



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

The meeting was called to order at 7:00pm by Vice-President Kerry Adams.

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

Director Jordan Schneider.

Treasurer Jan Donahue.

Guest: Mary Zingerella.

Absent trustees: Amanda Bement, Amy Hart, Nancy Johnsen, Randy Ott.

DISCUSSION WITH PUBLIC OR EMPLOYEES: no discussion.

APPROVE MINUTES – A motion is made by S. Johnson to approve the minutes from the November 21, 2023 regular meeting. **Motion** carried, 5-4.

FINANCES AND EXPENDITURES:

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

A motion was made by J. Persson to authorize Director J. Schneider to transfer from the following accounts to Certificates of Deposit at The Canandaigua National Bank:

Capital Fund: \$40,000 in a 1-month CD, Education Account: \$15,000 in a 10-month CD,

Money Market Account: \$30,000 in a 10-month CD and \$218,000 in a 1-month CD.

Motion carried, 5-4.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by H. Baxter to authorize payment of \$2,160.21 for unpaid bills and approve \$9,367.24 for claims paid prior to board approval, including debit card payments, which total \$11,527.45 (\$ 8,343.45, November 2023; \$3,134.00, December 2023; and \$50.00 December payment to OWWL-Check 4262). **Motion** carried, 5-4.

November

Claims Paid Prior to Approval		
Vendor	Date	Amount
Toshiba	11/29	\$ 163.39
Quill	11/29	\$ 418.95
B&T	12/19	\$ 764.91
NY Lib Assoc	12/19	\$ 290.00
OWWL	12/19	\$ 64.16
John Burnett	12/19	\$ 5,400.00
J Schneider	12/19	\$ 280.49
Amazon	11/1	\$ 29.11
Whole Harvest	11/3	\$ 15.30
Saratoga Hilton	11/4	\$ 516.00
Amazon	11/8	\$ 59.99
Amazon	11/8	\$ 107.75
Amazon	11/12	\$ 18.99
Amazon	11/12	\$ 27.32
Amazon	11/16	\$ 29.46
Amazon	11/16	\$ 8.99
Amazon	11/17	\$ 46.77
Amazon	11/20	\$ 21.98
Amazon	11/20	\$ 59.91
Amazon	11/20	\$ 19.98
		\$ 8,343.45

December		
Unpaid Claims		
Vendor	Date	Amount
B&T	12/5	\$ 35.39
B&T	12/7	\$ 62.65
B&T	12/11	\$ 409.65
B&T	12/12	\$ 54.99
B&T	12/13	\$ 168.19
B&T	12/18	\$ 133.35
B&T	12/26	\$ 50.52
B&T	12/27	\$ 78.39
B&T	12/28	\$ 88.46
B&T	12/29	\$ 135.41
M Bailey	12/28	\$ 60.07
C Tripp	12/6	\$ 4.75
J Schneider	12/30	\$ 15.21
Demco	12/21	\$ 843.98
		\$2,160.21

Claims Paid Prior to Approval			
Vendor	Date	Amount	Check/Debit
Toshiba	12/20	\$ 111.59	#4263
OWWL	12/1	\$ 50.00	#4262
Amazon	12/8	\$ 32.08	debit
Amazon	12/8	\$ 27.29	debit
Amazon	12/8	\$ 13.95	debit
Amazon	12/11	\$ 29.95	debit
Amazon	12/11	\$ 17.96	debit
Amazon	12/11	\$ 4.97	debit
Amazon	12/12	\$ 19.96	debit
Amazon	12/12	\$ 19.96	debit
Amazon	12/14	\$ 35.38	debit
Amazon	12/18	\$ 19.96	debit
Amazon	12/26	\$ 25.04	debit
Amazon	12/26	\$ 12.78	debit
Amazon	12/29	\$ 48.97	debit
USPS	12/20	\$ 132.00	debit
Big Lots	12/1	\$ 6.99	debit
Gamestop	12/9	\$ 314.99	debit
		\$ 1,023.79	

Total of Nov/Dec claims approved at this meeting was **\$11,527.45**.

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

A motion is made by J. Persson to appoint Maeve Wright to the position of full-time Library Clerk at a salary of \$15.50/hour, effective 12/05/2023; this appointment is probationary and in accordance with Civil Service regulations. **Motion** carried, 5-4.

A motion is made by K. Honchen to adopt the resolution:

WHEREAS, the Red Jacket Community Library is a tax supported, school district public library and remains eligible to receive FFRPL Annual Fund grants, and

WHEREAS, the Red Jacket Community Library was granted \$420.89 from the Annual Fund by FFRPL on or about April 29, 2023, and

WHEREAS, the Red Jacket Community Library used the funds granted by FFRPL to purchase supplemental circulating materials of 5 ebooks and 4 audiobooks, at a cost equal to or exceeding \$420.89, therefore, be it

RESOLVED, to approve the FFRPL Annual Grant Report on this day, January 16, 2024.

Motion carried, 5-4.

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – report prepared by R. Ott; presented by K. Honchen.

A motion is made by K. Honchen to approve Policy 500-2 Whistleblower Policy as presented.

Motion carried, 5-4.

A motion is made by S. Johnson to approve Appendix J: Conflict of Interest Statement as presented.

Motion carried, 5-4.

FACILITIES – report presented by K. Adams.

A motion is made by S. Johnson to ratify the lease and accept the lease amending agreement that follows.

[LEASE AMENDING AGREEMENT](#) Motion carried, 5-4.

Motion carried, 5-4.

A motion is made by J. Persson to approve a retroactive rent payment of \$500 to Gemcole Properties.

Motion carried, 5-4.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – no report.

A vote on the adoption of Policy 400-7 was tabled. Policy is to be sent back to the Policy Committee for further consideration.

CORRESPONDENCE AND COMMUNICATION: presented by K. Adams.

UNFINISHED BUSINESS – presented by K. Adams

A motion is made by K. Honchen to call a Special District Meeting of the qualified voters of the Manchester-Shortsville Central School District to be held on Tuesday, June 11, 2024 from 12:00 o'clock P.M. prevailing time to 8:00 o'clock P.M. prevailing time, in the Red Jacket Community Library, 89 South Main Street, Manchester, New York, for the purposes of voting on a resolution for an annual library appropriation proposed by the library board of trustees and electing two (2) members of the board of trustees of the Red Jacket Community Library to fill two terms of five (5) years each.

Motion carried, 5-4.

A motion is made by J. Persson to establish a public information session to be held on Tuesday, May 28, 2024 at 7:00 o'clock PM prevailing time, in the Red Jacket Community Library, 89 South Main Street, Manchester, New York, for the purpose of presenting the 2024-2025 budget to the public.

Motion carried, 5-4.

NEW BUSINESS – presented by K. Adams

A motion is made by H. Baxter to reschedule the May 2024 regular business meeting of the Board of Trustees, to May 14, 2024, 7:00 P.M. and publish notice on the Library webpage, and to send notice to The Finger Lakes Times, Geneva, NY and The Daily Messenger, Canandaigua, NY.

Motion carried, 5-4.

ADJOURNMENT

A motion is made by K. Adams to adjourn the meeting at 7:52PM with no objections.

NEXT MEETING: Tuesday, February 20, 2024 at 7:00PM.

Submitted by K. Honchen, Secretary



**Board of Trustees February Business Meeting
Tuesday – February 20, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 7:01pm by President Randy Ott.

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

Director Jordan Schneider.

Treasurer Jan Donahue.

Guest: Mary Zingerella, Meghan Bailey and Carl Persson.

Absent trustee: Amanda Bement.

DISCUSSION WITH PUBLIC OR EMPLOYEES:

Mary Zingerella stated the Friends of the RJCL voted to approve the Memo of Understanding.

Meghan Bailey read a prepared statement.

APPROVE MINUTES – A motion is made by J. Persson to approve the minutes from the January 16, 2024 regular meeting. **Motion carried, 8-1.**

FINANCES AND EXPENDITURES:

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

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by H. Baxter to authorize payment of \$926.25 for unpaid bills and approve \$1,543.09 for claims paid prior to board approval, including debit card payments, which total \$2,469.34.

Motion carried, 8-1.

A motion is made by K. Honchen to approve \$674.87 for a claim paid prior to board approval, to ShelterPoint Life for PFL and Disability Insurance. **Motion carried, 8-1.**

January		
Unpaid Claims		
Vendor	Date	Amount
B&T	1/4	\$ 138.95
B&T	1/4	\$ 17.48
B&T	1/4	\$ 40.49
B&T	1/11	\$ 17.03
B&T	1/17	\$ 213.40
B&T	1/17	\$ 29.14
B&T	1/22	\$ 43.91
B&T	1/24	\$ 111.79
B&T	1/29	\$ 10.42
OWWL	1/18	\$ 34.58
D. Havert	1/29	\$ 24.00
M. Bailey	1/31	\$ 55.59
		\$ 926.25

Claims Paid Prior to Approval			
Vendor	Date	Amount	Check/Debit
NBS Insurance	1/12	\$ 895.96	#4267
Toshiba	1/5	\$ 37.25	#4276
RG&E	1/23	\$ 433.47	#4275
Amazon	1/3	\$ 8.69	debit
Amazon	1/4	\$ 12.99	debit
Amazon	1/8	\$ 9.96	debit
Amazon	1/9	\$ 14.44	debit
Amazon	1/15	\$ 30.34	debit
Amazon	1/18	\$ 7.99	debit
Amazon	1/18	\$ 16.99	debit
Amazon	1/20	\$ 22.10	debit
Amazon	1/22	\$ 19.96	debit
Amazon	1/29	\$ 32.95	debit
		\$ 1,543.09	

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

A motion is made by S. Johnson to approve the updates presented in the February 20, 2024 Director's Report to the Employee Handbook. **Motion** carried, 8-1.

A motion is made by K. Adams to retire Policy 300-1 General Personnel Policy and Policy 300-3 Working Remotely. **Motion** carried, 8-1.

A motion is made by N. Johnsen to authorize the Director to apply for a Visa Business Edition credit card with 1.5% cash back through Canandaigua National Bank. **Motion** carried, 8-1.

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – no report.

FACILITIES – report presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott

A motion is made by K. Adams to approve Policy 400-7 Circulation and Use of Library Materials, as presented. **Motion** carried, 8-1.

A motion is made by K. Adams to approve Policy 300-5 Circulation and Use of Library Materials with Appendix 1M, as presented. **Motion** carried, 8-1.

A motion is made by K. Honchen to approve Policy 400-3 Use of Display Space, as presented. **Motion** carried, 8-1.

A motion is made by J. Persson to approve Policy 400-13 Pest Control, as presented. **Motion** carried, 8-1.

CORRESPONDENCE AND COMMUNICATION: nothing to report.

UNFINISHED BUSINESS – nothing to report.

NEW BUSINESS – presented by R. Ott.

A motion is made by K. Adams to ratify the memorandum of understanding between Red Jacket Community Library and The Friends of the Red Jacket Community Library, effective on this date. **Motion** carried, 8-1.

A motion is made by K. Honchen to renew the existing commercial lease agreement, made August 1, 2022, between Gemcole Properties (Landlord) and Red Jacket Community Library (Tenant) for one (1) successive term of one (1) year. **Motion** carried, 8-1.

ADJOURNMENT

A motion is made by R. Ott to adjourn the meeting at 8:48PM with no objection.

NEXT MEETING: Tuesday, March 19, 2024 at 7:00PM.
Submitted by K. Honchen, Secretary



**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



**Board of Trustees March Business Meeting
Tuesday – May 14, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 7:02pm by President Randy Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter (arrived 7:15pm), Kathleen Honchen, Susan Johnson, Randy Ott, Jill Persson.

Director Jordan Schneider.

Treasurer Jan Donahue.

Absent trustees: Amanda Bement, Amy Hart, Nancy Johnsen.

DISCUSSION WITH PUBLIC OR EMPLOYEES: no discussion.

APPROVE MINUTES – A motion is made by K. Adams to approve the minutes from the March 19, 2024 regular 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 J. Persson to approve March 2024 claims paid prior to board approval, which total \$2,517.41.

Motion carried.

A motion is made by K. Adams to authorize payment of \$1,058.23 for April 2024 unpaid bills and approve \$1,904.39 for April 2024 claims paid prior to board approval, which total \$2,962.62.

Motion carried.

March		
Claims Paid Prior to Approval		
Vendor	Date	Amount
NYS Parks	3/1	\$ 140.00
Toshiba	3/8	\$ 99.20
B&T	4/19	\$ 778.84
Utica National	4/25	\$ 312.00
D. Havert	4/19	\$ 24.00
Quill	4/19	\$ 212.53
Charter/Spectrum	4/3	\$ 119.97
RG&E	3/21	\$ 596.79
Amazon	3/23	\$ 13.99
Amazon	4/1	\$ 7.99
Amazon	4/1	\$ 36.98
Amazon	3/8	\$ 26.99
Amazon	3/15	\$ 84.86
Amazon	3/18	\$ 47.98
Amazon	3/20	\$ 15.29
		\$ 2,517.41

April		
Unpaid Claims		
Vendor	Date	Amount
B&T	4/24	\$ 270.76
B&T	4/23	\$ 177.19
B&T	4/15	\$ 35.55
B&T	4/3	\$ 62.28
B&T	4/2	\$ 15.63
B&T	4/9	\$ 73.85
OWWL	4/2	\$ 289.80
J Schneider	4/30	\$ 106.13
		\$1,058.23

April		
Claims Paid Prior to Approval		
Vendor	Date	Amount
M Bailey	4/1	\$ 14.20
Collaborative Summer	3/16	\$ 92.21
Amazon	4/7	\$ 14.95
Amazon	4/8	\$ 58.98
Dollar Tree	4/11	\$ 7.50
Moore Printing	4/11	\$ 138.50
Etsy	4/12	\$ 12.58
Amazon	4/15	\$ 14.96
Amazon	4/15	\$ 20.99
Amazon	5/16	\$ 89.37
Amazon	4/17	\$ 352.22
Finger Lakes Times	4/17	\$ 343.60
Amazon	4/18	\$ 7.49
Amazon	4/29	\$ 14.49
Amazon	4/29	\$ 35.92
Amazon	4/29	\$ 19.96
Charter/Spectrum	4/21	\$ 119.97
Toshiba	4/7	\$ 99.20
RG&E	4/17	\$ 419.51
Tech Soup	3-Apr	\$ 18.00
		\$ 1,904.39

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

COMMITTEE REPORTS:

PERSONNEL – presented by J. Persson.

A motion was made by J. Persson to approve reimbursement to Jordan Schneider for tuition upon successful completion of courses for the fall 2024 and spring 2025 semesters not to exceed \$5000 per fiscal year.

Motion carried.

FINANCE – report presented by R. Ott.

FACILITIES – report presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.

A motion is made by K. Honchen to approve the 2024 Emergency and Disaster Plan (410-0), as presented.

Motion carried.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – nothing to report.

NEW BUSINESS – presented by R. Ott.

A motion is made by K. Adams to approve the ballot and military ballot for the June 11, 2024 Election and Budget Vote.

Motion carried.

A motion is made by K. Honchen to order the Director to open the ballot box on June 7, 2024 and to destroy all voted, spoiled, voided, rejected, and unused ballots from the June 6, 2023 election. The sample ballot with other election materials identified in the Retention and Disposition Schedule for New York Local Government Records (LGS-1) must be retained in accordance with Policy 500-8, Records Retention and Disposition.

Motion carried.

A motion is made by H. Baxter to designate Jordan Schneider as Clerk of the Election for the Special District Meeting to be held on June 11, 2024.

Motion carried.

A motion by J. Persson to designate R. Ott as chairperson of the Special District Meeting to be held on June 11, 2024.

Motion carried.

A motion by R. Ott to designate Dorcas Lynch, Lisa Spencer, Nancy Patz, Sue Smith, Kim Porter, Mary Zingerella, Kathleen Honchen and Rich Honchen as election inspectors of the Trustee Election and Budget Vote on June 11, 2024.

Motion carried.

A motion by K. Adams to designate Kathleen Honchen as the chief election inspector of the Trustee Election and Budget Vote on June 11, 2024.

Motion carried.

A motion by H. Baxter to set the rate of pay for election inspectors at \$15.00 per hour.

Motion carried.

ADJOURMENT

A motion is made by S. Johnson to adjourn the meeting at 8:22PM with no objections.

NEXT MEETING: Tuesday, June 18, 2024 at 7:00PM.

Submitted by K. Honchen, Secretary



**Board of Trustees March Business Meeting
Tuesday – May 14, 2024 - 7:00 PM
Minutes**

The meeting was called to order at 7:02pm by President Randy Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter (arrived 7:15pm), Kathleen Honchen, Susan Johnson, Randy Ott, Jill Persson.

Director Jordan Schneider.

Treasurer Jan Donahue.

Absent trustees: Amanda Bement, Amy Hart, Nancy Johnsen.

DISCUSSION WITH PUBLIC OR EMPLOYEES: no discussion.

APPROVE MINUTES – A motion is made by K. Adams to approve the minutes from the March 19, 2024 regular 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 J. Persson to approve March 2024 claims paid prior to board approval, which total \$2,517.41.

Motion carried.

A motion is made by K. Adams to authorize payment of \$1,058.23 for April 2024 unpaid bills and approve \$1,904.39 for April 2024 claims paid prior to board approval, which total \$2,962.62.

Motion carried.

March		
Claims Paid Prior to Approval		
Vendor	Date	Amount
NYS Parks	3/1	\$ 140.00
Toshiba	3/8	\$ 99.20
B&T	4/19	\$ 778.84
Utica National	4/25	\$ 312.00
D. Havert	4/19	\$ 24.00
Quill	4/19	\$ 212.53
Charter/Spectrum	4/3	\$ 119.97
RG&E	3/21	\$ 596.79
Amazon	3/23	\$ 13.99
Amazon	4/1	\$ 7.99
Amazon	4/1	\$ 36.98
Amazon	3/8	\$ 26.99
Amazon	3/15	\$ 84.86
Amazon	3/18	\$ 47.98
Amazon	3/20	\$ 15.29
		\$ 2,517.41

April		
Unpaid Claims		
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B&T	4/23	\$ 177.19
B&T	4/15	\$ 35.55
B&T	4/3	\$ 62.28
B&T	4/2	\$ 15.63
B&T	4/9	\$ 73.85
OWWL	4/2	\$ 289.80
J Schneider	4/30	\$ 106.13
		\$1,058.23

April		
Claims Paid Prior to Approval		
Vendor	Date	Amount
M Bailey	4/1	\$ 14.20
Collaborative Summer	3/16	\$ 92.21
Amazon	4/7	\$ 14.95
Amazon	4/8	\$ 58.98
Dollar Tree	4/11	\$ 7.50
Moore Printing	4/11	\$ 138.50
Etsy	4/12	\$ 12.58
Amazon	4/15	\$ 14.96
Amazon	4/15	\$ 20.99
Amazon	5/16	\$ 89.37
Amazon	4/17	\$ 352.22
Finger Lakes Times	4/17	\$ 343.60
Amazon	4/18	\$ 7.49
Amazon	4/29	\$ 14.49
Amazon	4/29	\$ 35.92
Amazon	4/29	\$ 19.96
Charter/Spectrum	4/21	\$ 119.97
Toshiba	4/7	\$ 99.20
RG&E	4/17	\$ 419.51
Tech Soup	3-Apr	\$ 18.00
		\$ 1,904.39

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

COMMITTEE REPORTS:

PERSONNEL – presented by J. Persson.

A motion was made by J. Persson to approve reimbursement to Jordan Schneider for tuition upon successful completion of courses for the fall 2024 and spring 2025 semesters not to exceed \$5000 per fiscal year.

Motion carried.

FINANCE – report presented by R. Ott.

FACILITIES – report presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.

A motion is made by K. Honchen to approve the 2024 Emergency and Disaster Plan (410-0), as presented.

Motion carried.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – nothing to report.

NEW BUSINESS – presented by R. Ott.

A motion is made by K. Adams to approve the ballot and military ballot for the June 11, 2024 Election and Budget Vote.

Motion carried.

A motion is made by K. Honchen to order the Director to open the ballot box on June 7, 2024 and to destroy all voted, spoiled, voided, rejected, and unused ballots from the June 6, 2023 election. The sample ballot with other election materials identified in the Retention and Disposition Schedule for New York Local Government Records (LGS-1) must be retained in accordance with Policy 500-8, Records Retention and Disposition.

Motion carried.

A motion is made by H. Baxter to designate Jordan Schneider as Clerk of the Election for the Special District Meeting to be held on June 11, 2024.

Motion carried.

A motion by J. Persson to designate R. Ott as chairperson of the Special District Meeting to be held on June 11, 2024.

Motion carried.

A motion by R. Ott to designate Dorcas Lynch, Lisa Spencer, Nancy Patz, Sue Smith, Kim Porter, Mary Zingerella, Kathleen Honchen and Rich Honchen as election inspectors of the Trustee Election and Budget Vote on June 11, 2024.

Motion carried.

A motion by K. Adams to designate Kathleen Honchen as the chief election inspector of the Trustee Election and Budget Vote on June 11, 2024.

Motion carried.

A motion by H. Baxter to set the rate of pay for election inspectors at \$15.00 per hour.

Motion carried.

ADJOURNMENT

A motion is made by S. Johnson to adjourn the meeting at 8:22PM with no objections.

NEXT MEETING: Tuesday, June 18, 2024 at 7:00PM.

Submitted by K. Honchen, Secretary



**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.

Unpaid Claims		
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	\$ 153.94
FNBO	5/24	\$ 838.47
		\$2,246.95

Claims Paid Prior to Approval		
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
		\$677.03

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

RED JACKET COMMUNITY LIBRARY



89 South Main St. Manchester, NY 14504 • Mailing Address: PO Box 370 Shortsville, NY 14504
Phone: 585-289-7063 • Fax: 585-289-7065 • www.redjacket.owwl.org

MINUTES OF THE SPECIAL DISTRICT MEETING OF THE MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT - RED JACKET COMMUNITY LIBRARY BUDGET VOTE AND TRUSTEE ELECTION

June 11, 2024

A Special District Meeting of the Manchester-Shortsville Central School District, for the purpose of a public vote on the Red Jacket Community Library's proposed budget and election of library trustees, was called to order by the Chairperson of the Election, Randall Ott, at 11:58 AM.

The chairperson declared the polls open at 11:58 AM.

The chairperson declared the polls closed at 8:00 PM.

There were no challenges of voters.

The ballots were counted and the chairperson declared the results as follows:

REGARDING PROPOSITION #1: *Shall the sum of \$292,462 be raised by annual levy of a tax upon the taxable real property within the Manchester-Shortsville Central School District for the support and maintenance of the Red Jacket Community Library;*

The proposition PASSED by a vote of 84 voting YES and 12 voting NO. There were 0 blank votes.

REGARDING THE ELECTION OF TRUSTEES:

Celeste Andrews and Mark Thomas were elected to the board of Trustees for term of five years, commencing July 1, 2024 and expiring June 30, 2029 as follows:

Celeste Andrews – 86 votes

Mark Thomas - 2 write-in votes

Write-in candidates - Carl Persson, Kim Porter, Craig Andrews, John Greene, Rebecca Troutman, Randy Ott, Jennifer Speers. There were 9 blank votes.

The meeting was adjourned at 9:18 PM.

Submitted by Jordan Schneider, Clerk of the Election

**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.

Red Jacket Community Library
Unpaid Bills Abstract
As of:

7/7/2024

Audit #	Vendor	Invoice #	Amount	Check#
497	FNBO Visa	June Statement	\$ 2,218.23	
Total Unpaid Bills			\$ 2,218.23	

Payments Made Prior to Approval				
Vendor	Date	Amount		
Toshiba	7-Jun	101.72		EFT
Baker & Taylor	27-Jun	\$ 271.43		ck 4307
Demco	27-Jun	\$ 322.75		ck 4308
Dorcas Lynch	27-Jun	\$ 30.00		ck 4309
Kathleen Honchen	27-Jun	\$ 30.00		ck 4310
Kim Porter	27-Jun	\$ 30.00		ck 4311
Lisa Spencer	27-Jun	\$ 30.00		ck 4312
Mary Zingerella	27-Jun	\$ 30.00		ck 4313
Nancy Patz	27-Jun	\$ 30.00		ck 4314
Rich Honchen	27-Jun	\$ 30.00		ck 4316
Quill	27-Jun	\$ 75.98		ck 4315
Sue Smith	27-Jun	\$ 30.00		ck 4317
Total pd prior		\$ 1,011.88		

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 Waiver.

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

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

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

RED JACKET COMMUNITY LIBRARY



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.

RED JACKET COMMUNITY LIBRARY



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

RED JACKET COMMUNITY LIBRARY



RJCL meeting minutes for
Wednesday, September 25, 2024 - 6:30 P.M.

1. **CALL TO ORDER**-President, Kerry Adams called the meeting to order at 6:30 PM.
2. **ROLL CALL** –Present: Kerry Adams, Celeste Andrews, Kathleen Honchen, Susan Johnson, Nancy Johnsen, Heather Baxter, Jordan Schneider, Mary Zingerella (guest), Theresa Schlosnagle (guest), Carl Perrson (guest). Unexcused absence-Amy Hart

3. **DISCUSSION WITH PUBLIC OR EMPLOYEES**

Public Comment - [Public Comment Policy](#)

~Friends annual meeting is on November 2, 2024 from 12-2 PM

4. **APPROVE MINUTES** from August 28, 2024 BOT meeting

A motion is made by Susan J. and Celeste A. to approve the minutes from the August 28, 2024 regular meeting. Motion Carried

5. **FINANCES AND EXPENDITURES**

TREASURER’S REPORT - J. Donahue

- August 2024 Report
- a. CLAIMS REVIEW REPORT - K. Honchen
 - [August 2024 Report](#)
- a. CLAIMS AUDIT

Red Jacket Community Library
Unpaid Bills Abstract
As of: 9/9/2024

Audit #	Vendor Invoice #	Amount Check#
514	Baker & Taylor 2038516991	\$ 77.54
515	Baker & Taylor 2038480636	\$ 132.86
516	Baker & Taylor 2038500392	\$ 205.16
517	Baker & Taylor 2038500388	\$ 185.56
518	Baker & Taylor 2038464293	\$ 123.46
519	Baker & Taylor 2038464710	\$ 140.30
520	Demco 7514302	\$ 147.04
521	Quill 40106338	\$ 64.36
522	Quill 40203838	\$ 181.37
523	FNBO Visa	\$ 177.36
524	FNBO Visa	\$ 1,273.86

Total Unpaid Bills \$ 2,708.87

RED JACKET COMMUNITY LIBRARY



A motion is made by Heather B. and Nancy J. to authorize payment of \$2,708.87 for unpaid bills and approve \$3,139.39 for claims paid prior to board approval, which total \$5,848.26.

Motion Carried

6. DIRECTOR'S REPORT - J. Schneider

[September 2024 Report](#)

~ the FOIL Subject Matters list for the 24-25 fiscal year was tabled.

7. COMMITTEE REPORTS

- PERSONNEL - September report - No report
- FINANCE - September Report - No report
- FACILITIES - K. Adams
 - . September Report - [Facilities Report.docx](#)
 - . Richard Deys
- NOMINATING - August Report - No report
- POLICY/LRP - August Report - No report

8. CORRESPONDENCE AND COMMUNICATION

Regular October BOT Meeting: 10/23/24 at 6:30pm

9. UNFINISHED BUSINESS

Annual Sexual Harassment training

- Sexual Harassment Prevention Training Part 1
<https://www.youtube.com/watch?v=sL7LwBsV9bM>
- Sexual Harassment Prevention Training Part 2
<https://www.youtube.com/watch?v=1za7gs9S2H0>

10. NEW BUSINESS

Actively searching for a new trustee.

11. ADJOURNMENT

Proposed motion.

A motion is made by Kathleen H. and Celeste A. to adjourn the meeting at 7:42 PM.

Motion Carried.

RED JACKET COMMUNITY LIBRARY



Red Jacket Community Library

Meeting Minutes for October 23, 2024

The meeting was called to order at 6:30 PM by Vice President, Kathleen Honchen.

Quorum was present: Celeste Andrews, Heather Baxter, Kathleen Honchen, Susan Johnson.

Director Jordan Schneider

Treasurer Jan Donahue arrived at 7:05 PM

Guests: Theresa Schlossnagle and Mary Zingerella. Carl Perrson

Absent trustees: Kerry Adams, Nancy Johnsen (excused)

Discussion with Public or Employees

Carl Perrson was inducted into the RJCL Board of Trustees.

Mary shared RJCL Friends news-annual meeting on 11/2 from 12-2 PM. The friends will be recognizing an individual/volunteer who goes above and beyond with an award.

APPROVE MINUTES

A motion is made by Susan Johnson to approve the minutes from the September 25, 2024 regular meeting. Motion Carried.

FINANCES AND EXPENDITURES

TREASURER'S REPORT

A motion is made by Heather Baxter to authorize payment of \$2,322.44 for unpaid bills and approve \$4,440.39 for claims paid prior to board approval, which total \$6,762.83. Motion Carried.

FNBO Visa \$ 85.00

FNBO Visa \$ 616.52

Victor Farmington Library fines \$ 29.00

Jordan Schneider reimbursement \$ 24.66

Baker & Taylor 2038542944 \$ 102.65

Baker & Taylor 2038593827 \$ 282.50

Baker & Taylor 2038527362 \$ 221.34

Baker & Taylor 2038590452 \$ 431.85

Baker & Taylor 2038576214 \$ 264.79

Baker & Taylor 2038559773 \$ 102.61

RED JACKET COMMUNITY LIBRARY



Baker & Taylor 2038562275 \$ 161.52

Total Unpaid Bills \$ 2,322.44

Prior payments

Toshiba 101.72 Online

USPS 10-Sep \$ 154.00 ck 4330

OWWL 3-Sep \$ 3,996.00 ck 4331

RG&E 18-Sep \$ 188.67 Online

Total: \$4440.39

DIRECTOR'S REPORT

~Community outreach with RJ Central School

~Eagle Project ideas

~Memorial donation for Children's Library

~new laptop

COMMITTEE REPORTS

PERSONNEL- No report

FINANCE-First reading of Policy 500-4 Procurement (2024) with no revisions. RJCL will be the site of the library vote.

FACILITIES-Signed copy of non-binding agreement with Richard Deys. He will be going to the bank to start the project.

NOMINATING COMMITTEE-

A motion is made by Kathleen Honchen to appoint Carl Perrson to fill the vacancy on the Board of trustees for a term expiring in 6/2025 in accordance with the bylaws.

Policy/LRP-reviewed LRP. No changes at this time.

RED JACKET

COMMUNITY LIBRARY



CORRESPONDENCE AND COMMUNICATION

No meeting on 11/23/24.

Sexual Harassment Annual Training

A motion is made by Susan to adjourn the meeting at 7:14 PM. Motion Carried

RED JACKET COMMUNITY LIBRARY



BOARD OF TRUSTEES MEETING Wednesday, December 18, 2024 - 6:30pm Meeting Minutes

CALL TO ORDER -The meeting was called to order at 6:29 by President **Kerry Adams**.

ROLL CALL - Trustees present-Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Carl Perrson. Susan Johnson (excused absence). Jordan Schneider, Jan Donahue.

Guests-Mary Zingerella, Tim Record, Chris Barnard

DISCUSSION WITH PUBLIC OR EMPLOYEES

1. Public Comment -**Mary Zingerella reported \$371 from ROC the day. New trustee?**

APPROVE AGENDA

A motion is made by Nancy Johnsen and Carl Perrson to approve the December 18, 2024 board meeting agenda. MC

NEW BUSINESS

1. Chris Barnard - Presented School Capital Project Plans and Vote (January 15, 2025 from 8 AM-8 PM) to RJCL BOT.

APPROVE MINUTES

1. Minutes: [October 23, 2024](#)

A motion is made by Kathleen and Celeste to approve the minutes from the October 23, 2024 board meeting. MC

FINANCES AND EXPENDITURES

1. Treasurer's Report – J. Donahue
 - Received tax check and reimbursement for NYLA conference.
 - On track for budget
 - Financial statements are finally done

A motion is made by Kathleen and Heather to accept the Financial Statements (June 30, 2024 and 2023) MC

2. Claims Review Report – K. Honchen
 - December Report
3. Claims Audit

RJCL unpaid bills detail:

Type Date Num Due Date Aging Open Balan...

Baker & Taylor

Credit 11/19/2024 2038928214 -61.86

Bill 10/30/2024 2038666996 11/09/2024 30 267.38

Bill 11/06/2024 2038683493 11/16/2024 23 258.73

Bill 11/12/2024 2038693872 11/22/2024 17 71.50

Bill 11/13/2024 2038696733 11/23/2024 16 143.97

Bill 11/19/2024 2038646372-A 11/29/2024 10 0.81

RED JACKET COMMUNITY LIBRARY



Bill 11/20/2024 2038712532 11/30/2024 9 290.14

Bill 11/25/2024 2038721208 12/05/2024 4 279.27

Total Baker & Taylor 1,249.94

David Schlossnagle

Bill 11/02/2024 Motion Light 11/12/2024 27 101.49

Total David Schlossnagle 101.49

FNBO

Bill 12/04/2024 Nov 2024 Stmt 12/14/2024 1,444.37

Bill 12/04/2024 Nov 2024 Stmt 12/14/2024 651.50

Total FNBO 2,095.87

Jordan Schneider

Bill 11/30/2024 mileage 12/10/2024 33.50

Bill 11/30/2024 reimbursement 12/10/2024 83.21

Total Jordan Schneider 116.71

National Brokerage Solutions Ins Agency

Bill 10/22/2024 Officer Policy 11/01/2024 38 895.96

Total National Brokerage Solutions Ins Agency 895.96

NYSLERS

Bill 12/01/2024 2025 Contribution 12/11/2024 13,429.00

Total NYSLERS 13,429.00

TOTAL 17,888.97

A motion is made by Celeste and Nancy to authorize payment of \$17,888.97 for unpaid bills and approve \$4,072.29 for claims paid prior to board approval, which total \$21,961.26. MC

DIRECTOR'S REPORT – J. Schneider

1. December Report

A motion is made by Kathleen and Carl to approve the permanent appointment of Library Clerk Maeve Wright, effective 12/5/2024, whose first day of employment was 12/5/2023 with a salary increase to \$16.12/hr. MC

A motion is made by Heather and Nancy to approve the salary increase of part time substitute Library Clerk Catherine Plaisted, effective 1/1/2025, with a salary \$15.50/hr. MC

COMMITTEE REPORTS

1. Personnel - N. Johnsen

a. no report

2. Facilities - K. Adams



3. **Policy/LRP** - H. Baxter

A motion is made by Celeste and Nancy to approve the FOIL Subject Matter List as presented. MC

Finance – C. Andrews

A motion is made by Kerry and Kathleen to approve Policy 500-4 Procurement after annual review, as presented. MC

- a. 2025-2026 Budget Vote and Annual Election Calendar
- b. Proposed motions. Voice votes.

A motion is made by Nancy and Kathleen to call a Special District Meeting of the qualified voters of the Manchester-Shortsville Central School District to be held on Tuesday, June 3, 2025 from 12:00 o'clock P.M. prevailing time to 8:00 o'clock P.M. prevailing time, in the Red Jacket Community Library, 89 South Main Street, Manchester, New York, for the purposes of voting on a resolution for an annual library appropriation proposed by the library board of trustees and electing two (2) members of the board of trustees of the Red Jacket Community Library to fill two terms of five (5) years each. MC

A motion is made by Celeste and Carl to establish a public information session to be held on Tuesday, May 27, 2025 at 7:00 o'clock P.M. prevailing time, in the Red Jacket Community Library, 89 South Main Street, Manchester, New York, for the purpose of presenting the 2025-2026 budget to the public. MC

~Snow removal recommendations for library-suggestions were made for snow removal services

ADJOURNMENT A motion was made by Kerry to adjourn meeting at 7:45 PM

NEXT MEETING: Wednesday, January 22, 2025 at 6:30 pm

Submitted by H. Baxter, secretary