



**Board of Trustees July Business Meeting  
Monday – July 17, 2023 - 7:00 PM  
Minutes**

The meeting was called to order at 7:27pm by President R. Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Amanda Bement, Amy Hart (arrived 7:48pm), Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott.  
Director Jordan Schneider; Treasurer Jan Boor.  
Absent trustee: Jill Persson.

Discussion with Public or Employees: no discussion.

**APPROVE MINUTES** – A motion is made by A. Bement to approve the minutes from the June 26, 2023 regular meeting. **Motion carried, 7-2. (A. Hart absent)**

A motion is made by K. Honchen to award accounting services to Bonn, Dioguardi, and Ray LLP for the 2022-23 annual financial review and for up to five years (up to 2027-28). Upon requests for quotations, Bonn Dioguardi, and Ray were the sole responder and submitted a quote of \$2,300 for accounting services for the 2022- 2023 financial review. **Motion carried, 7-2. (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 K. Adams to approve \$2,996.07 for claims paid prior to board approval, including debit card payments as presented on the abstract. **Motion carried, 7-2. (A. Hart absent)**

A motion is made by K. Honchen to approve a claim of \$111.59 paid prior to approval to Toshiba Financial Services for copy service. **Motion carried, 7-2. (A. Hart absent)**

**Claims Paid Prior to Approval**

| Vendor              | Date | Check/Debit | Amount             |
|---------------------|------|-------------|--------------------|
| Walmart             | 6/5  | debit       | \$ 28.10           |
| Rebel Sailor        | 6/5  | debit       | \$ 25.00           |
| Amazon              | 6/6  | debit       | \$ 50.44           |
| Amazon              | 6/6  | debit       | \$ 14.95           |
| Amazon              | 6/12 | debit       | \$ 16.99           |
| Amazon              | 6/13 | debit       | \$ 230.69          |
| Amazon              | 6/20 | debit       | \$ 13.99           |
|                     |      | subtotal    | \$ 392.15          |
| M Bailey            | 6/15 | 4176        | \$ 135.76          |
| B&T                 | 6/30 | 4189        | \$ 1,239.48        |
| Daily Messenger     | 6/30 | 4191        | \$ 337.16          |
| Demco               | 6/30 | 4192        | \$ 131.90          |
| Lake Ayr Management | 6/30 | 4195        | \$ 300.00          |
| M Bailey            | 6/30 | 4196        | \$ 19.02           |
| Stephen L Ingraham  | 6/30 | 4201        | \$ 185.00          |
| A Reeves            | 6/30 | 4188        | \$ 28.40           |
| E Wegman            | 6/30 | 4193        | \$ 28.40           |
| K Honchen           | 6/30 | 4194        | \$ 42.60           |
| Nancy Patz          | 6/30 | 4197        | \$ 28.40           |
| P Ayres             | 6/30 | 4198        | \$ 28.40           |
| R Honchen           | 6/30 | 4200        | \$ 42.60           |
| S Smith             | 6/30 | 4202        | \$ 56.80           |
|                     |      | subtotal    | \$ 2,603.92        |
|                     |      |             | <b>\$ 2,996.07</b> |

A motion is made by S. Johnson to adopt the resolutions:

WHEREAS unpaid claims must be presented to the board at regular business meetings for audit and approval prior to payment, and

WHEREAS, some goods and services are billed as recurring monthly claims for the same dollar amount every month over the course of a year, therefore, be it

RESOLVED, to approve the following recurring monthly debit card payments at the dollar amount listed herein, beginning July 1, 2023 and ending June 30, 2024.

Adobe (subscription) - \$13.96

Amazon Prime - \$14.99

Charter Communications (Spectrum cable) - \$89.97

Malcho Storage - \$189.00

Malcho Storage - \$129.00

PayChex (time clock) - \$106.43, and be it further

RESOLVED, that a recurring monthly claim greater than the dollar amount listed herein is not approved without presentation to the board for further audit and approval.

**Motion carried, 7-2. (A. Hart absent)**

A motion was made by A. Bement to adopt the resolution:

WHEREAS, the next regular meeting of the board is set for September 19, 2023 wherein the board will audit claims, therefore be it

RESOLVED, to grant authority to Library Director, Jordan Schneider, to approve payment of eligible claims prior to claims audit beginning July 18, 2023 and ending August 19, 2023.

**Motion carried, 7-2. (A. Hart absent)**

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

**COMMITTEE REPORTS:**

PERSONNEL – prepared by J. Persson, presented by A. Hart.

A motion is made by A. Hart to make the appointment of Jordan Schneider as Library Manager permanent, in accordance with civil service regulations and with a wage of \$26.29/hour, effective July 25, 2023. **Motion carried, 8-1.**

FINANCE – report presented by R. Ott.

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

WHEREAS, policy 500-5 (Unrestricted Fund Balance) establishes a maximum unassigned fund balance that may be maintained in the general operating fund from unassigned cash assets, and

WHEREAS, when the unassigned fund balance rises above the maximum fund balance at year end it may be reserved as appropriations for contingencies, appropriated in the budget to reduce taxes, or designated to another category in accordance with policy 500-5, and

WHEREAS, a portion of the library's unassigned fund balance is held in the Canandaigua National Bank (CNB) money market savings account ending in 1711, and

WHEREAS, library money designated as the capital fund is held exclusively in a separate CNB money market savings account ending in 9947, and

WHEREAS, library money designated as education savings is held in a separate CNB account ending in 3704, now, therefore be it

RESOLVED, that the Board of Trustees of the Red Jacket Community Library approves retaining \$10,101.36 from the unassigned fund balance as contingency funds in the general operating fund for the 2023-24 fiscal year, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Director to transfer \$22,900.00 from the CNB account ending in 1711 and place for deposit into the CNB account ending in 9947, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Director to transfer \$5,000.00 from the CNB account ending in 1711 and place for deposit into the CNB account ending in 3704, 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 and show the transfer of \$27,900.00 from the general operating fund with \$22,900 going into the capital fund and \$5,000 into the education savings. **Motion carried, 8-1.**

FACILITIES – report presented by K. Adams.  
NOMINATING – Presented by A. Hart  
LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.  
A motion is made by K. Honchen to approve Policy 400-9 Meeting Room Use as presented.  
**Motion carried, 8-1.**  
A motion is made by K. Adams to approve Policy 400-18 Tobacco as presented.  
**Motion carried, 8-1.**

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

**UNFINISHED BUSINESS** – no report.

**NEW BUSINESS** – no report.

**ADJOURNMENT** – A motion by S. Johnson to adjourn the meeting at 8:36pm with no objections.

**NEXT MEETING:** Tuesday, September 19, 2023 at 7:00pm.  
Submitted by K. Honchen, Secretary