



**Board of Trustees January Business Meeting
Monday – January 23, 2023 - 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; Treasurer Jan Boor. Guest: Mary Zingerella.
Absent: Trustee Amy Hart.

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – Motion was made by K. Adams to approve the minutes from the December 19, 2022 regular board meeting. Motion carried, 8-1.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT - K. Honchen reported Unpaid Claims of \$1381.38 and Payments made Prior to Approval of \$450.88, which included three checks and ten debit card purchases, making the total for approval at tonight’s meeting \$1832.26.

A motion was made by S. Johnson to authorize payment of \$1381.38 for unpaid bills and approve \$450.88 for claims paid prior to board approval, including debit card payments, and together total \$1832.26, as presented on the abstract. Motion carried, 8-1.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	12/13	\$ 345.47
B&T	12/15	\$ 915.87
B&T	12/21	\$ 120.04
		\$1,381.38

Claims Paid Prior to Approval

Checks			
Vendor	Voucher d	Check/Debit	Amount
M. Bailey	12/28	4109	\$ 24.67
M. Bailey	12/28	4110	\$ 47.34
Grains of Steel	12/29	4116	\$ 90.00
		subtotal	\$ 162.01
Debits			
Amazon	12/2	debit	\$ 18.99
Amazon	12/2	debit	\$ 10.95
Bliss	12/2	debit	\$ 10.99
Amazon	12/5	debit	\$ 85.99
Amazon	12/21	debit	\$ 24.99
Amazon	12/22	debit	\$ 45.37
Amazon	12/22	debit	\$ 30.15
Amazon	12/27	debit	\$ 26.57
Amazon	12/30	debit	\$ 22.88
Amazon	12/29	debit	\$ 11.99
		subtotal	\$ 288.87
		TOTAL	\$ 450.88

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

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – presented by R. Ott.

FACILITIES – presented by K. Adams.

A motion is made by K. Adams to hire a structural engineer to perform an assessment of Presbyterian Church and that the hiring process will follow procedures outlined in our financial policies and the funds to pay for it will come from moving expenses (building expense line). Motion carried, 8-1.

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.

A motion is made by J. Persson to renew the existing commercial lease agreement, made August 1, 2022, between Gemcole Properties (Landlord) and Red Jacket Community Library (Tenant) for one (1) successive term of one (1) year. Motion carried, 8-1.

ADJOURNMENT – A motion is made by K. Honchen to adjourn the meeting at 7:42pm. Motion carried, 8-1.

NEXT MEETING: Monday, February 27, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary