



**Board of Trustees October Business Meeting
Tuesday – October 17, 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, Amy Hart (arrived 7:09pm), Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott, Jill Persson.

Director Jordan Schneider.

Guest: Mary Zingerella.

Absent trustee: Amanda Bement. Absent treasurer, Jan Boor.

DISCUSSION WITH PUBLIC OR EMPLOYEES: no discussion.

APPROVE MINUTES – A motion is made by K. Adams to approve the minutes from the September 19, 2023 regular meeting. **Motion carried, 7-2, (A. Hart absent).**

FINANCES AND EXPENDITURES:

TREASURER'S REPORT – prepared by J. Boor; presented by R. Ott.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by J. Persson to authorize payment of \$5,598.14 for unpaid bills and approve \$4,082.19 for claims paid prior to board approval, including debit card payments which together total \$9,680.33 as presented on the abstract of claims. **Motion carried, 8-1.**

Unpaid Claims		
Vendor	Invoice date	Amount
B&T	8/30	\$ 175.96
B&T	9/14	\$ 196.90
B&T	9/13	\$ 89.82
B&T	9/21	\$ 5.33
B&T	9/25	\$ 50.84
B&T	9/25	\$ 144.21
B&T	9/25	\$ 14.20
D. Schlossnagl	9/25	\$ 795.88
J. Schneider	9/29	\$ 24.38
M. Bailey	9/1	\$ 17.29
M. Bailey	9/29	\$ 31.41
OWWL	9/19	\$3,265.00
Quill	9/14	\$ 759.92
Walworth libra	9/1	\$ 27.00
		\$5,598.14

Claims Paid Prior to Approval			
Vendor	Voucher d	Check/Debit	Amount
Amazon	9/4	debit	\$ 19.96
Dollar General	9/12	debit	\$ 3.00
Dollar General	9/12	debit	\$ 16.66
Amazon	9/14	debit	\$ 101.97
VistaPrint	9/14	debit	\$ 610.66
Amazon	9/19	debit	\$ 19.96
Amazon	9/21	debit	\$ 51.81
Amazon	9/22	debit	\$ 8.99
Walmart	9/22	debit	\$ 156.13
Amazon	9/25	debit	\$ 19.96
		subtotal	\$ 1,009.10
OWWL	9/20	#4223	\$ 332.19
USPS	9/20	#4224	\$ 152.00
Toshiba	9/20	#4225	\$ 111.59
American National	9/21	#4226	\$ 1,794.31
American National	9/21	#4227	\$ 500.00
American National	9/21	#4228	\$ 183.00
		subtotal	\$ 3,073.09
			\$ 4,082.19

Total of September claims approved at this meeting was **\$9680.33**.

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

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – report presented by R. Ott.

FACILITIES – report presented by K. Adams and R. Ott.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – no report.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – presented by R. Ott.

Annual Sexual Harassment Prevention Training: Trustees K. Adams, H. Baxter, A. Hart, K. Honchen, N. Johnsen, S. Johnson, R. Ott, and J. Persson received annual Sexual Harassment Prevention Training either from their employer or by viewing the two training videos provided by New York State. To complete the interactive portion of the training, an opportunity to ask questions and provide feedback about the videos occurred at this meeting.

NEW BUSINESS – nothing to report.

ADJOURNMENT – A motion by A. Hart to adjourn the meeting at 8:03pm with no objections.

NEXT MEETING: Tuesday, November 21, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary