



# Red Jacket Community Library

## Board of Trustees December Business Meeting

Monday – December 19, 2022 - 7:00 PM

### Minutes

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

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Amanda Bement, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott, Jill Persson.

Director Jordan Schneider. Guests: Nicole Coyne and Eric Keller.

Absent: Trustee Amy Hart; Treasurer Jan Boor

Discussion with Public or Employees: N. Coyne & E. Keller of the Red Jacket Community Center provided an update of their recent activities. They reviewed future goals, including exploring opportunities to work with the RJCL.

APPROVE MINUTES – Motion was made by S. Johnson to approve the minutes from the November 21, 2022 regular board meeting. Motion carried, 8-1.

#### **FINANCES AND EXPENDITURES:**

TREASURER’S REPORT - reports prepared by J. Boor; no reports presented.

CLAIMS REVIEW REPORT - K. Honchen reported Unpaid Claims of \$567.28 and Payments made Prior to Approval of \$1923.41, which included three checks and twenty debit card purchases, making the total for approval at tonight’s meeting \$2490.69.

A motion was made by J. Persson to authorize payment of \$567.28 for unpaid bills and approve \$1923.41 for claims paid prior to board approval, including debit card payments, and together Total \$2490.69, as presented on the abstract. Motion carried, 8-1.

**Unpaid Claims**

Vendor	Invoice date	Amount
B&T	11/4	\$ 107.54
B&T	11/11	\$ 129.32
PLS	11/10	\$ 63.00
Spectrum	11/21	\$ 158.98
		<b>\$ 567.28</b>

**Claims Paid Prior to Approval**

<b>Checks</b>			
Vendor	Voucher d	Check/Deb	Amount
Meghan Bailey	11/1	4101	\$ 67.15
B&T	11/21	4102	\$ 1,145.61
Utica National	11/30	4108	\$ 101.00
			\$ 1,389.12
<b>Debits</b>			
Amazon	11/1	debit	\$ 19.96
Bliss	11/4	debit	\$ 10.99
LaborLawCenter.com	11/8	debit	\$ 29.95
Amazon	11/9	debit	\$ 8.99
Amazon	11/10	debit	\$ 158.34
Amazon	11/10	debit	\$ 16.98
Amazon	11/10	debit	\$ 18.99
Amazon	11/10	debit	\$ 7.99
Amazon	11/14	debit	\$ 20.00
Amazon	11/14	debit	\$ 8.99
Amazon	11/21	debit	\$ 6.42
Amazon	11/21	debit	\$ 17.98
Amazon	11/22	debit	\$ 53.81
Amazon	11/22	debit	\$ 35.96
Amazon	11/22	debit	\$ 41.50
Dollar Tree	11/23	debit	\$ 7.50
Walmart	11/23	debit	\$ 47.22
Dollar Tree	11/23	debit	\$ 2.50
Amazon	11/17	debit	\$ 6.26
Adobe	11/10	debit	\$ 13.96
			\$ 534.29
			<b>\$1,923.41</b>

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

**COMMITTEE REPORTS:**

PERSONNEL – no report.

FINANCE – no report.

FACILITIES – presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – presented by R. Ott

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – nothing to report.

NEW BUSINESS – presented by R. Ott.

ADJOURNMENT – the meeting was adjourned at 7:43pm.

NEXT MEETING: Monday, January 23, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary