



Minutes
Board of Trustees Meeting
Tuesday - May 28, 2025 - 6:30 P.M.

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

ROLL CALL – A quorum was present.
Trustees: Kerry Adams, Celeste Andrews, Kathleen Honchen,
Nancy Johnsen, Susan Johnson, Carl Persson.
Director: Jordan Schneider.
Treasurer: Jan Donahue.
Guest: Mary Zingerella.
Absent: Trustee, Heather Baxter.

DISCUSSION WITH PUBLIC OR EMPLOYEES – no discussion.

APPROVE AGENDA

A motion is made by S. Johnson, K. Honchen seconded to approve the May 28, 2025 board meeting agenda. Motion carried.

APPROVE MINUTES

Minutes: [April 23, 2025](#)

Minutes: [May 14, 2025](#)

A motion was made by C. Andrews, N. Johnsen seconded, to approve the minutes from the April 23, 2025 regular board meeting. Motion carried.

A motion was made by S. Johnson, K. Honchen seconded, to approve the minutes from the May 14, 2025 special board meeting. Motion carried.

FINANCES AND EXPENDITURES

Treasurer's Report – presented by J. Donahue

- [May Report](#)

A motion was made by C. Persson, N. Johnsen seconded, to engage Bonn, Dioguardi & Ray to do the 2024-2025 financial review and file our 2025 Form 990. Motion carried.

Claims Review Report – presented by K. Honchen

- [May Report](#)

RED JACKET COMMUNITY LIBRARY



Claims Audit

A motion was made by C. Andrews, S. Johnson seconded, to authorize payment of

\$2,505.94

for unpaid bills and approve **\$1,517.58** for claims paid prior to board approval, which total **\$4,023.52**. Motion carried.

DIRECTOR'S REPORT – presented by J. Schneider

1. [May Report](#)

COMMITTEE REPORTS

1. **Personnel** – presented by N. Johnsen
2. **Facilities** – presented by K. Adams. RJCL is on the agenda for the Village of Manchester Planning Board meeting on June 3, 2025 at 7PM. K. Adams and J. Schneider plan to attend.
3. **Policy/LRP** - H. Baxter, no report.
4. **Nominating** - S. Johnson, no report.
5. **Finance** – presented by C. Andrews
 - a. First Reading: [Policy 500-3 Library Treasurer](#)
 - b. First Reading: [Policy 500-7 Investment](#)

OLD BUSINESS

PILOT Update – presented by K. Adams. Kerry is waiting for a response from Ron Kirsop to find out how we apply to receive this money.

NEW BUSINESS

1. 2025 Trustee Election and Budget Vote

A motion was made by N. Johnsen, K. Honchen seconded, to order the Director to open the ballot box on June 12, 2025 and to destroy all voted, spoiled, voided, rejected, and unused ballots from the June 11, 2024 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 was made by S. Johnson, C. Persson seconded, to designate Jordan Schneider as Clerk of the Election for the Special District Meeting to be held on June 3, 2025. Motion carried.

A motion was made by C. Andrews, S. Johnson seconded, to designate Kathleen Honchen as chairperson of the Special District Meeting to be held on June 3, 2025. Motion carried.

A motion was made by C. Persson, K. Honchen seconded, to designate Lisa Spencer, Dorcas Lynch, Laura Evancho, Mary Zingerella, Kim Porter, Rich Honchen, and Randy Ott as election inspectors of the Trustee Election and Budget Vote on June 3, 2025. Motion carried.

A motion was made by S. Johnson, N. Johnsen, to designate Randy Ott as the chief election inspector of the Trustee Election and Budget Vote on June 3, 2025. Motion carried.

A motion was made by C. Andrews, C. Persson seconded, to set the rate of pay for election inspectors at \$15.50 per hour. Motion carried.

2. Executive Session

A motion was made by K. Honchen, S. Johnson seconded, to enter an executive session to discuss the Director's performance evaluation. Motion carried.

K. Adams moved the board out of executive session at 7:50PM. No actions were taken.

ADJOURNMENT

A motion was made by S. Johnson, C. Persson seconded, to adjourn the meeting at 7:52PM. Motion carried.

NEXT MEETING: Wednesday, June 25, 2025 at 6:30PM.

Submitted by K. Honchen