

RED JACKET COMMUNITY LIBRARY



Board of Trustees Meeting Minutes
Wednesday - March 26, 2025 - 6:30 P.M.

CALL TO ORDER - President, Kerry Adams called the meeting to order at 6:29 PM

ROLL CALL - Present: K. Adams, C. Andrews, H. Baxter, K. Honchen, N. Johnsen, S. Johnson, C. Persson, J. Schnieder, J. Donahue

APPROVE AGENDA

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

APPROVE MINUTES

Minutes: February 22, 2025

A motion is made by Susan and Celeste to approve the minutes from the February 26, 2024 board meeting. MC

FINANCES AND EXPENDITURES

1. Treasurer's Report – J. Donahue
 - Will identify memorial funds as a “memorial line” on the budget
 - Learning Quickbooks (ability to allow 3 more BOT members access-Kerry, Celeste and Kathleen)
2. Claims Review Report – K. Honchen
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3. Claims Audit

A motion is made by Heather and Carl to authorize payment of \$1,338.82 for unpaid bills and approve \$975.91 for claims paid prior to board approval, which total \$2,314.73. MC

DIRECTOR'S REPORT – J. Schneider

-Annual report for community is ready for print *upon approval of BOT*

A motion is made by Carl and Susan to approve the 2024 Red Jacket Community Library Annual Report to the Community. MC

A motion is made by Kathleen and Nancy to appoint Rachel Montondo to the position of full-time Library Clerk at a salary of \$17.00/hour, effective 3/25/2025 with a start date of 4/8/2025; this appointment is probationary and in accordance with Civil Service regulations. MC

COMMITTEE REPORTS

1. **Personnel** - N. Johnsen

-Jill Persson will be a liaison with the community. Meeting on 4/9/25. After the meeting, the committee will email the BOT a survey and get input towards upcoming employee review.

2. **Facilities** - K. Adams

-Richard shared the architect's drawings to the committee.

-Richard reported that the architect forwarded paperwork to the village and county.

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

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

A motion is made by Susan and Celeste to approve Policy 400-07 Circulation and Use of Library Materials, as presented. MC

4. **Nominating** -

a. Committee Chair - S. Johnson

-Kerry Adams appointed Susan Johnson to chair the nominating committee.

-Kathleen and Carl plan on running for BOT this year.

5. **Finance** – C. Andrews

a. [Budget Vote and Trustee Election Calendar](#)

b. Motion allowing President (Kerry's) signature for including CD's on bank statements.

A motion is made by Celeste and Heather to approve adding Kerry Adams as a signatory, in addition to J. Schneider and K. Honchen on the following CDs: CD 3478, CD 3486, CD 3524. MC

OLD BUSINESS

-Will contact Ron to begin the process of changing the charter from 5 year terms to 3 year terms.

NEW BUSINESS

1. [Legal Notice](#) to be published in two local newspapers on (or about) 4/17/25; 5/1/2025; 5/15/2025; 5/29/2025
2. Election workers sign up-need 2-3 people to fill in on June 3, 2025 for vote
3. Motion to enter executive session

Kathleen and Carl move that the Board enter executive session to discuss matters relating to the potential adjustment of a specific patron's borrowing privileges due to inappropriate use. This discussion involves the privacy and personal history of an individual and falls within the exceptions allowed under the Open Meetings Law. MC

CORRESPONDENCE AND COMMUNICATIONS

1. NEXT MEETING: Wednesday, April 23, 2025 at 6:30 pm

ADJOURNMENT

A motion is made by Susan and Carl to adjourn the meeting at 7:51PM . MC