



Red Jacket Community Library

Board of Trustees July Business Meeting July 18, 2022 - Following Annual Organizational Meeting Minutes

CALL TO ORDER – The meeting was called to order at 7:35pm by President R. Ott.

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.

DISCUSSION WITH PUBLIC OR EMPLOYEES

Mary Zingerella, President of the Friends of the RJCL, requested an update on the coming library relocation, including the status of both the long-term and temporary locations. Next Friends meeting is scheduled for Sept. 13, 2022.

APPROVE MINUTES

A motion was made by N. Johnsen to approve the minutes from the June 27, 2022 regular meeting. Motion carried, 6-1.

FINANCES AND EXPENDITURES

J. Boor presented the Treasurer’s report. She noted that a memorial donation was deposited in the wrong account. Jordan will move to the correct account. As error was made after year-end Jan will note it as a line item on the Annual Financial Review.

Treasurer J. Boor reported the budget balance at years end was favorable.

CLAIMS REVIEW REPORT - K. Honchen reported cash assets held by CNB on June 30, 2022 were \$213,380.06. There were no unpaid claims due to the end of the fiscal year. All Claims Paid Prior to Board Approval, including \$462.35 in debits, totaled \$2228.19.

A motion is made by Amy Hart to approve payments made prior to approval, including debit card payments totaling \$2228.19. Motion carried, 6-1.

A motion is made by R. Ott to adopt the resolution:

WHEREAS unpaid claims must be presented to the board at regular business meetings for audit and approval prior to payment, and

WHEREAS, some goods and services are billed as recurring monthly claims for the same dollar amount every month over the course of a year, therefore, be it

RESOLVED, to approve the following recurring monthly debit card payments at the dollar amount listed herein, beginning July 1, 2022 and ending June 30, 2023.

Adobe Inc.	Software subscription	\$ 16.11
Amazon Prime	Membership	\$ 14.99

BE IT FURTHER RESOLVED, that a recurring monthly claim greater than the dollar amount listed herein is not approved without presentation to the board for further audit and approval.

Resolution adopted, 6-1.

DIRECTOR'S REPORT – presented by Interim Director J. Schneider.

COMMITTEE REPORTS

PERSONNEL – presented by A. Hart.

According to the Personnel Expenses & Salary increases for 2022-2023 schedule the following motions were made:

A motion was made by A. Hart to approve wage increases for P. Olszewski and D, McCracken according to the schedule effective retroactively to July 1, 2022.

Motion carried, 6-1.

A motion was made by R. Ott to approve a salary increase of 4% for Treasurer J. Boor retroactively to July 1, 2022.

Motion carried, 6-1.

A motion was made by A. Hart for OCHR to canvas for the position of Library Assistant with a salary range of \$30,000-\$35,000 depending on experience.

Motion carried, 6-1.

FINANCE – presented by R. Ott.

A motion was made by K. Adams to adopt the resolutions:

WHEREAS, policy 500-5 (Unrestricted Fund Balance) establishes a maximum fund balance that may be maintained in the general operating fund from unassigned cash assets, and WHEREAS, when the unassigned fund balance rises above the maximum fund balance at year end then it may be reserved as appropriations for contingencies, appropriated in the budget to reduce taxes, or designated to another category in accordance with policy 500-5, now, therefore be it hereby

RESOLVED, that the Board of Trustees of the Red Jacket Community Library approves retaining \$9,723.16 as contingency funds in the general operating fund in the 2022-23 fiscal year.

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Treasurer to transfer \$5,000 from the fund balance into the Retirement Fund, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Treasurer to transfer \$4,267.49 into a fund for insurance premiums.

Resolution adopted, 6-1.

FACILITIES – presented by K. Adams, Chairperson, Facilities Committee.

A motion was made by R. Ott to authorize the Facilities Committee to enter into a lease with Richard Deys (“The Sandman”) for a 1050 sq. ft. building for \$900 a month and for up to 12 months, and further

To apply to the Village of Manchester and the Village of Manchester Planning Board (\$50 fee) for a temporary use permit as a commercial entity to occupy a building zoned as industrial.

Motion carried, 6-1.

Randy will write letters to the Village of Manchester and the Village of Manchester Planning Board.

Nancy will hand deliver the letters to the Village of Manchester.

Facilities Committee will be meeting once a week for the foreseeable future.

NOMINATING – presented by A. Hart
A. Hart to contact write-in candidates.

CORRESPONDENCE AND COMMUNICATION

R. Ott responded to the NYS Department of Labor Questionnaire and Notice of Potential Charges after a discussion with J. Persson, Chairperson of the Personnel Committee regarding changes in personnel. Treasurer J. Boor indicated we would not be billed the potential charges shown on the form because of unemployment insurance.
New trustees to access the trustee folder and ask for assistance if needed.

NEW BUSINESS

Conflict of Interest and Whistleblower Policies discussed and Acknowledgement Forms for each were provided and signed by trustees attending the meeting.

ADJOURNMENT-the meeting was adjourned at 9:02pm. by unanimous consent.

NEXT MEETING: Monday, August 15, 2022 at 7:00pm.

Submitted by K. Honchen, Secretary