

RED JACKET COMMUNITY LIBRARY



Board of Trustees Meeting Minutes
Wednesday - June 25, 2025 - 6:30 P.M.

CALL TO ORDER - President Kerry called meeting to order at 6:30PM

ROLL CALL - Present: K. Adams, C. Andrews, H. Baxter, K. Honchen, S. Johnson, Jan Donahue and Jordan Schneider. Excused absences: Nancy Johnsen and Carl Persson. Guest-Mary Zingerella

DISCUSSION WITH PUBLIC OR EMPLOYEES

Friends of library will have a book sale at RJPTSA fall craft sale

APPROVE AGENDA

A motion is made by Kathleen and Celeste to approve the June 25, 2025 board meeting agenda. MC

APPROVE MINUTES

Minutes: May 28, 2025

Special District Meeting Minutes: June 3, 2025

- a. Proposed motions. Voice votes.

A motion is made by Susan and Kathleen to approve the minutes from the May 28, 2025 regular meeting. MC

A motion is made by Heather and Kathleen to approve the minutes from the June 3, 2025 special district meeting. MC

FINANCES AND EXPENDITURES

1. TREASURER'S REPORT - J. Donahue

- Jordan plans on using a grant to purchase OWWL ebooks.
- Invest money/add to education fund/add to maintenance. Jan/Finance committee will have a recommendation at the July BOT meeting.
- Replace computers as needed-set up a technology budget line (would like to go from 2 computers to 4 in the future). Maybe a grant?

2. CLAIMS REVIEW REPORT - K. Honchen

- June Report

3. CLAIMS AUDIT

A motion is made by Susan and Celeste to authorize payment of \$3,448.13 for unpaid bills and approve \$580.25 for claims paid prior to board approval, which total \$4,028.38. MC

4. [2025-2026 Adopted Budget](#)

Official budget is available on google documents for viewing

DIRECTOR'S REPORT - J. Schneider

~Megan went to school and did a presentation and several children have come to the library with their parents to get library cards and check out museum passes that are available for members.

~Getting ready for summer reading program

~Parade was successful thanks to everyone who marched.

~Jordan reviewed quotes for surveillance equipment.

A motion is made by Kathleen and Celeste to approve the purchase of a surveillance system through AT Technology for \$2,369.00.

COMMITTEE REPORTS

1. **Personnel** - N. Johnsen

[Recommended Personnel Wage Schedule](#)

A motion is made by Heather and Kathleen to accept the recommended 2024-25 personnel wages with effective dates, as presented. MC

a. Director Graduate Classes

i. [Tuition Reimbursement](#)

A motion is made by Celeste and Heather to reimburse Jordan Schneider for Spring 2025 semester tuition of \$3,786.96 according to the Tuition Reimbursement Agreement.

ii. Approval for Summer & Fall Semester Classes

A motion is made by Susan and Kathleen to approve Jordan Schneider taking the following graduate classes at UB according to her Plan of Study in alignment with the Tuition Reimbursement Agreement. MC

- Summer Semester 2025: LIS 518 Reference & Information Services
- Fall Semester 2025: LIS 534 Resources & Services for Children and LIS 575 Intro to Research Methods.

2. **Facilities** - K. Adams

~Jordan and Kerry went to a board meeting and nothing was decided or voted on.

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

a. [Policy/LRP Report](#)

b. First Reading:

i. [410-0 Emergency & Disaster Plan](#)

- ii. [Disaster Recovery Plan \(Procedural\)](#)
- c. Retire [400-12 Community Health](#)

A motion is made by Kathleen and Susan to retire Policy 400-12 Community Health. MC

- d. Updated Policy Index

Jordan reported that all policies for the year have been updated.

***BOT were given interview sheets to complete by our next BOT meeting on 7/23/25.

4. **Nominating** - S. Johnson

- a. Slate of Officer Nominations-Kerry-President, Carl-Vice president and Kathleen-secretary. Will confirm at the next BOT meeting.
- b. Set up an orientation for new BOT members

5. **Finance** – C. Andrews

- a. Second Reading: [Policy 500-3 Library Treasurer](#)
- b. Second Reading: [Policy 500-7 Investment](#)

A motion is made by Susan and Kathleen to approve Policy 500-7 Investment, as presented. MC

A motion is made by Kathleen and Heather to approve Policy 500-3 Library Treasurer, as presented. MC

CORRESPONDENCE AND COMMUNICATION

- 1. June 3, 2025 Election Results with [Vote History](#)
- 2. Annual Reorganizational BOT Meeting 7/23/25 at 6:30 P.M.
- 3. Regular July BOT Meeting: 7/23/25, following the annual meeting.

UNFINISHED BUSINESS-NONE

NEW BUSINESS-NONE

ADJOURNMENT

A motion is made by Susan and Celeste to adjourn the meeting at 7:18 PM. MC