

RED JACKET COMMUNITY LIBRARY



Board of Trustees Meeting Minutes
Wednesday - April 23, 2025 - 6:30 P.M.

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

ROLL CALL -Present: Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Carl Persson, Jordan Schneider. Absent: Jan Donahue. Guest: Mary Zingerella

DISCUSSION WITH PUBLIC OR EMPLOYEES

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

APPROVE AGENDA

A motion is made by Kathleen and Carl to approve the April 23, 2025 board meeting agenda. MC

APPROVE MINUTES

[Minutes: March 26, 2025](#)

A motion is made by Susan and Celeste to approve the minutes from the March 26, 2025 board meeting. MC

FINANCES AND EXPENDITURES

1. Treasurer's Report – J. Donahue
 - April Report
2. Claims Review Report – K. Honchen
 - [April Report](#)
3. Claims Audit

A motion is made by Heather and Nancy to authorize payment of \$2,063.19 for unpaid bills and approve \$1,278.46 for claims paid prior to board approval, which total \$3,341.65. MC

DIRECTOR'S REPORT – J. Schneider

1. [April Report](#)

COMMITTEE REPORTS

1. **Personnel** - N. Johnsen-Input from BOT on Jordan's personnel review-Due to library by 5/9/25.
2. **Facilities** - K. Adams reports that the plans have been submitted to the planning board and on the agenda for 5/6/25 at 7pm at Manchester Village hall.
3. **Policy/LRP** - H. Baxter
 - a. [April Report](#)
 - *Policy committee to review RJCL Mission statement (maybe simplify?)
 - *Have a facilitator from OWWL come and help BOT/Friends with Mission statement
4. **Nominating** - S. Johnson

5. **Finance** – C. Andrews

Meeting next Wednesday 4/30/25

OLD BUSINESS

1. Charter Amendment
 - a. [Resolution](#)
 - b. [Petition](#)

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

RESOLVED: That the board of trustees of Red Jacket Community Library hereby requests that the Board of Regents of the University of the State of New York amend the absolute charter to change the trustee term length from five years to three years, and to state that vacancies due to cause other than the expiration of term shall be filled by the board of trustees until the next election; and be it further

RESOLVED: That the president and secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

NEW BUSINESS

1. [Draft Election Ballot](#)
2. [Budget Vote and Trustee iElection Calendar](#)
3. [Appendix 1E - Trustee Education Self Assurance Form](#)

A motion is made by Susan and Carl to change the title of the trustee training reporting form from the current Trustee Education Self-Assurance Form to Trustee Education Self-Reporting Form. MC

CORRESPONDENCE AND COMMUNICATIONS

1. C. Barnard & T. Burns at May 14th meeting to share about school budget
2. NEXT MEETING: Wednesday, May 14, 2025 at 6:15 pm and Wednesday 28, 2025 at 6:30 pm

ADJOURNMENT

A motion is made by Carl and Susan to adjourn the meeting at 7:20 pm