



Red Jacket Community Library

Board of Trustees September Business Meeting Monday – September 19, 2022 - 7:00 PM Minutes

The meeting was called to order at 7:00pm by President R. Ott.

Quorum was present: Kerry Adams, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson; Interim Director Jordan Schneider; Treasurer Jan Boor.
Guests: Mary Zingerella and Susan Johnson.

Discussion with Public or Employees: No public comments.

APPROVE AGENDA – Agenda approved with no objections.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the August 15, 2022 regular board meeting. Motion carried, 7-0.

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

CLAIMS REVIEW REPORT - K. Honchen reported Unpaid Claims of \$92.35; Payments made Prior to Approval of \$6724.56, Debit card purchases of \$1357.02, making the total for approval at tonight’s meeting \$8173.93.

Unpaid Claims

Vendor	Invoice date		
B&T	8/9	\$	34.86
B&T	8/16	\$	38.92
B&T	8/18	\$	18.57
		\$	92.35

Claims Paid Prior to Approval

Vendor	Check/Voucher date	Check/Debit	Amount	Description
Utica National	8/12	4072	\$ 3,602.06	umbrella & commercial
Gemcole Properties	8/24	4074	\$ 900.00	security deposit
Gemcole Properties	8/30	4076	\$ 900.00	September rent
Holy Cow Moving	8/17	4071	\$ 675.00	
Holy Cow Moving	8/24	4073	\$ 647.50	
			\$ 6,724.56	
Debits				
Sweet Blessings	8/1	debit	\$ 20.00	gift card
Dollar General	8/9	debit	\$ 17.59	water/coffee, packing tape
WalMart	8/10	debit	\$ 19.37	p-tape, cards, ofc supply
Lowe's	8/15	debit	\$ 16.98	storage unit lock
Malcho's	8/16	debit	\$ 297.68	unit 13 rent + security dep
Malcho's	8/25	debit	\$ 203.18	unit 2 rent + security dep
WalMart	8/25	debit	\$ 129.44	cleaning supplies, etc
Lowe's	8/25	debit	\$ 297.36	fire extinguisher, door locks
Canva	8/29	debit	\$ 119.40	advertising
Amazon	8/29	debit	\$ 19.99	window seal for AC
Sherwin-Williams	8/30	debit	\$ 216.03	tax refunded in Sept
			\$ 1,357.02	

CLAIMS AUDIT: A motion was made by K. Adams to approve unpaid claims, payments made prior to approval and debits totaling \$8173.93. Motion carried, 7-0.

A motion was made by K. Honchen 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 September 1, 2022 and ending June 30, 2023.

Malcho's Storage	Storage Rent	\$297.68
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Malcho's Storage	Storage Rent	\$203.18
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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. Motion carried, 7-0.

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

A motion was made by K. Adams to allow staff to take Saturday, October 8, 2022 as the Columbus Day Holiday for 2022. Motion carried, 7-0.

COMMITTEE REPORTS:

PERSONNEL – presented by J. Persson.

A motion is made by J. Persson to approve the appointment of Danielle McCracken to the full-time position of Library Clerk at a pay rate of \$14.69 per hour, effective August 23, 2022, in accordance with civil service regulations. Motion carried, 7-0.

A motion is made by J. Persson to approve the appointment of Meghan Bailey to the full-time position of Library Assistant at a rate of \$18.00 per hour, effective September 6, 2022, in accordance with civil service regulations. Motion carried, 7-0.

FINANCE – presented by R. Ott.

FACILITIES – presented by K. Adams.

NOMINATING – presented by A. Hart.

LONG-RANGE PLANNING – presented by A. Hart.

POLICY - No report.

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – None.

NEW BUSINESS – presented by R. Ott. Need a press release to be drawn up.

Sexual Harassment Training to be completed by October board meeting.

ADJOURNMENT – the meeting was adjourned at 7:58pm.

NEXT MEETING: Monday, October 17, 2022 at 7:00pm.

Submitted by K. Honchen, Secretary