



**Board of Trustees September Business Meeting  
Tuesday – September 19, 2023 - 7:00 PM  
Minutes**

The meeting was called to order at 6:58pm by President R. Ott.

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

Director Jordan Schneider.

Guests: Mary Zingerella, Christopher Barnard.

Absent trustee: Amy Hart, Nancy Johnsen. Absent treasurer, Jan Boor.

**DISCUSSION WITH PUBLIC OR EMPLOYEES:** The new MSCSD superintendent, Christopher Barnard, gave a short introductory talk followed by a brief Q&A with library board members.

**APPROVE MINUTES** – A motion is made by S. Johnson to approve the minutes from the July 17, 2023 regular meeting. **Motion carried, 7-2.**

**CONFLICT OF INTEREST STATEMENTS & WHISTLEBLOWER ACKNOWLEDGEMENT**-presented by R. Ott.

**FINANCES AND EXPENDITURES:**

TREASURER’S REPORT – presented by R. Ott.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by A. Bement to authorize payment of \$2,402.40 for unpaid bills and approve \$6,365.61 for claims paid prior to board approval, including debit card payments which together total \$8,767.01 as presented on the abstract of claims. **Motion carried, 7-2.**

A motion is made by K. Honchen to award insurance coverage, including Commercial Package Policy (Property, General Liability, and Inland Marine), Business Auto, and Umbrella, to the James Gray Agency with Farm Family Insurance for the 2023-24 fiscal year and up to five years (up to 2027-28). Quotes for premiums provided by James Gray Agency are lower than existing insurance premiums. **Motion carried, 7-2.**

<b>Claims Paid Prior to Approval</b>			
Vendor	Voucher date	Check/Debit	Amount
BuyRegisterRolls	7/1	debit	\$ 66.50
Amazon	7/10	debit	\$ 59.91
Amazon	7/11	debit	\$ 19.95
Amazon	7/13	debit	\$ 65.75
Elegant Touch stained glass	7/13	debit	\$ 25.00
Amazon	7/13	debit	\$ 15.85
Amazon	7/13	debit	\$ 29.20
Reinvention Brewery	7/14	debit	\$ 25.00
Amazon	7/14	debit	\$ 89.99
Amazon	7/17	debit	\$ 68.36
Walmart	7/19	debit	\$ 71.90
Lowe's	7/20	debit	\$ 21.39
My Mold Dectection	7/20	debit	\$ 220.00
Amazon	7/25	debit	\$ 71.67
Amazon	7/27	debit	\$ 8.99
Amazon	7/28	debit	\$ 3.38
		subtotal	\$ 862.84
Fluffing Feathers	8/3	debit	\$ 25.00
Amazon	8/7	debit	\$ 49.49
Amazon	8/8	debit	\$ 19.52
Amazon	8/8	debit	\$ 65.18
Amazon	8/10	debit	\$ 5.78
Lowe's	8/14	debit	\$ 80.80
Molly Moochers	8/14	debit	\$ 25.00
Bliss	8/14	debit	\$ 12.99
Bliss	8/14	debit	\$ 1.89
Amazon	8/14	debit	\$ 125.77
Amazon	8/14	debit	\$ 9.99
Amazon	8/22	debit	\$ 85.25
Amazon	8/29	debit	\$ 19.96
USPS	8/31	debit	\$ 12.80
		subtotal	\$ 539.42
Toshiba	6/30	4203	\$ 111.59
Toshiba	7/8	4204	\$ 111.59
Quill	7/12	4205	\$ 202.14
Jr Lib Guild	7/26	4206	\$ 552.24
Ganondagan	8/2	4207	\$ 75.00
B&T	7/10, 7/20	4208	\$ 211.08
Quill	8/3	4209	\$ 202.03
OWWL	8/3	4210	\$ 824.00
M. Bailey	8/3	4212	\$ 65.93
Demco	8/17	4213	\$ 327.96
Epic Trainings	8/17	4215	\$ 1,925.00
Toshiba	8/17	4214	\$ 275.52
Demco	8/26	4216	\$ 79.27
		subtotal	\$ 2,963.35
		<b>Total</b>	<b>\$ 6,365.61</b>

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

Jill Persson moved to approve the termination of Danielle McCracken, Library Clerk, effective within the extended probationary period, on August 30, 2023. **Motion** carried, 7-2.

K. Adams moved to approve payments of \$430.44 and \$101.79 for the Director to take the courses in Library Management and Managing Difficult Conversations through Library Journal.

**Motion** carried, 7-2.

H. Baxter moved to approve the addition of a new Senior Library Clerk position, in accordance with Ontario County Civil Service regulations. **Motion** carried, 7-2.

**COMMITTEE REPORTS:**

PERSONNEL – presented by J. Persson.

FINANCE – report presented by R. Ott.

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.

**ADJOURNMENT** – A motion by K. Adams to adjourn the meeting at 8:47pm with no objections.

NEXT MEETING: Tuesday, October 17, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary