

**Board of Trustees Annual Organizational Meeting
July 16, 2024 - 7:00 P.M.
Minutes**

CALL TO ORDER – The meeting was called to order at 7:02 by acting president Kerry Adams.

OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES AND NEWLY APPOINTED OFFICER

Celeste Andrews sworn in as a new trustee

ROLL CALL – Quorum was present: Trustees Kerry Adams, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Library Director Jordan Schneider; Treasurer Jan Boor; Guest Mary Zingerella; Absent: Trustee Amy Hart.

APPROVE MINUTES – Annual meeting July 17, 2023

A motion was made by S. Johnson to approve the minutes from the July 17, 2023 annual organizational meeting.

Motion carried.

ELECTION OF OFFICERS

The Nominating Committee presented the slate of officers for nomination at the June 18, 2024 regular meeting as follow:

President – Kerry Adams,
Vice-President – Kathleen Honchen
Secretary – Heather Baxter
Additional nominations from the floor.
Election. Majority vote.

A motion is made by S. Johnson to elect Kerry Adams as president for a term of one year, beginning July 1, 2024 and ending June 30, 2025.

Motion carried.

A motion is made by S. Johnson to elect Kathleen Honchen as vice-president for a term of one year, beginning July 1, 2024 and ending June 30, 2025.

Motion carried.

A motion is made by S. Johnson to elect Heather Baxter as secretary for a term of one year, beginning July 1, 2024 and ending June 30, 2025.

Motion carried.

APPOINT CLAIMS REVIEWER

A motion is made by H. Baxter to appoint Trustee Kathleen Honchen as claims reviewer for a term of one year, beginning July 1, 2024 and ending on June 30, 2025. Motion carried.

1. DESIGNATION OF BANK SIGNATORIES

a. Proposed motion to adopt banking resolutions. Voice vote.

RESOLVED, that the Canandaigua National Bank and Trust Company (hereinafter referred to as the "Bank") is hereby designated as a depository of the Red Jacket Community Library, 89 S Main St Manchester, NY (hereinafter referred to as the "Corporation") and the deposit accounts of any kind may be opened and maintained in the name of the Corporation with said Bank. Be it further

RESOLVED, that the funds of the Corporation may be electronically transferred or withdrawn upon check, draft note, written order, written withdrawal request or debit card transaction of the Corporation signed, or purporting to be signed by the facsimile signature(s), By any of the following persons. In some instances, the request for the electronic transfer of funds may be accepted by an officer of the Bank over the telephone.

Jordan Schneider, Library Director, 32 Pratt Rd. Manchester NY 14505

Kerry Adams, President, 4650 Kyte Rd., Shortsville, NY 14548

Kathleen Honchen, Vice President, 1752 County Rd. 19, Shortsville, NY 14548

The Bank is hereby authorized to pay such checks, drafts, notes, written orders, or to pay pursuant to the written withdrawal and electronic transfer requests and to receive the same for credit to the account of the payee, or in payment of the individual indebtedness of the payee, or any other holder when so signed, or to otherwise honor any written instructions concerning said account when signed as authorized above, without inquiry as to the circumstances of their issue or the disposition of their proceeds or any such payments whether drawn to the individual order or tendered in payment of the individual obligations of any of the above persons or any officer or employee of this Corporation or otherwise. Be it further

RESOLVED, that the Bank as a designated depository of this corporation, is hereby requested, authorized, and directed to honor checks, drafts, or other orders for the payment of money drawn in this corporations name, including those payable to the individual order of any person or persons whose names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature(s) of any individual(s) listed on this Resolution, and the Bank shall be entitled to honor and to charge this corporation for such checks, drafts, or other orders, regardless of by whom or by what means the actual or purported facsimile signature(s) thereon may have been affixed thereto, if such signature(s) resemble the facsimile specimens duly certified to or filed with the Bank by the Secretary or other officer of this Corporation. Be it further

RESOLVED, that if any one of the authorized signatures is present, the Bank's action in paying such checks, drafts, notes, written order or paying pursuant to such written withdrawal or oral request shall be binding on the Corporation since the requirement of more than one signature is solely an internal requirement of the Corporation and shall not be binding on the Bank. Be it further

RESOLVED, that any checks, drafts, notes or other instruments of any kind payable to or belonging to this Corporation may be endorsed by any of its officers, employees or agents and deposited with the Bank for the credit and use of this Corporation and said endorsements may be made in writing or by stamp and without designation of the person so endorsing. Be it further

RESOLVED, that the secretary shall furnish to the Bank the names of the presently duly elected and qualified officers of the Corporation and shall, from time to time hereafter as changes in

the personnel of said officers are made, immediately certify such changes to the Bank, and the Bank shall be fully protected in relying on such certification of the Secretary and shall be indemnified and saved harmless from any claims, demands, expenses, loss of damages resulting from, or growing out of honoring the signature of any officer so certified, or refusing to honor any signature so certified. Be it further

RESOLVED, that any person designated as an authorized signer on accounts of the Corporation is authorized to borrow money on behalf of the Corporation by taking advances (initiated by overdraft or online transfer) on any existing ChexMate Overdraft Line of Credit Account that has been established for accounts of the Corporation. Be it further

RESOLVED, that the Bank, as a designated depository of this Corporation, is hereby requested, authorized and directed to issue a debit card to any person or persons designated by the Corporation as an authorized signer on accounts of the Corporation. The Bank is hereby requested, authorized and directed to honor electronic transactions initiated by debit card with the signature of an authorized signer (signature based) or by the debit card with an assigned personal identification number (pin based), drawn on this Corporation's name, including those payable to the individual order of any person or persons who the Corporation has designated as an authorized signer. Be it further

RESOLVED, that the Secretary or any other officer of this Corporation is hereby authorized to certify to the Bank a copy of these resolutions and to authorize additional individuals to conduct on-line banking transactions on behalf of the organization through the Internet. Such authorization will be made in writing to the Bank. The Bank may rely on and act upon such certificates, and these resolutions shall continue in full force and effect until the Bank is advised by a like certificate of any changes therein, on motion by K. Honchen and motion carried and certified to the Canandaigua National Bank and Trust Company by Heather Baxter that the foregoing is a true and complete copy of the resolutions duly adopted by the Board of Trustees of the Red Jacket Community Library on this date, 16 July 2024.

0. STANDING COMMITTEES

[Draft 2023-24 Roster](#) with Standing Committee Members
[Chairperson responsibilities.](#)

A motion was made by N. Johnsen to approve combining Policy and Planning committees.
Motion carried.

0. ADOPT 2024-25 BOARD OF TRUSTEES REGULAR MEETING CALENDAR

A motion is made by K. Honchen to adopt the meeting dates, times, and location listed herein as regular business meetings of the Board of Trustees, to publish notice on the Library webpage, and to send notice to The Finger Lakes Times, Geneva, NY and The Daily Messenger, Canandaigua, NY; notice should include the dates, times, physical location of meetings, identify the Board of Trustees of Red Jacket Community Library as the public body, and identify the Library Director as the contact for additional information.

August 28, 2024, 6:30 P.M.
September 25, 2024, 6:30 P.M.
October 23, 2024, 6:30 P.M.
November 20, 2024, 6:30 P.M.
December 18, 2024, 6:30 P.M.
January 22, 2025, 6:30 P.M.
February 26, 2025, 6:30 P.M.
March 26, 2025, 6:30 P.M.
April 23, 2025, 6:30 P.M.
May 28, 2025, 6:30 P.M.
June 25, 2025, 6:30 P.M.
July 23, 2025, 6:30 P.M.

The Board of Trustees meet in the meeting room of the Red Jacket Community Library, at 89 S. Main St. Manchester, NY.
Motion carried.

HOLIDAY SCHEDULE OF CLOSINGS FOR 2025

In accordance with Policy 400-1 Hours and Closings, the Director recommends eleven dates on which the library will close in 2025.

Jan 1, 2025
May 24, 2025
June 19, 2025
July 4, 2025
August 30, 2025
November 11, 2025
November 27, 2025
November 28, 2025
December 24, 2025
December 25, 2025
December 26, 2025

A motion is made by N. Johnsen to accept the Director's recommendation for library closings in the 2025 calendar year, as listed.
Motion carried.

10. TAX CAP OVERRIDE FOR 2025 - 2026

Proposed motion to adopt tax cap override resolution. Roll call vote.

A motion is made by Celeste to adopt the resolution:

WHEREAS, the adoption of the 2025 -2026 budget for the Red Jacket Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in general municipal law section 3-c adopted in 2011; and

WHEREAS, general municipal law section 3-c expressly permits the library Board of Trustees to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now, therefore be it

RESOLVED, that the Board of Trustees of the Red Jacket Community Library vote to exceed the tax levy limit for 2025-26.

Resolution adopted by roll call vote: 6 ayes: K. Adams, C. Andrews, H. Baxter, K. Honchen, N. Johnsen, S. Johnson; with 1 abstentions due to absence.

11. ADJOURNMENT

a. Proposed motion.

A motion is made by S. Johnson to adjourn the meeting at 7:30 pm.

Motion carried.

Submitted by H. Baxter, secretary