



**Board of Trustees January Business Meeting
Tuesday – January 16, 2024 - 7:00 PM
Minutes**

The meeting was called to order at 7:00pm by Vice-President Kerry Adams.

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

Director Jordan Schneider.

Treasurer Jan Donahue.

Guest: Mary Zingerella.

Absent trustees: Amanda Bement, Amy Hart, Nancy Johnsen, Randy Ott.

DISCUSSION WITH PUBLIC OR EMPLOYEES: no discussion.

APPROVE MINUTES – A motion is made by S. Johnson to approve the minutes from the November 21, 2023 regular meeting. **Motion** carried, 5-4.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – report presented by J. Donahue.

A motion was made by J. Persson to authorize Director J. Schneider to transfer from the following accounts to Certificates of Deposit at The Canandaigua National Bank:

Capital Fund: \$40,000 in a 1-month CD, Education Account: \$15,000 in a 10-month CD,

Money Market Account: \$30,000 in a 10-month CD and \$218,000 in a 1-month CD.

Motion carried, 5-4.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by H. Baxter to authorize payment of \$2,160.21 for unpaid bills and approve \$9,367.24 for claims paid prior to board approval, including debit card payments, which total \$11,527.45 (\$ 8,343.45, November 2023; \$3,134.00, December 2023; and \$50.00 December payment to OWWL-Check 4262). **Motion** carried, 5-4.

November

Claims Paid Prior to Approval		
Vendor	Date	Amount
Toshiba	11/29	\$ 163.39
Quill	11/29	\$ 418.95
B&T	12/19	\$ 764.91
NY Lib Assoc	12/19	\$ 290.00
OWWL	12/19	\$ 64.16
John Burnett	12/19	\$ 5,400.00
J Schneider	12/19	\$ 280.49
Amazon	11/1	\$ 29.11
Whole Harvest	11/3	\$ 15.30
Saratoga Hilton	11/4	\$ 516.00
Amazon	11/8	\$ 59.99
Amazon	11/8	\$ 107.75
Amazon	11/12	\$ 18.99
Amazon	11/12	\$ 27.32
Amazon	11/16	\$ 29.46
Amazon	11/16	\$ 8.99
Amazon	11/17	\$ 46.77
Amazon	11/20	\$ 21.98
Amazon	11/20	\$ 59.91
Amazon	11/20	\$ 19.98
		\$ 8,343.45

December		
Unpaid Claims		
Vendor	Date	Amount
B&T	12/5	\$ 35.39
B&T	12/7	\$ 62.65
B&T	12/11	\$ 409.65
B&T	12/12	\$ 54.99
B&T	12/13	\$ 168.19
B&T	12/18	\$ 133.35
B&T	12/26	\$ 50.52
B&T	12/27	\$ 78.39
B&T	12/28	\$ 88.46
B&T	12/29	\$ 135.41
M Bailey	12/28	\$ 60.07
C Tripp	12/6	\$ 4.75
J Schneider	12/30	\$ 15.21
Demco	12/21	\$ 843.98
		\$2,160.21

Claims Paid Prior to Approval			
Vendor	Date	Amount	Check/Debit
Toshiba	12/20	\$ 111.59	#4263
OWWL	12/1	\$ 50.00	#4262
Amazon	12/8	\$ 32.08	debit
Amazon	12/8	\$ 27.29	debit
Amazon	12/8	\$ 13.95	debit
Amazon	12/11	\$ 29.95	debit
Amazon	12/11	\$ 17.96	debit
Amazon	12/11	\$ 4.97	debit
Amazon	12/12	\$ 19.96	debit
Amazon	12/12	\$ 19.96	debit
Amazon	12/14	\$ 35.38	debit
Amazon	12/18	\$ 19.96	debit
Amazon	12/26	\$ 25.04	debit
Amazon	12/26	\$ 12.78	debit
Amazon	12/29	\$ 48.97	debit
USPS	12/20	\$ 132.00	debit
Big Lots	12/1	\$ 6.99	debit
Gamestop	12/9	\$ 314.99	debit
		\$ 1,023.79	

Total of Nov/Dec claims approved at this meeting was **\$11,527.45**.

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

A motion is made by J. Persson to appoint Maeve Wright to the position of full-time Library Clerk at a salary of \$15.50/hour, effective 12/05/2023; this appointment is probationary and in accordance with Civil Service regulations. **Motion** carried, 5-4.

A motion is made by K. Honchen to adopt the resolution:

WHEREAS, the Red Jacket Community Library is a tax supported, school district public library and remains eligible to receive FFRPL Annual Fund grants, and

WHEREAS, the Red Jacket Community Library was granted \$420.89 from the Annual Fund by FFRPL on or about April 29, 2023, and

WHEREAS, the Red Jacket Community Library used the funds granted by FFRPL to purchase supplemental circulating materials of 5 ebooks and 4 audiobooks, at a cost equal to or exceeding \$420.89, therefore, be it

RESOLVED, to approve the FFRPL Annual Grant Report on this day, January 16, 2024.

Motion carried, 5-4.

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – report prepared by R. Ott; presented by K. Honchen.

A motion is made by K. Honchen to approve Policy 500-2 Whistleblower Policy as presented.

Motion carried, 5-4.

A motion is made by S. Johnson to approve Appendix J: Conflict of Interest Statement as presented.

Motion carried, 5-4.

FACILITIES – report presented by K. Adams.

A motion is made by S. Johnson to ratify the lease and accept the lease amending agreement that follows.

[LEASE AMENDING AGREEMENT](#) Motion carried, 5-4.

Motion carried, 5-4.

A motion is made by J. Persson to approve a retroactive rent payment of \$500 to Gemcole Properties.

Motion carried, 5-4.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – no report.

A vote on the adoption of Policy 400-7 was tabled. Policy is to be sent back to the Policy Committee for further consideration.

CORRESPONDENCE AND COMMUNICATION: presented by K. Adams.

UNFINISHED BUSINESS – presented by K. Adams

A motion is made by K. Honchen to call a Special District Meeting of the qualified voters of the Manchester-Shortsville Central School District to be held on Tuesday, June 11, 2024 from 12:00 o'clock P.M. prevailing time to 8:00 o'clock P.M. prevailing time, in the Red Jacket Community Library, 89 South Main Street, Manchester, New York, for the purposes of voting on a resolution for an annual library appropriation proposed by the library board of trustees and electing two (2) members of the board of trustees of the Red Jacket Community Library to fill two terms of five (5) years each.
Motion carried, 5-4.

A motion is made by J. Persson to establish a public information session to be held on Tuesday, May 28, 2024 at 7:00 o'clock PM prevailing time, in the Red Jacket Community Library, 89 South Main Street, Manchester, New York, for the purpose of presenting the 2024-2025 budget to the public.
Motion carried, 5-4.

NEW BUSINESS – presented by K. Adams

A motion is made by H. Baxter to reschedule the May 2024 regular business meeting of the Board of Trustees, to May 14, 2024, 7:00 P.M. and publish notice on the Library webpage, and to send notice to The Finger Lakes Times, Geneva, NY and The Daily Messenger, Canandaigua, NY.
Motion carried, 5-4.

ADJOURNMENT

A motion is made by K. Adams to adjourn the meeting at 7:52PM with no objections.

NEXT MEETING: Tuesday, February 20, 2024 at 7:00PM.
Submitted by K. Honchen, Secretary