



**Board of Trustees June Business Meeting  
Monday – June 26, 2023 - 7:00 PM  
Minutes**

The meeting was called to order at 7:01pm by President R. Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Amanda Bement, Amy Hart (arrived 7:06pm), Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott, Jill Persson.  
Director Jordan Schneider; Treasurer Jan Boor.  
Guest Mary Zingerella.

Discussion with Public or Employees: no discussion.

**APPROVE MINUTES** – A motion is made by J. Persson to approve the minutes from the May 15, 2023 regular meeting. Motion carried, 8-1 (A. Hart absent).  
A motion is made by K. Honchen to approve the minutes from the June 6, 2023 special district meeting. Motion carried, 8-1 (A. Hart absent).

**FINANCES AND EXPENDITURES:**

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by S. Johnson to authorize payment of \$2,293.31 for unpaid bills and approve \$2,087.83 for claims paid prior to board approval, including debit card payments, and together total \$4,381.14 as presented on the abstract. Motion carried, 9-0.

**Unpaid Claims**

Vendor	Invoice date	Amount
B&T	4/25	116.05
B&T	5/10	1087.48
Quill	4/18	102.64
OWWL	5/11	420.89
J Schneider	5/6	13.08
M Bailey	5/6, 5/25	115.75
School Life	5/9	\$ 15.60
Coll Sum Lib Pr	5/12	\$ 217.40
NPL	5/14	\$ 45.00
		<b>\$2,293.31</b>

**Claims Paid Prior to Approval**

Vendor	Date	Check/Debit	Amount
Amazon	5/28	debit	\$ 59.88
Amazon	5/28	debit	\$ 24.85
Amazon	5/15	debit	\$ 648.80
Amazon	5/26	debit	\$ 32.87
Amazon	5/22	debit	\$ 19.96
Amazon	5/22	debit	\$ 5.97
Amazon	5/24	debit	\$ 37.71
Amazon	5/22	debit	\$ 12.95
Amazon	5/22	debit	\$ 7.76
Amazon	5/9	debit	\$ 20.98
Amazon	5/10	debit	\$ 17.99
Amazon	5/10	debit	\$ 159.97
Amazon	5/11	debit	\$ 30.47
Amazon	5/12	debit	\$ 20.33
Amazon	5/15	debit	\$ 23.49
Amazon	5/15	debit	\$ 9.99
Amazon	5/15	debit	\$ 7.69
Amazon	5/17	debit	\$ 40.47
Amazon	5/19	debit	\$ 16.38
Amazon	5/3	debit	\$ 7.00
Amazon	5/28	debit	\$ 9.44
VistaPrint	5/18	debit	\$ 81.98
Amazon	5/28	debit	\$ 23.96
Amazon	5/28	debit	\$ 11.14
NYS Parks	5/30	debit	\$ 160.00
USPS	5/27	debit	\$ 63.00
RNW.net	5/26	debit	\$ 33.78
USPS	5/10	debit	\$ 126.00
Walmart	5/19	debit	\$ 33.98
Moore Printing	5/3	debit	\$ 144.50
Toshiba (on CA as debit)	23-May	check 4174	\$ 186.59
			<b>\$ 2,087.83</b>

May claims approved at June meeting was **\$4381.14**.

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

A motion is made by N. Johnsen to accept the resignation of part-time Library Clerk Rachel Wizeman with regret, effective 5/26/23. Motion carried, 9-0.

A motion is made by H. Baxter to approve the provisional appointment, conditional to the successful completion of the Ontario County Civil Service Exam, of Leah Aldrich to the position of part-time Library Clerk at a pay rate of \$15.20 per hour, effective 6/13/23, in accordance with civil service regulations. Motion carried, 9-0.

A motion is made by K. Honchen to approve the provisional appointment, conditional to the successful completion of the Ontario County Civil Service Exam, of Cindy Tripp to the position of part-time Library Clerk at a pay rate of \$15.20 per hour, effective 6/20/23, in accordance with civil service regulations. Motion carried, 9-0.

A motion is made by S. Johnson to approve, contingent upon the clarification of adequate insurance coverage, a Paint and Sip (wine painting class) to be held at the library, where attendees may bring their own beverages, including alcoholic beverages on July 20, 2023 at 5:30 P.M. Motion carried, 9-0. A motion is made by R. Ott to approve Policy 300-2 Harassment and Discrimination Prevention and Appendix 1B Harassment Complaint Form as presented in the [draft employee handbook](#). Motion carried, 9-0.

### **COMMITTEE REPORTS:**

PERSONNEL – no report.

A motion is made by J. Persson for the following appointments and wage increases:  
to permanently appoint Jordan Schneider to the position of Library Manager at \$26.29/hour effective August 15, 2023;  
to permanently appoint Danielle McCracken to the position of full-time Library Clerk at \$17.09/hour effective August 15, 2023;  
to permanently appoint Meghan Bailey to the position of full-time Library Assistant, at \$18.72/hour effective August 29, 2023.  
Motion carried, 8-1 (A. Bement, No).

FINANCE – report presented by R. Ott.

A motion is made by K. Adams to approve Policy 500-7 Investment as presented. Motion carried, 9-0.

FACILITIES – no report

NOMINATING – Presented by A. Hart

The tentative slate of officers for 2023-24 are:

Randall Ott- President

Kerry Adams- Vice President

Kathleen Honchen- Secretary

Kathleen Honchen- Claims Auditor

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.

A motion is made by A. Bement to approve Policy 400-6 Reconsideration of Library Materials and Appendix 1C as presented. Motion carried, 9-0.

A motion is made by K. Honchen to approve Policy 400-17 Video Surveillance Use and Appendix 1C as presented. Motion carried, 9-0.

**CORRESPONDENCE AND COMMUNICATION:** presented by R. Ott.

**UNFINISHED BUSINESS** – no report.

**NEW BUSINESS** – presented by R. Ott.

RESOLVED, on a motion by R. Ott that the Treasurer is authorized by the Board of Trustees of the Red Jacket Community Library to engage with Bonn, Dioguardi, and Ray LLP to perform the 2022-2023 annual financial review. Motion carried, 9-0.

**ADJOURNMENT** – A motion by K. Adams to adjourn the meeting at 8:31pm with no objections.

**NEXT MEETING:** Monday, July 17, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary