

RED JACKET COMMUNITY LIBRARY



Red Jacket Community Library

Meeting Minutes for August 28, 2024

The meeting was called to order at 6:30 PM by President Kerry Adams.

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

Director Jordan Schneider

Treasurer Jan Donahue

Guests: Theresa Schlosnagle, Mary Zingerella, Allison Adam-Anderson (Keller Wilkins realty) and Tracy Kraft

Absent trustees: Amy Hart (unexcused absence)

Discussion with Public or Employees

Mary shared RJCL Friends news-collecting books for an upcoming book sale on 9/28/24 at the RJ PTSA craft sale. Their next meeting is Tuesday, 9/10 at 6:30 PM.

APPROVE MINUTES

A motion is made by Kathleen and Celeste to approve the minutes from the July 16, 2024 regular meeting. Motion Carried.

FINANCES AND EXPENDITURES

TREASURER'S REPORT

A motion is made by Susan and Nancy to authorize payment of \$2,923.35 for unpaid bills and approve \$4,679.28 for claims paid prior to board approval, which total \$7,602.63. Motion Carried.

A motion is made by Kathleen and Celeste to adopt the resolutions:

WHEREAS unpaid claims must be presented to the board at regular business meetings for audit and approval prior to payment, and

WHEREAS some goods and services are billed as recurring monthly claims for the same dollar amount every month over the course of a year, therefore, be it

RESOLVED, to approve the following recurring monthly payments at the dollar amount listed herein, beginning July 1, 2024, and ending June 30, 2025.

Amazon Prime - \$14.99

Charter Communications (Spectrum cable) - \$119.97

Malcho Storage - \$199.00

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Malcho Storage - \$149.00, and be it further RESOLVED, that a recurring monthly claim greater than the dollar amount listed herein is not approved without presentation to the board for further audit and approval. Motion Carried.

Baker & Taylor 2038441706 \$ 80.18
499 Baker & Taylor 2038450602 \$
167.36
500 Baker & Taylor 2038436089 \$ 57.67
501 Baker & Taylor 2038427077 \$
139.69
502 Baker & Taylor 2038391597 \$ 19.07
503 Baker & Taylor 2038395830 \$
305.71
504 Baker & Taylor 2038387141 \$ 30.62
505 Baker & Taylor 2038401926 \$
228.86
506 Baker & Taylor 2038403557 \$ 86.60
507 Baker & Taylor 2038405580 \$ 47.28
508 Jordan Schneider mileage \$ 17.76
509 Quill 39517570 \$ 28.69
510 Quill 39514138 \$ 58.24
511 RMSC membership \$
120.00
512 FNBO Visa \$ 59.34
513 FNBO Visa \$ 1,476.28
Total Unpaid Bills \$ 2,923.35

DIRECTOR'S REPORT

A motion is made by Nancy and Celeste to approve the permanent appointment of Cindy Tripp to the position of part-time Library Clerk effective 9/4/2024, at a pay rate of \$15.80 per hour in accordance with civil service regulations. Motion Carried.

A motion is made by Susan and Heather to approve the permanent appointment of Leah Aldrich to the position of part-time Clerk at a pay rate of \$15.80 per hour, effective 9/16/24, in accordance with civil service regulations. Motion Carried.

A motion is made by Kathleen and Nancy to grant approval for the Director, Jordan Schneider and Programming Team Lead, Meghan Bailey to attend the NYLA Conference, November 6-9, 2024, in Syracuse, NY. Motion Carried.

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COMMITTEE REPORTS

A motion is made by Celeste and Nancy to accept the recommendation of the Facilities Committee that the Red Jacket Community Library will enter into a non-binding contract with Richard Deys in which he agrees to build a structure for the sole purpose of housing the Red Jacket Community Library. Motion Carried.

CORRESPONDENCE AND COMMUNICATION

Next BOT meeting is 9/25/24 at 6:30 PM

A motion is made by Susan to adjourn the meeting at 7:46 PM. Motion Carried