



**Board of Trustees March Business Meeting
Tuesday – March 19, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 7:00pm by President Randy Ott.

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

Director Jordan Schneider.

Treasurer Jan Donahue.

Guest: Mary Zingerella.

Absent trustees: Amanda Bement, Amy Hart.

DISCUSSION WITH PUBLIC OR EMPLOYEES: no discussion.

APPROVE MINUTES – A motion is made by S. Johnson to approve the minutes from the February 20, 2024 regular meeting. **Motion** carried, 7-2.

FINANCES AND EXPENDITURES:

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

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by J. Persson to authorize payment of \$1,516.00 for unpaid bills and approve \$1,582.30 for claims paid prior to board approval, which total \$3,098.30. **Motion** carried, 7-2.

February		
Unpaid Claims		
Vendor	Date	Amount
B&T	1/31	\$ 252.08
B&T	2/1	\$ 58.48
B&T	2/5	\$ 364.48
B&T	2/12	\$ 26.09
B&T	2/15	\$ 133.21
B&T	2/16	\$ 37.18
B&T	2/21	\$ 281.50
Demco	2/12	\$ 105.87
D. Havert	2/27	\$ 21.00
		\$1,516.00

Claims Paid Prior to Approval		
Vendor	Date	Amount
Amazon	2/4	\$ 53.75
Amazon	2/6	\$ 45.99
Amazon	2/7	\$ 9.44
Amazon	2/14	\$ 65.91
Amazon	2/14	\$ 34.95
JoomUnited	2/23	\$ 78.40
Amazon	2/26	\$ 19.95
Amazon	2/26	\$ 12.95
Amazon-Blink	2/22	\$ 100.00
Toshiba	2/6	\$ 139.88
RG&E	2/19	\$ 1,013.11
		\$ 1,582.30

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

J. Schneider reported that the library has obtained two credit cards through Canandaigua National Bank; one for herself and one for M. Bailey. Both cards have a credit limit of \$15,700.

A motion is made by K. Honchen to approve the 2023 Red Jacket Community Library Annual Report for Public and Association Libraries as presented. **Motion** carried, 7-2.

A motion is made by H. Baxter to approve the 2023 Annual Report to the Community as prepared. **Motion** carried, 7-2.

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – report presented by R. Ott.

FACILITIES – no report.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – no report.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – nothing to report.

NEW BUSINESS – presented by R. Ott.

A motion is made by K. Honchen to adopt a budget for the 2024-2025 Fiscal Year with a tax levy of \$292,462.00 and to place the proposition before the voters on Tuesday, June 11, 2024 in the library.

Motion carried, 7-2.

A motion was made by K. Adams to cancel the April 2024 Board of Trustees meeting.

Motion carried, 7-2.

A motion was made by S. Johnson to adopt the resolution:

WHEREAS, the next regular meeting of the board is set for May 14, 2024 wherein the board will audit claims, therefore be it

RESOLVED, to grant authority to Library Director, Jordan Schneider, to approve payment of eligible claims prior to claims audit beginning March 20, 2024 and ending April 15, 2024.

Motion carried, 7-2.

ADJOURMENT

A motion is made by K. Adams to adjourn the meeting at 7:44PM with no objections.

NEXT MEETING: Tuesday, May 14, 2024 at 7:00PM.

Submitted by K. Honchen, Secretary