



Red Jacket Community Library

Board of Trustees August Business Meeting

Monday - August 15, 2022 - 7:00 PM

Minutes

The meeting was called to order at 7:01pm by President R. Ott.

Quorum was present: Kerry Adams, Amanda Bement, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson; Interim Director Jordan Schneider; Treasurer Jan Boor. Trustee Absent: Amy Hart.

Discussion with Public or Employees: No public comments.

APPROVE AGENDA – Motion was made by J. Persson, seconded by K. Adams to approve the agenda. Motion carried.

APPROVE MINUTES – Motion was made by K. Adams to approve the minutes from the July 18, 2022 regular board meeting. Motion carried.

FINANCES AND EXPENDITURES – J. Boor presented the Treasurer’s report.

CLAIMS REVIEW REPORT - K. Honchen reported cash assets held by CNB on July 29, 2022 were \$197,966. Unpaid Claims were \$4902.79, payments made prior to approval and debits were \$102.96, making the total for approval \$5005.75.

Unpaid Claims

Vendor	Invoice date	Amount
PLS	7/14	\$ 4,600.00
NYS	7/15	\$ 166.95
B&T	7/1	\$ 43.09
"	7/11	\$ 37.24
"	7/21	\$ 36.92
"	7/28	\$ 18.59
		\$ 4,902.79

Claims Paid Prior to Approval

Vendor	Voucher date	Check number	Amount
J. Schneider	7/6	4066	\$ 40.00
Village of Manchester	7/21	4067	\$ 50.00
Amazon	7/15	debit	\$ 12.96
			\$ 102.96

CLAIMS AUDIT: A motion was made by N. Johnsen to approve unpaid claims, payments made prior to approval and debits totaling \$5005.75.

DIRECTOR'S REPORT – was presented by interim library director J. Schneider.

COMMITTEE REPORTS:

PERSONNEL – presented by J. Persson.

A motion was made by K. Honchen to make Jordan Schneider's Library Assistant position permanent and retroactively effective to 8/14/22. Motion carried.

A motion was made by K. Honchen to appoint Jordan Schneider to the position of Library Manager effective 8/15/22 for the probationary period in accordance with Civil Service regulations at a salary of \$46,000 per year. Motion carried.

A motion was made by R. Ott to accept the letter of retirement submitted by P. Olszewski effective at the close of business August 22, 2022. Motion carried.

A motion was made by J. Persson to adopt the following resolutions in recognition and appreciation of Patsy Olszewski:

Whereas, Mrs. Olszewski was appointed by the Red Jacket Community Library Board of Trustees as Library Clerk on April 6, 2001; and

Whereas, Mrs. Olszewski, in this role, has served the Red Jacket Community Library and the Manchester-Shortsville communities with distinction for over 21 years; and

Whereas, Mrs. Olszewski has provided Red Jacket Community Library users patron-centered services including tailored reading recommendations and the regular Sit and Knit program; and

Whereas, Mrs. Olszewski has announced August 22, 2022 as her last day of service to the Red Jacket Community Library; be it therefore

Resolved that the Red Jacket Community Library Board of Trustees, on behalf of the Manchester-Shortsville community, does hereby declare and extend our sincere appreciation to Patsy Olszewski for her daily contributions in support of the Red Jacket Community Library;
and be it further

Resolved, that the Red Jacket Community Library Board of Trustees does hereby recognize and commend Patsy Olszewski for her long-standing and dedicated service in meeting the needs and interests of our many library patrons, thereby, advancing the mission of the Red Jacket Community Library.

Resolution adopted, 6-1.

FINANCE – presented by R. Ott.

FACILITIES – presented by K. Adams.

NOMINATING - No report.

POLICY - No report.

CORRESPONDENCE AND COMMUNICATION

OWWL Updates – presented by R. Ott. Section 269-D of education law goes into effect on 1/1/23; each library trustee must track and report their continuing education - two hours of training are required annually. The board must formalize our implementation of the requirement as a new policy.

UNFINISHED BUSINESS

Committee Assignments are finalized.

Conflict of Interest Statement – N. Johnsen to sign and return acknowledgement form to K. Honchen.

ADJOURNMENT – the meeting was adjourned at 8:00pm.

NEXT MEETING: Monday, September 19, 2022 at 7:00pm.

Submitted by K. Honchen, Secretary