



**Board of Trustees February Business Meeting
Tuesday – February 20, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 7:01pm by President Randy Ott.

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

Director Jordan Schneider.

Treasurer Jan Donahue.

Guest: Mary Zingerella, Meghan Bailey and Carl Persson.

Absent trustee: Amanda Bement.

DISCUSSION WITH PUBLIC OR EMPLOYEES:

Mary Zingerella stated the Friends of the RJCL voted to approve the Memo of Understanding. Meghan Bailey read a prepared statement.

APPROVE MINUTES – A motion is made by J. Persson to approve the minutes from the January 16, 2024 regular meeting. **Motion carried, 8-1.**

FINANCES AND EXPENDITURES:

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

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by H. Baxter to authorize payment of \$926.25 for unpaid bills and approve \$1,543.09 for claims paid prior to board approval, including debit card payments, which total \$2,469.34.

Motion carried, 8-1.

A motion is made by K. Honchen to approve \$674.87 for a claim paid prior to board approval, to ShelterPoint Life for PFL and Disability Insurance. **Motion** carried, 8-1.

January		
Unpaid Claims		
Vendor	Date	Amount
B&T	1/4	\$ 138.95
B&T	1/4	\$ 17.48
B&T	1/4	\$ 40.49
B&T	1/11	\$ 17.03
B&T	1/17	\$ 213.40
B&T	1/17	\$ 29.14
B&T	1/22	\$ 43.91
B&T	1/24	\$ 111.79
B&T	1/29	\$ 10.42
OWWL	1/18	\$ 34.58
D. Havert	1/29	\$ 24.00
M. Bailey	1/31	\$ 55.59
		\$ 926.25

Claims Paid Prior to Approval			
Vendor	Date	Amount	Check/Debit
NBS Insurance	1/12	\$ 895.96	#4267
Toshiba	1/5	\$ 37.25	#4276
RG&E	1/23	\$ 433.47	#4275
Amazon	1/3	\$ 8.69	debit
Amazon	1/4	\$ 12.99	debit
Amazon	1/8	\$ 9.96	debit
Amazon	1/9	\$ 14.44	debit
Amazon	1/15	\$ 30.34	debit
Amazon	1/18	\$ 7.99	debit
Amazon	1/18	\$ 16.99	debit
Amazon	1/20	\$ 22.10	debit
Amazon	1/22	\$ 19.96	debit
Amazon	1/29	\$ 32.95	debit
		\$ 1,543.09	

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

A motion is made by S. Johnson to approve the updates presented in the February 20, 2024 Director's Report to the Employee Handbook. **Motion** carried, 8-1.

A motion is made by K. Adams to retire Policy 300-1 General Personnel Policy and Policy 300-3 Working Remotely. **Motion** carried, 8-1.

A motion is made by N. Johnsen to authorize the Director to apply for a Visa Business Edition credit card with 1.5% cash back through Canandaigua National Bank. **Motion** carried, 8-1.

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – no report.

FACILITIES – report presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott

A motion is made by K. Adams to approve Policy 400-7 Circulation and Use of Library Materials, as presented. **Motion** carried, 8-1.

A motion is made by K. Adams to approve Policy 300-5 Circulation and Use of Library Materials with Appendix 1M, as presented. **Motion** carried, 8-1.

A motion is made by K. Honchen to approve Policy 400-3 Use of Display Space, as presented. **Motion** carried, 8-1.

A motion is made by J. Persson to approve Policy 400-13 Pest Control, as presented. **Motion** carried, 8-1.

CORRESPONDENCE AND COMMUNICATION: nothing to report.

UNFINISHED BUSINESS – nothing to report.

NEW BUSINESS – presented by R. Ott.

A motion is made by K. Adams to ratify the memorandum of understanding between Red Jacket Community Library and The Friends of the Red Jacket Community Library, effective on this date. **Motion** carried, 8-1.

A motion is made by K. Honchen to renew the existing commercial lease agreement, made August 1, 2022, between Gemcole Properties (Landlord) and Red Jacket Community Library (Tenant) for one (1) successive term of one (1) year. **Motion** carried, 8-1.

ADJOURNMENT

A motion is made by R. Ott to adjourn the meeting at 8:48PM with no objection.

NEXT MEETING: Tuesday, March 19, 2024 at 7:00PM.
Submitted by K. Honchen, Secretary