



**Board of Trustees November Business Meeting
Tuesday – November 21, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 6:59pm by President R. Ott.

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

Director Jordan Schneider.

Treasurer: Jan Donahue

Guest: Ron Kirsop

Absent trustee: Nancy Johnsen.

DISCUSSION WITH PUBLIC OR EMPLOYEES: no discussion.

DISCUSSION WITH OWWL EXECUTIVE DIRECTOR RON KIRSOP-Ron's presentation with questions and answers will serve as one hour of education credit for each trustee present.

APPROVE MINUTES – A motion is made by K. Adams to approve the minutes from the October 17, 2023 regular meeting. **Motion** carried, 8-1.

A motion is made by K. Adams to approve the minutes from the November 7, 2023 special meeting. **Motion** carried, 8-1.

FINANCES AND EXPENDITURES:

TREASURER'S REPORT – presented by J. Donahue.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by A. Hart to authorize payment of \$1,731.70 for unpaid bills and approve \$2,023.73 for claims paid prior to board approval, including debit card payments which together total \$3,755.43 as presented on the abstract of claims. **Motion** carried, 8-1.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	9/26	\$ 82.06
B&T	9/26	\$ 57.74
B&T	10/2	\$ 64.31
B&T	10/10	\$ 151.12
B&T	10/16	\$ 87.23
B&T	10/11	\$ 48.03
B&T	10/19	\$ 199.88
B&T	10/24	\$ 293.50
B&T	10/25	\$ 244.46
B&T	10/27	\$ 41.96
B&T	10/30	\$ 23.57
B&T	10/30	\$ 73.77
VIC	10/17	\$ 21.00
Democ	10/12	\$ 136.68
Quill	10/30	197.99
		\$1,731.70

Claims Paid Prior to Approval			
Vendor	Voucher da	Check/Debit	Amount
Eventbrite	10/1	debit	\$ 430.44
Amazon	10/2	debit	\$ 5.49
Amazon	10/2	debit	\$ 46.76
Amazon	10/2	debit	\$ 16.31
Amazon	10/2	debit	\$ 19.96
Amazon	10/9	debit	\$ 19.96
Amazon	10/11	debit	\$ 13.98
Amazon	10/11	debit	\$ 20.99
Amazon	10/26	debit	\$ 10.99
Amazon	10/30	debit	\$ 19.96
Amazon	10/30	debit	\$ 14.95
Amazon	10/30	debit	\$ 9.99
Amazon	10/30	debit	\$ 32.96
		subtotal	\$ 685.63
Monroe Extinguisher	10/11	#4230	\$ 97.00
Demco	10/11	#4240	\$ 151.65
Toshiba	10/8	#4241	\$ 111.59
Dell	10/5	#4242	\$ 817.50
M. Bailey	10/31	#4244	\$ 160.36
		subtotal	\$ 1,338.10
		Total	\$ 2,023.73

Total of October claims approved at this meeting was **\$3755.43**.

A motion is made by K. Honchen 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 November 1, 2023 and ending June 30, 2024.

- Charter Communications - \$109.97
- Malcho Storage - \$199.00
- Malcho Storage - \$149.00

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, 8-1.

A motion is made by A. Hart to accept the Financial Statements (June 30, 2023 and 2022) prepared by the accounting firm Bonn, Dioguardi and Ray, LLP, and, after the addition of Jordan Schneider as Library Director, and the removal of 7 Lehigh Avenue from the Library's address, to authorize Bonn, Dioguardi and Ray, LLP to file the prepared 2022 Federal Return of Organization Exempt from Income Tax, electronically with the IRS on behalf of the Library, as presented.

Motion carried, 8-1.

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

A motion by J. Persson to accept the resignation of Karen Madera, part-time, substitute library clerk, effective 11/15/23. **Motion** carried, 8-1.

COMMITTEE REPORTS:

PERSONNEL – report presented by J. Persson.

A motion is made by K. Honchen to adopt the 2023 Employee Handbook. **Motion** carried, 8-1.

FINANCE – report presented by R. Ott.

A motion is made by K. Adams to approve Policy 500-4 Procurement after annual review, as presented, and to adopt Policy 500-9 Credit Card, as presented, with the associated Credit Card Use Agreement Form as Appendix 1J. **Motion** carried, 8-1.

FACILITIES – report presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – presented by R. Ott.

Annual Sexual Harassment Prevention Training: Trustee A. Bement and Treasurer J. Donahue 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 – presented by R. Ott.

ADJOURNMENT – A motion by J. Persson to adjourn the meeting at 8:45pm with no objections.

NEXT MEETING: Tuesday, December 19, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary