands, expenses, loss of damages resulting from, or growing out of honoring the signature of any officer so certified, or refusing to honor any signature so certified. Be it further

RESOLVED, that any person designated as an authorized signer on accounts of the Corporation is authorized to borrow money on behalf of the Corporation by taking advances (initiated by overdraft or online transfer) on any existing ChexMate Overdraft Line of Credit Account that has been established for accounts of the Corporation. Be it further

RESOLVED, that the Bank, as a designated depository of this Corporation, is hereby requested, authorized and directed to issue a debit card to any person or persons designated by the Corporation as an authorized signer on accounts of the Corporation. The Bank is hereby requested, authorized and directed to honor electronic transactions initiated by debit card with the signature of an authorized signer (signature based) or by the debit card with an assigned personal identification number (pin based), drawn on this Corporation's name, including those payable to the individual order of any person or persons who the Corporation has designated as an authorized signer. Be it further

RESOLVED, that the Secretary or any other officer of this Corporation is hereby authorized to certify to the Bank a copy of these resolutions and to authorize additional individuals to conduct on-line banking transactions on behalf of the organization through the Internet. Such authorization will be made in writing to the Bank. The Bank may rely on and act upon such certificates, and these resolutions shall continue in full force and effect until the Bank is advised by a like certificate of any changes therein, on motion by R. Ott and was carried and certified to the Canandaigua National Bank and Trust Company by Kathleen Honchen that the foregoing is a true and complete copy of the resolutions duly adopted by the Board of Trustees of the Red Jacket Community Library on this date, 18 July 2022.

Resolutions adopted, 6-1.

HOLIDAY SCHEDULE OF CLOSINGS FOR 2023

As stated in Policy 400-1, the Library will close on the following holidays.

New Year's Day (Substitute 1/2/23)	Labor Day (9/4/23)
Martin Luther King, Jr. Birthday (1/16/23)	Columbus Day (10/9/23)
President's Day (2/20/23)	Veterans Day (11/10/23)
Memorial Day (5/29/23)	Thanksgiving Day (11/23/23)
Independence Day (7/4/23)	Christmas Day (12/25/23)

FEDERAL HOLIDAY CHANGES

A motion is made by K. Adams to adopt the resolution:

WHEREAS, Juneteenth is a federal holiday, and

WHEREAS on July 19, 2021, the Board of Trustees resolved to close the library in observance of Juneteenth on June 20, 2022, now, therefore be it hereby

RESOLVED to close the library on June 19, 2023 in observance of Juneteenth, and be it further

RESOLVED that the Policy Committee shall add Policy 400-01 to its schedule for review in 2022-23 to consider adding Juneteenth to the policy's list of Holiday Closings.

Resolution adopted, 6-1.

A motion is made by Amy Hart to adopt the resolution:

WHEREAS Policy 400-1 states that the Library will close on three "floating" holidays to be specified by the Library Director and approved by the Board of Trustees at the annual meeting, and

WHEREAS, the Interim Director recommend the three floating holidays for 2023 as the day after New Year's Day (observed), the day after Thanksgiving, and the day after Christmas, therefore be it hereby

RESOLVED to accept the Director's proposal as the three additional holidays and close the library on 1/3/2023, 11/24/2023, and 12/26/2023.

Resolution adopted, 6-1.

TAX CAP OVERRIDE FOR 2023 - 2024

A motion is made by Kathleen Honchen to adopt the resolution:

WHEREAS, the adoption of the 2023-2024 budget for the Red Jacket Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in general municipal law section 3-c adopted in 2011; and

WHEREAS, general municipal law section 3-c expressly permits the library Board of Trustees to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now, therefore be it

RESOLVED, that the Board of Trustees of the Red Jacket Community Library vote to exceed the tax levy limit for 2023-24.

Resolution adopted by roll call vote. 6 ayes: K. Adams, A. Bement, A. Hart, K. Honchen, N. Johnsen, R. Ott.; with 1 abstention due to absence.

ADJOURNMENT N. Johnsen moved to adjourned the meeting at 7:34pm. Motion carried, 6-1.

Submitted by K. Honchen, Secretary