

# RED JACKET COMMUNITY LIBRARY

## Board of Trustees Special Meeting Tuesday – November 7, 2023 - 6:00 PM Minutes

The meeting was called to order at 6:00pm by President R. Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott.

Director Jordan Schneider.

Treasurer: Jan Donahue.

Absent trustees: Susan Johnson, Jill Persson.

**DISCUSSION WITH PUBLIC OR EMPLOYEES:** no discussion.

### **NEW BUSINESS**

A motion is made by K. Adams to award electrical service to John Burnett for the installation of a new subpanel in the back building; with wiring to connect the new subpanel to the existing panel in the front building; the installation of new baseboard heating units in the back building; followed by an inspection certificate for all of the above for the estimated cost of \$5400.00.

K. Adams will contact John Burnett to request an IRS Form W9, a certificate of insurance, proof of Workers' Compensation coverage (if applicable), and a contract which contains the product details for the baseboard heating units to be installed, with any applicable warranties, and all prices for labor and materials.

**ADJOURNMENT** – The meeting was adjourned by R. Ott at 6:20pm with no objections.

Submitted by K. Honchen, Secretary