



Red Jacket Community Library

Board of Trustees November Business Meeting

Monday – November 21, 2022 - 7:00 PM

Minutes

The meeting was called to order at 7:05pm by President R. Ott.

Quorum was present: Kerry Adams, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott; Director Jordan Schneider.

Guests: Mary Zingerella and Heather Baxter. Absent: Trustee Jill Persson; Treasurer Jan Boor.

Discussion with Public or Employees: No public comments.

APPROVE MINUTES – Motion was made by S. Johnson to approve the minutes from the October 17, 2022 regular board meeting. Motion carried, 7-1.

FINANCES AND EXPENDITURES – prepared by J. Boor, presented by R. Ott.

CLAIMS REVIEW REPORT - K. Honchen reported Unpaid Claims of \$899.87 and Payments made Prior to Approval of \$1764.25, which included eight checks and thirteen debit card purchases, making the total for approval at tonight’s meeting \$2664.12.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	10/5	\$ 55.77
B&T	10/12	\$ 109.15
PLS/System	9/12	\$ 284.95
D. Koester	10/23	\$ 450.00
		\$ 899.87

Claims Paid Prior to Approval

Checks			
Vendor	Voucher d	Check/Debit	Amount
Mobile Graphics	10/14	4084	\$ 460.00
Charter/Spectrum	10/28	4091	\$ 105.96
Demco	10/28	4092	\$ 61.92
Quill	10/28	4094	\$ 20.59
Demco	10/27	4095	\$ 53.30
Quill	10/27	4096	\$ 155.61
Utica National	11/1	4100	\$ 101.00
			\$ 1,278.21
Debits			
USPS	10/7	debit	\$ 120.00
Bliss	10/11	debit	\$ 10.99
Dollar Tree	10/11	debit	\$ 5.00
Five Below	10/11	debit	\$ 20.25
WalMart	10/11	debit	\$ 29.86
Amazon	10/20	debit	\$ 26.49
Amazon	10/21	debit	\$ 19.96
Amazon	10/24	debit	\$ 34.95
Amazon	10/24	debit	\$ 7.49
Amazon	10/24	debit	\$ 35.98
Amazon	10/24	debit	\$ 72.86
Amazon	10/25	debit	\$ 74.97
Amazon	10/26	debit	\$ 27.24
			\$ 486.04
			\$1,764.25

A motion is made by K. Adams to authorize payment of \$899.87 for unpaid bills and approve \$1764.25 for claims paid prior to board approval, including debit card payments, and together Total \$2664.12, as presented on the corrected abstract. Motion carried, 7-1.

A motion is made by N. Johnsen to approve a \$21.49 debit card payment to Adobe and a \$14.99 debit card payment to Wyze. Motion carried, 7-1.

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

A motion is made by A. Hart to adopt the resolutions:

WHEREAS, a portion of the Library's General Operating Fund includes cash assets held in a Canandaigua National Bank regular savings account (account number ending in 9127) with a balance of \$2,024.60 as of October 31, 2022, and

WHEREAS, the Library's designated Capital Fund is held exclusively in a Canandaigua National Bank money market account (account number ending in 9947), and

WHEREAS, the Director recommends the Library close the regular savings account (account number ending in 9127) and to transfer the balance of \$2,024.60 from the regular savings account (account number ending in 9127) into the money market account (account number ending in 9947), and

WHEREAS, Policy 500-5 states, all transfers to the Capital Fund shall be by a board resolution, therefore, be it

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Director, upon closing the regular savings account (account number ending in 9127), to transfer the balance of \$2,024.60 and any accumulated interest from the regular savings account (account number ending in 9127) into the money market account (account number ending in 9947), and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Treasurer to correspondingly record these transactions within the Library's accounting books as a transfer of \$2,024.60 from the General Operating Fund and into the Capital Fund. Motion carried, 7-1.

A motion is made by K. Honchen to approve the provisional appointment of Rachel Wizeman to the position of part-time Library Clerk/Adult Services Coordinator at a pay rate of \$17.00 per hour, effective October 31, 2022, in accordance with civil service regulations. Motion carried, 7-1.

COMMITTEE REPORTS:

NOMINATING – presented by A. Hart.

A motion is made by A. Hart to appoint Heather Baxter to fill the vacancy on the Board of Trustees for the seat last held by Peggy Sutton and for the balance of the unexpired term which expires on June 30, 2023. Motion carried, 7-1.

R. Ott administered the oath of office to Heather Baxter. As a trustee, H. Baxter is eligible to vote on any library business for the remainder of the meeting.

FINANCE – presented by R. Ott.

A motion is made by A. Hart to approve Policy 500-4 Procurement after annual review and as presented by the Finance Committee. Motion carried, 8-1.

FACILITIES – presented by K. Adams.

Next meeting will be on Wednesday, November 30th for a tour of The Presbyterian Church and Sainsbury Funeral Home.

POLICY – presented by R. Ott

A motion is made by S. Johnson to send Policy 400-1 Hours and Closings back to the Policy Committee for further consideration. Motion carried, 8-1.

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – presented by R. Ott.

Sexual Harassment Annual Training: Trustee H. Baxter 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.

A motion is made by N. Johnsen to call a Special District Meeting of the qualified voters of the Manchester-Shortsville Central School District to be held on Tuesday, June 6, 2023 from 12:00 o'clock P.M. prevailing time to 8:00 o'clock P.M. prevailing time, in the Red Jacket Community Library, 89 South Main Street, Manchester, New York, for the purposes of voting on a resolution for an annual library appropriation proposed by the library board of trustees and electing two (2) members of the board of trustees of the Red Jacket Community Library to fill two terms of five (5) years each. Motion carried, 8-1.

A motion is made by K. Adams to establish a public information session to be held on Tuesday, May 23, 2023 at 7:00 o'clock P.M. prevailing time, in the Red Jacket Community Library, 89 South Main Street, Manchester, New York, for the purpose of presenting the 2023-2024 budget to the public. Motion carried, 8-1.

ADJOURNMENT – the meeting was adjourned at 8:30pm.

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

Submitted by K. Honchen, Secretary