



**Board of Trustees March Business Meeting  
Tuesday – June 18, 2024 - 7:00 PM  
Minutes**

The meeting was called to order at 7:05pm by President Randy Ott.

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

Director Jordan Schneider.

Treasurer Jan Donahue.

Guests: Lisa Spencer, Dorcas Lynch, Celeste Andrews, Mark Thomas.

Absent trustees: Amy Hart, Nancy Johnsen.

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

**APPROVE MINUTES**

A motion is made by J. Persson to approve the minutes from the May 14, 2024 regular meeting.

**Motion carried.**

A motion is made by K. Honchen to approve the minutes from the June 11, 2024 special district meeting.

**Motion carried.**

**FINANCES AND EXPENDITURES:**

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

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by S. Johnson to authorize payment of \$2,246.95 for unpaid bills and approve \$677.03 for claims paid prior to board approval, which total \$2,923.98.

**Motion carried.**

| <b>Unpaid Claims</b> |      |                   |
|----------------------|------|-------------------|
| Vendor               | Date | Amount            |
| B&T                  | 5/1  | \$ 54.78          |
| B&T                  | 5/1  | \$ 374.00         |
| B&T                  | 5/7  | \$ 118.35         |
| B&T                  | 5/13 | \$ 196.67         |
| B&T                  | 5/22 | \$ 147.41         |
| Demco                | 5/2  | \$ 136.37         |
| M. Bailey            | 5/29 | \$ 31.02          |
| D. Havert            | 5/28 | \$ 15.00          |
| Quill                | 5/23 | \$ <b>153.94</b>  |
| FNBO                 | 5/24 | \$ 838.47         |
|                      |      | <b>\$2,246.95</b> |

| <b>Claims Paid Prior to Approval</b> |      |                 |
|--------------------------------------|------|-----------------|
| Vendor                               | Date | Amount          |
| D. Havert                            | 4/22 | \$ 15.00        |
| Amazon                               | 5/13 | \$ 36.84        |
| Toshiba                              | 5/8  | \$ 165.01       |
| RG&E                                 | 5/20 | \$ 460.18       |
|                                      |      | <b>\$677.03</b> |
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**DIRECTOR’S REPORT** – presented by library director J. Schneider.

A motion is made by J. Persson to approve the appointment of Cathie Plaisted, as a part-time, substitute Library Clerk at a salary of \$15.20 per hour, effective 6/11/2024.

**Motion carried.**

**COMMITTEE REPORTS:**

**PERSONNEL** – presented by J. Persson.

A motion is made by J. Persson to accept the recommended 2024-25 personnel wages with effective dates, as presented.

**Motion carried.**

**FINANCE** – report presented by R. Ott.

A motion is made by H. Baxter to authorize the Treasurer to engage with Bonn, Dioguardi, and Ray, LLP to perform the 2023-2024 annual financial review and file Form 990.

**Motion carried.**

A motion is made by K. Honchen to approve Policy 500-7 Investment, as presented.

**Motion carried.**

A motion is made by J. Persson to retire Appendix 1E Quarterly Audit Form.

**Motion carried.**

FACILITIES – no report.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.

A motion is made by J. Persson to retire Appendix 1D Internet User Agreement.

**Motion carried.**

A motion is made by K. Honchen to approve Policy 400-16 Volunteer with Appendix 1N: Volunteer Application Form as presented.

**Motion carried.**

A motion is made by K. Adams to adopt Trustee Education as Policy 200-7 with Appendix 1E: Trustee Education Self Assurance Form as presented. Evidence of trustee education activities must be provided in compliance with this policy retroactive to 1/1/2024.

**Motion carried.**

**CORRESPONDENCE AND COMMUNICATION:** presented by R. Ott.

**UNFINISHED BUSINESS** – nothing to report.

**NEW BUSINESS** – presented by R. Ott.

**ADJOURNMENT**

A motion is made by J. Persson to adjourn the meeting at 8:06PM with no objections.

**NEXT MEETING:** Annual Reorganizational BOT Meeting 7/16/24 at 7:00 P.M.  
Regular July BOT Meeting: 7/16/24, following annual meeting.

Submitted by K. Honchen, Secretary