



# Red Jacket Community Library

## Board of Trustees September Business Meeting

Monday – October 17, 2022 - 7:00 PM

### Minutes

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

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

Guests: Mary Zingerella, Susan Johnson and Heather Baxter. Absent: Trustee Kerry Adams.

Discussion with Public or Employees: No public comments.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the September 19, 2022 regular board meeting. Motion carried, 6-1.

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

A motion is made by A. Hart to accept the Financial Statements (June 30, 2022 and 2021) prepared by the accounting firm Bonn, Dioguardi and Ray, LLP with an adjusting entry correction for \$1800.00 proposed by J. Boor. Motion carried, 6-1.

A motion is made by K. Honchen to authorize Bonn, Dioguardi and Ray, LLP to file the 2021 Federal Return of Organization Exempt from Income Tax, electronically with the IRS pending clarification on the corrections identified by J. Boor. Motion carried, 6-1.

CLAIMS REVIEW REPORT - K. Honchen reported Unpaid Claims of \$2940.68 and Payments made Prior to Approval of \$2527.59, which included five checks and sixteen debit card purchases, making the total for approval at tonight’s meeting \$5468.27.

#### Unpaid Claims

Vendor	Invoice date	Amount
B&T	9/12	\$ 76.41
B&T	9/15	\$ 37.18
B&T	9/21	\$ 76.87
B&T	9/27	\$ 849.38
		\$1,039.84
D Schlossnagle	7/25	\$1,003.72
Whiteman...	9/28	\$ 850.00
J Schneider	9/30	\$ 47.12
		\$2,940.68

#### Claims Paid Prior to Approval

Checks			
Vendor	Voucher d	Check/De	Amount
Holy Cow Moving	9/1	4077	\$ 525.00
Village of Manchester	9/6	4078	\$ 50.00
Whiteman, Osterman, Hanna	9/8	4079	\$ 350.00
Alliance Door	9/15	4083	\$ 300.00
			\$1,365.00
Debits			
Bliss	9/1	debit	\$ 21.06
Sherwin-Williams	9/2	debit	\$ 67.78
Bliss	9/1	debit	\$ 1.89
WalMart	9/7	debit	\$ 167.08
Lowe's	9/9	debit	\$ 11.94
WalMart	9/9	debit	\$ 80.05
Amazon	9/9	debit	\$ 245.98
Amazon	9/13	debit	\$ 205.65
Amazon	9/13	debit	\$ 117.99
WalMart	9/16	debit	\$ 19.78
Amazon	9/16	debit	\$ 47.52
Bliss	9/20	debit	\$ 19.42
Amazon	9/20	debit	\$ 23.49
Bliss	9/22	debit	\$ 3.15
Amazon	9/23	debit	\$ 24.99
Amazon	9/26	debit	\$ 104.82
			\$ 1,162.59
			\$2,527.59

A motion is made by A. Bement to authorize payment of \$2940.68 for unpaid bills and approve \$2527.59 for claims paid prior to board approval, including debit card payments, and together Total \$5468.27, as presented on the abstract. Motion carried, 6-1.

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

A motion was made by A. Hart to adopt the revised regular hours as proposed by the library director and to be effective November 1, 2022. Motion carried, 6-1.

**COMMITTEE REPORTS:**

NOMINATING – presented by A. Hart.

A motion is made by A. Hart to appoint Susan Johnson to fill the vacancy on the Board of Trustees for the seat last held by Kim Sutter and for the balance of the unexpired term which expires on June 30, 2026. Motion carried, 6-1.

PERSONNEL – presented by J. Persson.

FINANCE – presented by R. Ott.

FACILITIES – no report.

LONG-RANGE PLANNING – presented by A. Hart.

POLICY – presented by R. Ott

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – presented by R. Ott.

Sexual Harassment Annual Training: Trustees A. Bement, A. Hart, K. Honchen, N. Johnsen, S. Johnson???, R. Ott and J. Persson received Sexual Harassment Prevention Training by viewing training videos provided by New York State, followed by an opportunity to interactively ask questions and provide feedback about the training.

NEW BUSINESS – presented by R. Ott.

Preliminary discussion on the 2022-2023 Budget Vote and Annual Election.

ADJOURNMENT – the meeting was adjourned at 8:20pm.

NEXT MEETING: Monday, November 21, 2022 at 7:00pm.

Submitted by K. Honchen, Secretary