



**Board of Trustees May Business Meeting
Monday – May 15, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 7:03pm by President R. Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott, Jill Persson. Absent Trustees: Amanda Bement, Amy Hart. Director Jordan Schneider; Treasurer Jan Boor. Guest Mary Zingerella.

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the April 17, 2023 regular board meeting. Motion carried, 7-2.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by K. Adams to authorize payment of \$1,627.71 for unpaid bills and approve \$2,970.65 for claims paid prior to board approval, including debit card payments, and together total \$4,598.36 as presented on the abstract. Motion carried, 7-2.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	4/6	\$ 52.54
B&T	4/14	\$ 164.62
OWWL	4/18	\$ 27.00
Penny Lane	4/27	\$ 117.00
		\$1,627.71

Claims Paid Prior to Approval

Checks			
Vendor	Voucher #	Check/Debit	Amount
OWWL	4/4	4167	\$ 248.00
XXX Contracting	4/7	4166	\$ 1,450.00
Quill	4/12	4168	\$ 158.54
R Wizeman	4/7	4153	\$ 40.77
Ganondagan	4/12	4155	\$ 75.00
Create a Party	3/15	4156	\$ 100.00
		subtotal	\$ 2,094.23
Zoom	4/2	debit	\$ 74.95
Tech Soup	4/3	debit	\$ 18.00
Amazon	4/4	debit	\$ 19.99
Amazon	4/4	debit	\$ 269.99
Amazon	4/6	debit	\$ 14.99
Dollar General	4/13	debit	\$ 11.83
Bliss	4/6	debit	\$ 9.93
Amazon	4/8	debit	\$ 10.98
Amazon	4/10	debit	\$ 12.97
Amazon	4/10	debit	\$ 24.98
Amazon	4/10	debit	\$ 28.91
Eventbrite	4/12	debit	\$ 35.00
Amazon	4/13	debit	\$ 15.97
Eventbrite	4/14	debit	\$ 30.00
Amazon	4/15	debit	\$ 9.57
Amazon	4/15	debit	\$ 19.98
Amazon	4/17	debit	\$ 74.90
Etsy	4/19	debit	\$ 64.16
Amazon	4/25	debit	\$ 22.14
Amazon	4/26	debit	\$ 15.97
Amazon	4/27	debit	\$ 62.64
Amazon	4/26	debit	\$ 11.98
Amazon	4/27	debit	\$ 16.59
		subtotal	\$ 876.42
			\$ 2,970.65

April claims approved at May meeting was **\$4598.36**.

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

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – report presented by R. Ott.

A motion is made by K. Honchen to retire Appendix 1J from the policy manual and have the Director include Income Logs as Procedures and/or Employee Handbook. Motion carried, 7-2.

FACILITIES – report presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – no report.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – no report.

NEW BUSINESS – presented by R. Ott.

A motion is made by K. Adams to order the Director to open the ballot box on May 16, 2023 and to destroy all voted, spoiled, voided, rejected, and unused ballots from the May 16, 2022 election.

The sample ballot with other election materials identified in the Retention and Disposition Schedule for New York Local Government Records (LGS-1) must be retained in accordance with Policy 500-8, Records Retention and Disposition. Motion carried, 7-2.

A motion by K. Adams to designate R. Ott as chairperson of the Special District Meeting to be held on June 6, 2023. Motion carried, 7-2.

A motion by J. Persson to designate Nancy Patz, Eileen Wegman, Sue Smith, Pat Ayres, Kathleen Honchen and Rich Honchen as election inspectors of the Trustee Election and Budget Vote on June 6, 2023. Motion carried, 7-2.

A motion by K. Adams to designate Kathleen Honchen as the chief election inspector of the Trustee Election and Budget Vote on June 6, 2023. Motion carried, 7-2.

A motion by S. Johnson to set the rate of pay for poll workers, Nancy Patz, Eileen Wegman, Sue Smith, Pat Ayres, Kathleen Honchen, Rich Honchen and Arlene Reeves, at \$14.20 per hour and to be paid as 1099 workers. Motion carried, 7-2.

ADJOURNMENT – A motion by J. Persson to adjourn the meeting at 7:43pm with no objections.

NEXT MEETING: Monday, June 26, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary