

RED JACKET COMMUNITY LIBRARY



Board of Trustees Meeting Minutes
Tuesday - February 26, 2025 - 6:30 P.M.

CALL TO ORDER - President, Kerry Adams called the meeting to order at 6:27 PM.

Attending: Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Carl Persson

Guests: Mary Zingereella, Brent Statton and James Stratton

DISCUSSION WITH PUBLIC OR EMPLOYEES

1. Public Comment - [Public Comment Policy](#)

James Stranton asked RJCL BOT if there was anything that he could do for an Eagle Scout project. Jordan suggested a story walk.

APPROVE AGENDA

1. *Proposed motion. Voice Vote:*

A motion is made by Susan and Kathleen to approve the February 26, 2025 board meeting agenda. MC

APPROVE MINUTES

2. Minutes: [January 22, 2025](#)

Proposed motion. Voice Vote:

A motion is made by Nancy and Kathleen to approve the minutes from the January 22, 2025 board meeting. MC

FINANCES AND EXPENDITURES

1. Treasurer's Report – J. Donahue

- Received checks from PLS
- Working with Jordan on annual report
- Unemployment-started paying on Federal for the first \$7,000 wages in January

2. Claims Audit

Proposed motions. Voice votes and sign abstract of claims:

A motion is made by Celeste and Carl to authorize payment of \$2,955.30 for unpaid bills and approve \$5,229.72 for claims paid prior to board approval, which total \$8,185.02. MC

DIRECTOR'S REPORT – J. Schneider

Proposed Motions. Voice vote.

*OWWL is doing OWWL Library Tour for each county-You receive a map and when you visit any library and get a sticker. Visit them all and get a prize bundle. Visit them all in the four counties and receive a Golden library card.

A motion is made by Kathleen and Susan to approve the updates presented in the February 26, 2025 Director's Report to the 2025 [Employee Handbook](#). MC

A motion is made by Heather and Carl to approve the [2024 Annual Report](#) as presented. MC

A motion is made by Celeste and Nancy to approve the resignation of Maeve Wright from her full time library clerk position, whose last day will be March 1, 2025. MC

A motion is made by Heather and Kathleen to approve the Red Jacket Community Library entering a cleaning contract with B- Clean Services for \$186.05/month. MC

COMMITTEE REPORTS

1. **Personnel** - N. Johnsen

Proposed Motions. Voice vote.

Motions for annual stipend(s) were tabled.

2. **Facilities** - K. Adams

Richard has plans. Kerry will be meeting with him to look at them. Hoping to have them for the April planning board meeting.

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

- a. First Reading: [400-07 Circulation and Use of Library Materials Policy](#)

4. **Finance** – C. Andrews

- a. [2025-2026 Budget Draft](#)-Jordan reviewed budget draft with board.

NEW BUSINESS

- 1. Option to renew existing lease with Gemcole Properties for one successive term (September 1, 2025 - August 31, 2026). Notification is due March 1, 2025.

Proposed Motion. Voice vote.

A motion is made by Kathleen and Celeste 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. MC

Proposed Motion. Voice vote.

A motion is made by Nancy and Susan to adopt a budget for the 2025-2026 Fiscal Year with a tax levy of \$302,078 and to place the proposition before the voters on Tuesday, June 3, 2025 in the library. Roll call vote was taken. MC

2. [Policy 200-1 Bylaws](#) - Existing Bylaws

- a. Proposed changes - reduce trustee term length from 5 years to 3 years

Motion will be proposed at the next meeting.

ADJOURNMENT

Proposed Motion. Voice vote.

A motion is made by Kerry to adjourn the meeting at 8PM. MC

NEXT MEETING: Wednesday, March 26, 2025 at 6:30 pm

Submitted by Heather Baxter