

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

The meeting was called to order at 7:31pm by President Kerry Adams.

Quorum was present: Trustees: Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Susan Johnson.

Director Jordan Schneider.

Treasurer Jan Donahue.

Guests: Mary Zingerella.

Absent trustees: Amy Hart.

DISCUSSION WITH PUBLIC OR EMPLOYEES: Mary shared some RJCL Friends news-planning a book sale. Their next meeting will be held on 9/24/24.

APPROVE MINUTES

A motion is made by S. Johnson to approve the minutes from the June 18, 2024 regular meeting.

Motion carried.

FINANCES AND EXPENDITURES:

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

A motion is made by S. Johnson to transfer \$5,000 from the Operations fund into the Education fund and \$43,000 from the Operations fund into the Capital fund.

Motion carried.

A motion is made by K. Honchen to transfer \$5,000 from the Education fund into a CD and transfer \$43,000 from the Capital fund into a CD with Canandaigua National Bank.

Motion carried.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by H. Baxter to authorize payment of \$2,218.23 for unpaid bills and approve \$1011.88 paid prior to board approval which totals \$3230.11.

Motion carried.

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

COMMITTEE REPORTS:

PERSONNEL – No report

FINANCE – report presented by K. Honchen

A motion is made by K. Honchen to approve Policy 500-5 Unrestricted Fund Balance, as presented.

Motion carried.

FACILITIES – report presented by K. Adams

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – report presented by H. Baxter

A motion is made by N. Johnsen to retire Appendix L Use Display Space Waver.

Motion carried.

A motion is made by K. Honchen to approve Policy 400-14 Library Safety and Patron Conduct, as presented.

Motion carried.

A motion is made by N. Johnsen to approve Policy 200-5 Public Comment, as presented.

Motion carried.

CORRESPONDENCE AND COMMUNICATION:

Regular Board of Trustees meetings will be held at 6:30pm on the 4th Wednesday of each month except for November and December when they'll be held at 6:30 pm on the 3rd Wednesday of the month.

UNFINISHED BUSINESS – Bylaws Review

A motion is made by N. Johnsen to adopt the resolution:

WHEREAS, a resolution from the meeting of the Board of Regents on December 11, 2018 amended the charter of the Red Jacket Community Library to specify the trustee range to be not less than five nor more than eleven, and

WHEREAS, a resolution from the meeting of the Board of Trustees on April 8, 2019 amended Bylaws Article 1, Section 1 to read: "The Board of Trustees consists of 9 members, consistent with the amended Charter which specifies a range of not less than 5 nor more than 11 members.", and

WHEREAS, the reduction of members on April 8, 2019 effectively eliminated seats 3 and 8 of the original 11 member seats of the Board of Trustees, and

WHEREAS, a resignation from a member on May 16, 2024 resulted in a vacancy on the Board of Trustees, and

WHEREAS, the results of a trustee election held on June 11, 2024 filled one of two member seats set to expire June 30, 2024, leaving one seat unfilled as a vacancy on the Board of Trustees, and

WHEREAS, the Board of Trustees will have two vacant seats on July 1, 2024, therefore, be it RESOLVED, to amend Bylaws Article I, Section A to read: "The Board of Trustees consists of 7 members, consistent with the amended Charter which specifies a range of not less than 5 nor more than 11 members.", and be it further RESOLVED, to take effect on July 16, 2024.

Motion carried

1. NEW BUSINESS

NEW BUSINESS –

ADJOURNMENT

A motion is made by S. Johnson at 8:35 pm to adjourn with no objections.

NEXT MEETING: Wednesday, August 28 at 6:30 pm

Submitted by H. Baxter, Secretary