



Board of Trustees Annual Organizational Meeting  
Tuesday - July 23, 2025 - 6:30 P.M.  
Minutes

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

**ROLL CALL** – Quorum was present. Trustees: Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Carl Persson.  
Director Jordan Schneider. Treasurer Jan Donahue.  
Guests: Jeff Gallahan, Sam Close, Mary Zingerella.

**DISCUSSION WITH PUBLIC OR EMPLOYEES**

Assemblyman Jeff Gallahan announced he had secured a \$30,000 grant for the RJCL.

**OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES**

Kathleen Honchen and Carl Persson were sworn in as new trustees.

**APPROVE MINUTES**

A motion is made by S. Johnson/C. Andrews to approve the minutes from the July 16, 2024 Annual Organizational Meeting. Motion carried.

**ELECTION OF BOARD OFFICERS**

The Nominating Committee presented the slate of officers for nomination at the June 23, 2025 regular meeting as follows:

President – Kerry Adams,

Vice-President – Carl Persson

Secretary – Kathleen Honchen

There were no additional nominations from the floor.

A motion is made by N. Johnsen/H. Baxter to elect the slate of officers presented at the June 23, 2025 Regular Board Meeting for a term of one year each, beginning July 1, 2025 and ending June 30, 2026. Motion carried.

**APPOINT CLAIMS REVIEWER**

A motion is made by C. Andrews/S. Johnson to appoint Kathleen Honchen as claims reviewer for a term of one year, beginning July 1, 2025 and ending June 30, 2026. Motion carried.

**DESIGNATION OF BANK SIGNATORIES**

RESOLVED, that the Canandaigua National Bank and Trust Company (hereinafter referred to as the "Bank") is hereby designated as a depository of the Red Jacket Community Library, 89 S

Main St Manchester, NY (hereinafter referred to as the "Corporation") and the deposit accounts of any kind may be opened and maintained in the name of the Corporation with said Bank. Be it further

RESOLVED, that the funds of the Corporation may be electronically transferred or withdrawn upon check, draft note, written order, written withdrawal request or debit card transaction of the Corporation signed, or purporting to be signed by the facsimile signature(s), By any of the following persons. In some instances, the request for the electronic transfer of funds may be accepted by an officer of the Bank over the telephone.

Jordan Schneider, Library Director, 32 Pratt Rd. Manchester, NY 14504

Kerry Adams, President, 4650 Kyte Rd. Shortsville, NY 14548

Carl Persson, Vice President, 4760 Kyte Rd. Shortsville, NY 14548

The Bank is hereby authorized to pay such checks, drafts, notes, written orders, or to pay pursuant to the written withdrawal and electronic transfer requests and to receive the same for credit to the account of the payee, or in payment of the individual indebtedness of the payee, or any other holder when so signed, or to otherwise honor any written instructions concerning said account when signed as authorized above, without inquiry as to the circumstances of their issue or the disposition of their proceeds or any such payments whether drawn to the individual order or tendered in payment of the individual obligations of any of the above persons or any officer or employee of this Corporation or otherwise. Be it further

RESOLVED, that the Bank as a designated depository of this corporation, is hereby requested, authorized, and directed to honor checks, drafts, or other orders for the payment of money drawn in this corporations name, including those payable to the individual order of any person or persons whose names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature(s) of any individual(s) listed on this Resolution, and the Bank shall be entitled to honor and to charge this corporation for such checks, drafts, or other orders, regardless of by whom or by what means the actual or purported facsimile signature(s) thereon may have been affixed thereto, if such signature(s) resemble the facsimile specimens duly certified to or filed with the Bank by the Secretary or other officer of this Corporation. Be it further

RESOLVED, that if any one of the authorized signatures is present, the Bank's action in paying such checks, drafts, notes, written order or paying pursuant to such written withdrawal or oral request shall be binding on the Corporation since the requirement of more than one signature is solely an internal requirement of the Corporation and shall not be binding on the Bank. Be it further

RESOLVED, that any checks, drafts, notes, or other instruments of any kind payable to or belonging to this Corporation may be endorsed by any of its officers, employees or agents and deposited with the Bank for the credit and use of this Corporation and said endorsements may be made in writing or by stamp and without designation of the person so endorsing. Be it further

RESOLVED, that the secretary shall furnish to the Bank the names of the presently duly elected and qualified officers of the Corporation and shall, from time to time hereafter as changes in the personnel of said officers are made, immediately certify such changes to the Bank, and the Bank shall be fully protected in relying on such certification of the Secretary and shall be indemnified and saved harmless from any claims, demands, expenses, loss of damages resulting

from, or growing out of honoring the signature of any officer so certified, or refusing to honor any signature so certified. Be it further

RESOLVED, that any person designated as an authorized signer on accounts of the Corporation is authorized to borrow money on behalf of the Corporation by taking advances (initiated by overdraft or online transfer) on any existing ChexMate Overdraft Line of Credit Account that has been established for accounts of the Corporation. Be it further

RESOLVED, that the Bank, as a designated depository of this Corporation, is hereby requested, authorized, and directed to issue a debit card to any person or persons designated by the Corporation as an authorized signer on accounts of the Corporation. The Bank is hereby requested, authorized, and directed to honor electronic transactions initiated by debit card with the signature of an authorized signer (signature based) or by the debit card with an assigned personal identification number (pin based), drawn on this Corporation's name, including those payable to the individual order of any person or persons who the Corporation has designated as an authorized signer. Be it further

RESOLVED, that the Secretary or any other officer of this Corporation is hereby authorized to certify to the Bank a copy of these resolutions and to authorize additional individuals to conduct on-line banking transactions on behalf of the organization through the Internet. Such authorization will be made in writing to the Bank. The Bank may rely on and act upon such certificates, and these resolutions shall continue in full force and effect until the Bank is advised by a like certificate of any changes therein, on motion by K. Honchen/S. Johnson and was **unanimously carried** and certified to the Canandaigua National Bank and Trust Company by Kathleen Honchen that the foregoing is a true and complete copy of the resolutions duly adopted by the Board of Trustees of the Red Jacket Community Library on this date, 23 July 2025.

#### **STANDING COMMITTEES – presented by K. Adams**

It was agreed that the Facilities Committee would be divided in two, with the new sub-committee to be called the Ad Hoc Facilities Committee. This sub-committee is to be focused on design/layout of the new library while taking into consideration the communities wants/needs and being mindful of the RJCL Long Range Plan.

#### **ADOPT 2025-26 BOARD OF TRUSTEES REGULAR MEETING CALENDAR**

A motion was made by K. Honchen/C. Persson to adopt the meeting dates, times, and location listed herein as regular business meetings of the Board of Trustees, to publish notice on the Library webpage, and to send notice to The Finger Lakes Times, Geneva, NY and The Daily Messenger, Canandaigua, NY; notice should include the dates, times, physical location of meetings, identify the Board of Trustees of Red Jacket Community Library as the public body, and identify the Library Director as the contact for additional information. The Board of Trustees meet in the meeting room of the Red Jacket Community Library, at 89 S. Main St. Manchester, NY. Motion carried.

## **HOLIDAY SCHEDULE OF CLOSINGS FOR 2026**

In accordance with Policy 400-1 Hours and Closings, the Director recommends eleven dates on which the library will close in 2026, and 3 dates where the library will open late due to staff training.

A motion was made by H. Baxter/C. Andrews to accept the Director's recommendation for library closings in the 2026 calendar year, as listed below:

### **Library Holiday Closures 2026**

Policy 400-1 Hours and Closings: "The Library will close on eleven holidays to be recommended annually by the Director and determined by the Board of Trustees at the annual meeting."

Thursday, January 1st - New Year's Day

Saturday, May 23rd - Memorial Day Weekend

Friday, June 19th - Juneteenth

*Friday, July 3rd - Close at 2pm*

Saturday, July 4th - Independence Day

Saturday, September 5th - Labor Day Weekend

Wednesday, November 11 - Veterans Day

*Wednesday, November 25 - Close at 6pm*

Thursday, November 26 - Thanksgiving Day

Friday, November 27 - Friday after Thanksgiving

Thursday, December 24 - Christmas Eve

Friday, December 25 - Christmas Day

Saturday, December 26 - Day after Christmas

## **Library Staff Professional Training Closures**

Policy 400-1 Hours and Closings: "The Library may close for up to six hours per year for staff development."

\*Training subjects are ideas and not confirmed at this time

**Friday, January 16th, 10am-12pm (2 hours) - IT Security Training**

**Friday, April 17th, 10am-12pm (2 hours) - Emergency/Disaster Plan**

**Friday, September 18th, 10am-12pm (2 hours) - AED/CPR & Fire Extinguisher training**

Motion carried.

### **TAX CAP OVERRIDE FOR 2026 - 2027**

A motion was made by N. Johnsen/C. Persson to adopt the resolution:

WHEREAS, the adoption of the 2026 -2027 budget for the Red Jacket Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in general municipal law section 3-c adopted in 2011; and

WHEREAS, general municipal law section 3-c expressly permits the library Board of Trustees to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now, therefore be it

RESOLVED, that the Board of Trustees of the Red Jacket Community Library vote to exceed the tax levy limit for 2026-27.

Resolution was adopted by roll call vote with 7 ayes: K. Adams, C. Andrews, H. Baxter, K. Honchen, N. Johnsen, S. Johnson, C. Persson; 0 nays.

### **FOIL Subject Matter List**

A motion was made by S. Johnson/C. Persson to accept the [FOIL Subject Matter List](#) for 2025-2026. Motion carried.

### **ADJOURNMENT**

A motion was made by N. Johnsen/C. Andrews to adjourn the meeting at 7:08pm. without objection.

Respectively submitted by K. Honchen, Secretary.