

# RED JACKET COMMUNITY LIBRARY



Board of Trustees Regular Meeting  
Tuesday – July 23, 2025 – 6:30PM  
Minutes

**CALL TO ORDER** – The meeting was called to order at 7:09PM by President Kerry Adams.

**ROLL CALL** – A 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: Mary Zingerella.

**DISCUSSION WITH PUBLIC OR EMPLOYEES** – Friends update presented by M. Zingerella.

## **APPROVE AGENDA**

A motion was made by H. Baxter/C. Andrews to approve the agenda from the July 23, 2025 Regular Board Meeting. Motion carried.

## **APPROVE MINUTES**

A motion was made by S. Johnson/K. Honchen to approve the minutes from the June 25, 2025 Regular Board Meeting. Motion carried.

## **FINANCES AND EXPENDITURES**

**TREASURER'S REPORT** – report presented by J. Donahue.

There was a discussion on the tuition reimbursement payment. The payment had been made from the checking account/Operating fund. Because the Education Savings fund is intended for things such as tuition, and in the interest of showing clearly that the payment was made from Education, and, as there is only \$613.31 currently in Education, when the first of 2 Education CDs matures, Jan will instruct Jordan to transfer money from that CD into the Education Savings Fund. Then the treasurer will make an entry to show \$3786.96 being moved from Education to Operating. The board will be making a motion tonight to approve the transfer of \$3786.96 from the unassigned fund balance back into Education to maintain the current balance.

**CLAIMS REVIEW REPORT** – report presented by K. Honchen

**CLAIMS AUDIT** –

A motion was made by H. Baxter/S. Johnson to authorize payment of \$1,350.58 for unpaid bills and \$9,246.35 for claims paid prior to board approval, which total \$10,596.93. Motion carried.

A motion was made by C. Andrews/C. Persson to authorize a payment of \$200.00 to Baby G Treats made on June 25, 2025. Motion carried.

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**DIRECTOR'S REPORT** – report presented by J. Schneider.

A motion is made by K. Honchen/S. Johnson to grant approval for the Director, Jordan Schneider, to attend the NYLA Conference on November 5-8, 2025 in Saratoga Springs, NY. Motion carried.

## **COMMITTEE REPORTS**

**Personnel** – no report.

**Facilities** – K. Adams reviewed her recent emailed Facilities update.

**Policy/LRP** – report presented by H. Baxter.

Discussion of the new Mission, Vision, Core Values statement, specifically the meaning of the word Access. A decision was made to move the word Access to the end of the statement.

A motion was made by S. Johnson/C. Persson to approve the Mission, Vision, Core Values statement. Motion carried.

A motion was made by K. Honchen/C. Andrews to approve Policy 410-0 Emergency & Disaster Plan, as presented. Motion carried.

**Nominating** – no report.

**Finance** – report presented by C. Andrews.

A motion was made by N. Johnsen/H. Baxter to modify Policy 500-5 Unrestricted Fund Balance to Increase the Retirement Fund balance allowance to \$7,000. Motion carried.

A motion was made by C. Persson/H. Baxter to rescind the resolution authorizing the Treasurer to transfer \$4,267.49 into a fund for insurance premiums that was approved at the July 18, 2022 Annual Organizational Board meeting. Motion carried.

A motion was made by S. Johnson/H. Baxter to adopt the resolutions:

WHEREAS, policy 500-5 (Unrestricted Fund Balance) establishes a maximum unassigned fund balance that may be maintained in the general operating fund from unassigned cash assets, and WHEREAS, when the unassigned fund balance rises above the maximum fund balance at year end it may be reserved as appropriations for contingencies, appropriated in the budget to reduce taxes, or designated to another category in accordance with policy 500-5, and WHEREAS, a portion of the library's unassigned fund balance is held in the Canandaigua National Bank (CNB) money market savings account ending in 1711, and

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WHEREAS, library money designated as an assigned **retirement fund**, and  
WHEREAS, library money designated as the **Building Maintenance Fund**, and  
WHEREAS, library money designated as the **Technology Fund**, and  
WHEREAS, library money designated as the **capital fund** is held in a separate CNB money  
market savings account ending in 9947, and  
WHEREAS, library money designated as **education savings** is held in a separate CNB account  
ending in 3704, now, therefore be it

RESOLVED, that the Board of Trustees of the Red Jacket Community Library approves retaining  
\$11,998.48 from the unassigned fund balance as contingency funds in the general operating  
fund for the 2025-2026 fiscal year, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes  
the Treasurer to transfer \$2,000 from the unassigned fund balance into the **Retirement Fund**,  
and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes  
the Treasurer to transfer \$20,000 from the unassigned fund balance and place into a new fund  
account to be called the **Building Maintenance Fund**, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes  
the Treasurer to transfer \$7,000 from the unassigned fund balance and place into a new fund  
account to be called the **Technology Fund**, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the  
Director to transfer \$2,779.76 from the CNB account ending in 1711 and placed for deposit into  
the CNB account ending in **Capital Fund** 9947, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes  
the Director to transfer \$3,786.96 from CNB account ending in 1711 and place for deposit into  
the CNB account ending in **Education Savings** Fund 3704, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the  
Treasurer to correspondingly record these transactions within the library's accounting books  
and show the transfer of \$35,566.72 from the general operating fund and into the accounts  
stated above.

Motion carried.

**CORRESPONDENCE AND COMMUNICATION** – next Regular BOT Meeting: 8/20/2025.

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**OLD BUSINESS** – presented by J. Schneider.

FOIL Reminder: Text Messages = Public Records.

Public libraries are subject to New York's Freedom of Information Law (FOIL). That includes Trustee and staff communications made via text message, if they concern library business.

- Treat texts the same as emails: professional, transparent, and retrievable.
- Advise your board that using personal devices does not exempt them from FOIL compliance.
- Consider reminding trustees to keep library business on a single email account (e.g., Gmail label or shared board address.)

## **NEW BUSINESS**

A motion was made by K. Honchen/C. Persson to adopt the resolutions:

WHEREAS unpaid claims must be presented to the board at regular business meetings for audit and approval prior to payment, and

WHEREAS, some goods and services are billed as recurring monthly claims for the same dollar amount every month over the course of a year, therefore, be it

RESOLVED, to approve the following recurring monthly debit card payments at the dollar amount listed herein, beginning July 1, 2025 and ending June 30, 2026.

Malcho Storage - \$199.00

Malcho Storage - \$149.00, and be it further

RESOLVED, that a recurring monthly claim greater than the dollar amount listed herein is not approved without presentation to the board for further audit and approval. Motion carried.

Trustee Orientation Checklist – J. Schneider distributed a checklist where trustees could rate their knowledge and comfort level with different aspects of RJCL such as Drive, RJCL website, etc. She will have short tutorials after board meetings. Attendance will be optional.

## **ADJOURNMENT**

A motion was made by N. Johnsen/H. Baxter to adjourn the meeting at 8:12PM without objection.

Respectively submitted by K. Honchen, Secretary.