

# RED JACKET COMMUNITY LIBRARY



## BOARD OF TRUSTEES MEETING MINUTES Wednesday, January 22, 2025 - 6:30pm

**CALL TO ORDER** - President, Kerry Adams called the meeting to order at 6:33PM.

**ROLL CALL** - BOT members present: K. Adams, H. Baxter, K. Honchen, Nancy Johnsen, Susan Johnson, C. Persson. BOT members excused absence: C. Andrews. Also present-J. Donahue and M. Zingerella. J. Schneider (absent).

### DISCUSSION WITH PUBLIC OR EMPLOYEES

1. Public Comment - M. Zingerella shared that the RJCL Friends received \$371 from ROC the day. New trustee-Beth Witt. RJCL Friends will have a table at the Wild Water Derby.

### APPROVE AGENDA

A motion is made by S. Johnson and N. Johnsen to approve the January 22, 2025 board meeting agenda. MC

### APPROVE MINUTES

1. Minutes: December 18, 2024

A motion is made by K. Honchen and C. Persson to approve the minutes from the December 18, 2024 board meeting. MC

### FINANCES AND EXPENDITURES

1. Treasurer's Report – J. Donahue
  - January Report- Budget is on point for being six months into the year.
2. Claims Review Report – K. Honchen
  - [January 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 12/02/2024 2038733160 12/12/2024 27 249.97

Bill 12/04/2024 2038739292 12/14/2024 25 75.33

Bill 12/09/2024 2038745572 12/19/2024 20 60.68

Bill 12/09/2024 2038747201 12/19/2024 20 55.06

Total Baker & Taylor 379.18

#### FNBO

Bill 12/31/2024 Dec 2024 01/10/2025 566.82

Bill 01/02/2025 Dec 2024 01/12/2025 90.20

Total FNBO 657.02

TOTAL 1,036.20

# RED JACKET COMMUNITY LIBRARY



A motion is made by H. Baxter and S. Johnson to authorize payment of \$1,098.06 for unpaid bills and approve \$601.55 for claims paid prior to board approval, which total \$1,699.61. MC

## DIRECTOR'S REPORT – J. Schneider

1. [January Report](#)

## COMMITTEE REPORTS

1. **Personnel** - N. Johnsen

- a. January Report

A motion is made by N. Johnsen and K. Honchen to approve the Tuition Reimbursement Agreement between the Red Jacket Community Library and Jordan Schneider. MC

A motion is made by K. Honchen and N. Johnsen to approve tuition reimbursement of \$3,786.96 for the following classes - LIS 507 and LIS 508 for the Spring 2025 semester. Reimbursement will occur according to the Tuition Reimbursement Agreement. MC

2. **Facilities** - K. Adams

- a. January Report- Waiting for Richard to get an estimate for the engineer report. Hoping he will have an estimate by the Manchester Planning Board Meeting on 2/4/25 at 7PM at the Manchester Village Hall.

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

- a. January Report
- b. Second Reading: [200-4 Conflict of Interest \(2024\)](#)
- c. Second Reading: [400-03 Recording and Photography in the Library \(2024\)](#)
- d. Second Reading: [400-13 Pest Control](#) (2024)
- e. Second Reading: [400-15 FOIL](#)

A motion is made by K. Honchen and C. Persson to approve Policy 200-4 Conflict of Interest as presented. MC

A motion is made by H. Baxter and S. Johnson to approve Policy 400-03 Recording and Photography in the Library as presented. MC

A motion is made by S. Johnson and C. Persson to approve Policy 400-13 Pest Control as presented. MC

A motion is made by N. Johnsen and H. Baxter to approve Policy 400-15 FOIL as presented. MC

4. **Finance** – C. Andrews

- a. [January Report](#)
- b. 2025-2026 Budget Draft

Discussed what % of an increase to this year's budget may be accepted by the community.

## UNFINISHED BUSINESS

## NEW BUSINESS

1. [Tummonds Grant Report](#)

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

# RED JACKET COMMUNITY LIBRARY



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

WHEREAS, the Red Jacket Community Library was granted \$931.17 from the Tummonds Fund by FFRPL on or about April 4, 2024, and

WHEREAS, the Red Jacket Community Library used the funds granted by FFRPL to purchase supplemental circulating materials of 74 printed books, at a cost equal to or exceeding \$931.17, therefore, be it

RESOLVED, to approve the FFRPL Annual Grant Report on this day, January 22, 2025. MC

## **CORRESPONDENCE AND COMMUNICATIONS**

1. MOU Annual Meeting - Postponed

**ADJOURNMENT- Meeting was adjourned at 7:36PM**

**NEXT MEETING:** Wednesday, February 26, 2025 at 6:30 pm

Submitted by H. Baxter-secretary