



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

January 24, 2022

The meeting was called to order at 7:01 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Amy Hart, Nancy Johnsen, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Absent Trustees Kim Sutter and Randall Ott, Guests: Jen Leuke, Nichole Coyne and Kathleen Honchen.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Jen Leuke and Nichole Coyne gave an update on the progress of the RJ Community Center (RJCC) and how the community library could be involved in the process.

APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres to approve the minutes from the December 20, 2021 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. November and December 2021 financial reports available for review.

L. Schaertl reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Total cash assets held by CNB on December 31, 2021 were \$323,063.70.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$8,357.62 and payments made prior to board approval, including debit card payments, totaling \$23,132.33 as presented by roll call vote with aye from Trustees Pat Ayres, Amy Hart, Nancy Johnsen, Jill Persson, Lisa Schaertl and Peggy Sutton and nay (due to absence) from Randall Ott and Kim Sutter, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		12/03/2021	12/13/2021	72.73
Baker & Taylor	Bill		12/13/2021	12/23/2021	378.46
Baker & Taylor	Bill		12/16/2021	12/26/2021	549.94
Baker & Taylor	Bill		12/30/2021	01/09/2022	485.51
PLS (OWWL to go)	Bill		01/05/2022	01/15/2022	1,600.00
Quill	Bill		12/15/2021	12/25/2021	107.64
Quill	Bill		12/16/2021	12/16/2021	13.34
Whiteman	Bill		12/31/2021	01/10/2022	5,150.00
Total unpaid claims					\$8,357.62
Amazon	Debit		12/02/2021	12/02/2021	122.53
Amazon	Debit		12/02/2021	12/02/2021	14.97
Amazon	Debit		12/04/2021	12/04/2021	196.38
Amazon	Debit		12/06/2021	12/06/2021	5.59
Amazon	Debit		12/14/2021	12/14/2021	15.98
Amazon	Debit		12/25/2021	12/25/2021	120.09
Amazon	Debit		12/27/2021	12/27/2021	15.00
Walmart	Debit		12/03/2021	12/03/2021	32.53
Walmart	Debit		12/11/2021	12/11/2021	16.53
Walmart	Debit		12/14/2021	12/14/2021	70.57
Walmart	Debit		12/20/2021	12/20/2021	14.32
Alliance Door	Debit		12/30/2021	12/30/2021	327.00

Bliss	Debit	12/14/2021	12/14/2021	8.19
Big Lots	Debit	12/18/2021	12/18/2021	1.73
Excellus	Debit	12/28/2021	12/28/2021	311.41
Amazon	Debit	12/01/2021	12/01/2021	12.99
Adobe	Debit	12/01/2021	12/01/2021	16.11
ALA	Check			286.00
Baker & Taylor	Check			54.41
NYS Retirement	Check			21,490.00
Total payments made prior to board approval				\$23,132.33

DIRECTOR'S REPORT – F. De Nardo reported the January program and virtual online programs statistics.

The First Draught Book Club is doing well with fifteen people signed up so far. Mindful Meditation will be starting soon. The Tiny Art show display is for all ages. The art projects will be displayed the whole month of February.

Continuing to offer library services at the branches. Bingo will be starting soon at the Shortsville branch. At Budd Park Winter Games, the library will have a story walk.

The Library's Newsletter is getting good response of viewing from Patrons. Continuing to post flyers around advertising programs at the library.

COMMITTEE REPORTS:

Ad Hoc Committee on Operations Review- P. Ayres presented the committee report.

Discussions continue with MSCSD (Manchester Shortsville Central School District) and RJCL (Red Jacket Community Library) lawyers on the contract. The Board reviewed the latest revisions from the MSCSD. The Ad Hoc Committee on Operations will meet soon to review the changes in the agreement and meet with the library's attorney if needed. The contract can't be signed by either party until after the Commissioner's approval.

The MSCSD released a Q&A about the agreement between the school and community library.

The Ad Hoc Committee on operations was dissolved and the Facilities Committee will assume responsibility for continued negotiations with the MSCSD.

Facilities – L. Schaertl presented the committee report. The Board reviewed a draft Q&A by the Library on the status of the contract negotiation with the MSCSD.

RESOLVED, on motion by P. Ayres that the Library's Q&A on the subject of the lease with school be published and disseminated.

The Library Director continues to assess the viability of the "branch locations" as an option for providing daytime services to public library patrons. The Director is tracking promotion efforts, attendance, successes and issues.

The Committee has been evaluating additional locations in the community. Have started a cost-risks benefit analysis of remaining in the current facility compared to other locations.

Long Range Planning (LRP) – P. Sutton presented the committee report.

The Long-Range Planning (LRP) Committee will revisit the long-range plan quarterly (March, June, Sept., Dec.) on the progress of the goals and measurements.

Personnel – J. Persson presented the committee report.

RESOLVED, on motion by L. Schaertl to accept resignation of Kathleen Honchen effective 12/21/2021.

RESOLVED, on motion by P. Ayres to approve the provisional appointment of Danielle McCracken to the position of part-time library clerk starting November 22, 2021, at the rate of \$13.60/hour.

The Personnel Committee and Director are examining procedures and checking on what still applies or has expired related to COVID. Masking is still in effect.

All staff will receive six month or mid-year appraisals to encourage professional growth (not used for performance reviews or consideration for salary increases). Any personnel concern the Director should document in writing and follow up with the employee in writing by email. The Director is rewriting and updating the clerk job description.

The Committee reviewed policy 300-01, General Personnel Policy, and no changes needed.

Nominations – A. Hart presented the committee report.

RESOLVED, on motion by Amy Hart to appoint Kathleen Honchen to fill the vacancy on the Board of Trustees for a term expiring June 2025, in accordance with the bylaws.

Finance and Audit – No report.

The budget process will proceed on schedule and will include costs of paying rent to MSCSD or moving to another location. Will review draft budget in February.

Policy – No report.

TRUSTEE TRAINING AND CERTIFICATIONS

Upcoming Trustee Training:

- Monday February 7, 2022 at 5pm – System Orientation for New Trustees

All Trustees to record completion of training on the form in google drive. Reviewed who needs to complete training.

UNFINISHED BUSINESS – None

NEW BUSINESS

SWEARING IN OF NEWLY APPOINTED TRUSTEE

L. Schaertl administered the Oath of Office to newly appointed Trustee Kathleen Honchen.

The Director will receive training from PLS on the NYS Annual Report February 4, 2022.

CORRESPONDENCE AND COMMUNICATIONS – None

The meeting was adjourned at 8:46 p.m.

NEXT MEETING:

Regular meeting Monday, February 28, 2021, at 7:00 pm at RJCL.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

February 28, 2022

The meeting was called to order at 7:02 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Absent Trustee Kim Sutter; Guests: Fred Mink, Melissa Eaton-Smith and Kerry Adams.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Fred Mink, Shortsville Mayor shared options that may be available for the Red Jacket Community Library (RJCL) if relocating the library.

APPROVAL OF MINUTES

RESOLVED, on motion by J. Persson to approve the minutes from the January 24, 2022 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. January 2022 financial reports available for review.

R. Ott reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Total cash assets held by CNB on January 31, 2021 were \$279,699.46.

RESOLVED, on motion by P. Sutton to approve unpaid claims totaling \$3,232.48 and payments made prior to board approval, including debit card payments, totaling \$464.14 as presented, by roll call vote with aye from Trustees Pat Ayres, Amy Hart, Kathleen Honchen, Nancy Johnsen, Jill Persson, Randall Ott, Lisa Schaertl and Peggy Sutton and nay (due to absence) from Kim Sutter, as follows:

Vendor	Type	Num	Date	Due Date	Amount
Baker & Taylor	Bill		01/04/2022	01/14/2022	125.41
Baker & Taylor	Bill		01/05/2022	01/15/2022	57.07
Bonn Dioguardi & Ray	Bill		01/31/2022	02/10/2022	2,050.00
Whiteman Osterman & Hanna	Bill		01/31/2022	02/10/2022	1,000.00
Total unpaid claims					\$3,232.48
Amazon	Debit		01/06/2022	01/06/2022	44.97
Amazon	Debit		01/06/2022	01/06/2022	44.97
Amazon	Debit		01/06/2022	01/06/2022	26.90
Amazon	Debit		01/06/2022	01/06/2022	11.56
Amazon	Debit		01/05/2022	01/05/2022	11.56
Amazon	Debit		01/10/2022	01/10/2022	149.73
Amazon	Debit		01/10/2022	01/10/2022	63.46
Walmart	Debit		01/03/2022	01/03/2022	3.76
Walmart	Debit		01/24/2022	01/24/2022	82.27
Michaels	Debit		01/03/2022	01/03/2022	24.96
Total payments made prior to board approval					\$464.14

Property tax reporting form completed 02/28/2022. Received a donation of \$1, 525.97 from a community member. F. De Nardo will send a thank you note to the donor. Financial statements from the CPA are available for review in the Director's Office.

DIRECTOR'S REPORT – F. De Nardo reported the February program and virtual online programs statistics.

The First Draught Book Club is doing well with fourteen to seventeen people signed up so far. The Tiny Art show display was a success. The Take and Make programs are popular. Started a Book Bag Program.

Participated in the Winter Games at Bud Park with a Story Walk attached to the fencing at the tennis courts. Continuing to offer library services at the branches. Bingo will be starting on Thursdays at the Shortsville branch.

Received Covid 19 test kits for the public. Staff working on weeding collections of DVDs, young adult books and large print.

The Charter update (address correction) was approved by State Education Department Board of Regents.

F. De Nardo will follow up with the NYS Division of Library Development (DLD) on the options to apply for a temporary waiver regarding the 35-hour minimum per week open to the public.

COMMITTEE REPORTS:

In google drive is a new document outlining the duties and responsibilities of Committee Chairs.

Facilities – P. Ayres presented the committee report.

The latest draft of the contract from the MSCSD rejects the RJCL proposal for annual discussions regarding hours of access and keeps the \$12,000.00 annual “rent,” and MSCSD has indicated that these items are non-negotiable. The hours of access effectively prevent the RJCL from meeting the NYS DLD minimum standard for public access to the library in a way that is sustainable and meets the community’s needs. The community wants daytime hours as noted in the focus groups and surveys for the long range plan. Offering additional hours in “branch” locations has had limited success and is not sustainable in terms of staff retention, logistics and service to the community, nor do those hours count towards the minimum standards.

In a straw poll, all Trustees present agreed that these non-negotiable items mean that the contract proposed by the MSCSD is not acceptable for sustained public library operations and supported the goal of finding a new location for the public library.

The committee is actively exploring alternatives. The committee will ask for a meeting with the MSCSD as soon as possible and update them on the RJCL intentions and ask for cooperation during the transition.

The committee is actively looking at all grant opportunities as well as opportunities for fundraising through community groups such as the Friends of the RJCL.

Finance and Audit – R. Ott presented the committee report

A rough draft of the 2022-2023 budget plan was presented to the Board. The budget committee will meet again March 9, 2022 and F. De Nardo will prepare final budget for adoption for the March 21, 2022 Board meeting.

The committee will continue to review policies and perform insurance audit.

Long Range Planning (LRP) – P. Sutton presented the committee report.

The Long-Range Planning (LRP) Committee will revisit the long-range plan quarterly (March, June, Sept., Dec.) to assess progress on the goals and measurements.

RESOLVED, on motion by L. Schaertl, in lieu of payment for consultation services, to authorize the chairperson of the LRP committee to purchase a gift valued at less than \$75 to give, with the gratitude of the Board of the Red Jacket Community Library, to Sherry Sacco for the advice and assistance generously provided throughout the development of the 2022-2027 Long Range Plan.

Personnel – J. Persson presented the committee report.

Procedures need to be in compliance with the HERO act. F. De Nardo will review the latest information from the HERO act and report back to the committee next month.

All staff will receive six month or mid-year appraisals starting in March to encourage professional growth (not used for performance reviews or consideration for salary increases).

Nominations – A. Hart presented the committee report.

Melissa Eaton-Smith was introduced as an interested candidate for the 2020 Trustee elections.

Discussed budget vote and trustee election procedures. The committee will update policy and procedures on Elections for review at next month's Board meeting.

Policy – No report.

The committee will meet in March.

UNFINISHED BUSINESS

TRUSTEE TRAINING AND CERTIFICATIONS

All Trustees to record completion of training on the form in google drive.

Trustee training is available from PLS: <https://docs.owwl.org/Community/TrusteeWorkshopResources>

NEW BUSINESS

Entered executive session at 8:49 pm for matters leading to the appointment or employment of a particular person or operation. Executive session ended at 9:36 pm

CORRESPONDENCE AND COMMUNICATIONS – None

The meeting was adjourned at 9:37 p.m.

NEXT MEETING:

Regular meeting Monday, March 21, 2022, at 7:00 pm at RJCL.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

March 21, 2022

The meeting was called to order at 7:06 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Absent Trustee Kim Sutter; Guests: Jordan Schneider.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

APPROVAL OF MINUTES

RESOLVED, on motion by L. Schaertl to approve the minutes with correction from the February 28, 2022 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. February 2022 financial reports available for review.

R. Ott reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Total cash assets held by CNB on February 28, 2022 were \$266,359.63.

RESOLVED, on motion by J. Persson to approve unpaid claims totaling \$1,303.09 and payments made prior to board approval, including debit card payments, totaling \$420.63 as presented:

Vendor	Type	Date	Due Date	Amount
Baker & Taylor	Bill	01/01/2022	01/21/2022	55.56
Baker & Taylor	Bill	02/01/2022	02/11/2022	48.05
Baker & Taylor	Bill	02/01/2022	02/11/2022	53.60
Baker & Taylor	Bill	02/16/2022	02/26/2022	872.88
Pioneer Library System	Bil	02/25/2022	03/07/2022	248.00
Whiteman Osterman & Hanna	Bill	02/28/2022	03/10/2022	25.00
Total unpaid claims				\$1,303.09
Oriental Trading	Debit	02/07/2022	02/07/2022	12.52
Amazon	Debit	02/07/2022	02/07/2022	40.70
Amazon	Debit	02/10/2022	02/10/2022	11.99
Amazon	Debit	02/14/2022	02/14/2022	47.96
Amazon	Debit	02/14/2022	02/14/2022	13.99
Amazon	Debit	02/14/2022	02/14/2022	105.15
Amazon	Debit	02/15/2022	02/15/2022	21.10
Walmart	Debit	02/18/2022	02/18/2022	16.55
Amazon	Debit	02/24/2022	02/24/2022	113.11
Jordan Schneider	Debit	02/12/2022	02/12/2022	37.56
Total payments made prior to board approval				\$420.63

DIRECTOR'S REPORT – F. De Nardo reported the March program and virtual online programs statistics.

F. De Nardo is waiting to hear back from NYS Division of Library Development (DLD) and Ron Kirshop from Pioneer Library System (PLS) on the options to apply for a temporary waiver regarding the 35-hour minimum per week open to the public.

The draft copy of the Annual Report is available for review. PLS and F. De Nardo making corrections. PLS will review the final copy and submit it to New York State.

Continuing with the Branches for community outreach. Have placed free books in the laundromat “Lost Socks” in Shortsville.

Can now look through the digital catalogs (ebooks and audiobooks) from Finger Lakes and Southern Tier Library Systems as well as the Pioneer Library (OWWL) System.

COMMITTEE REPORTS:

Facilities – P. Ayres presented the committee report.

Have attempted to set up a meeting with the Board of Education (BOE) to discuss signing the new contract with no success. The Trustees wish to inform the BOE that we cannot sign the contract and are actively looking for a new home for the library. Options that are being explored are the Sanford Building, Methodist Church on State Street, and a new building at Budd Park. F. De Nardo has been searching for used shelving from other libraries with good success. Have volunteers that would move and install the circulation desk.

P. Ayres and F. De Nardo have met with State Senator Pam Helming and Assemblyman Jeff Gallahan on the present situation. Have been actively searching for grants. The Red Jacket Community Center (RJCC) project team will be meeting with key donors to discuss potential financial investment. The RJCC wants the library to be an anchor in the project when it comes to fruition.

Finance and Audit – No committee report

RESOLVED, on motion by P. Ayres to adopt a 2021-2022 budget with a tax levy of \$248,185.00 and a total expense of \$252,534.00, and to place the proposition before the voters on Monday, May 16, 2022 in the library by roll call vote with aye from: Pat Ayes, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson, Lisa Schartl, Peggy Sutton and nay from Kim Sutter (due to absence).

Nominations – A. Hart presented the committee report.

Still looking for interested candidates for the 2022 Trustee elections.

RESOLVED, on motion by P. ayres to adopt 2022 annual election calendar with review from legal counsel.

RESOLVED, on motion by R. Ott to hold annual election hours as advised by attorney and allow President to make executive decision regarding hours (4pm to 9pm or 4 pm to 10 pm).

F. De Nardo will place legal notices in the Finger Lakes Times and Daily Messenger with the first notice appearing not later than April 1, 2022. L. Schaertl will have legal notices reviewed by lawyer prior to placing in Newspapers. Budget information session will be held May 9 and May 10, 2022.

Looking into vendors for new signs. Would like ten signs and two sandwich type boards. L. Schaertl will create an informational sheet on the proposed budget.

Personnel – J. Persson presented the committee report.

F. De Nardo reported that the HERO act has expired.

All staff will receive six month or mid-year appraisals starting in March by using a rubric.

Long Range Planning (LRP) – P. Sutton presented the committee report.

Provided quarterly report on the Long-Range Plan to assess progress on the goals and measurements. On target for each goal.

[Long Range Plan Quarterly Update](#)

Policy – P. Sutton presented the committee report.

The committee did not meet in March and date forthcoming. P. Sutton reviewed all policies and started a spreadsheet noting the date of last review. All policies are to be reviewed every five years unless specified.

UNFINISHED BUSINESS

L. Schaertl will prepare the Annual Report to the Community.

TRUSTEE TRAINING AND CERTIFICATIONS

All Trustees to record completion of training on the form in google drive.

Trustee training is available from PLS: <https://docs.owwl.org/Community/TrusteeWorkshopResources>

NEW BUSINESS

RESOLVED, on motion by L. Schaertl to move to executive session for matters leading to the appointment or employment of a particular person or operation. Entered executive session at 8:31. Ended at 8:58 pm

CORRESPONDENCE AND COMMUNICATIONS – None

The meeting was adjourned at 8:59 pm.

NEXT MEETING:

Regular meeting Monday, April 18, 2022, at 7:00 pm at RJCL.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

April 18, 2022

The meeting was called to order at 7:03 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Absent Trustee Kim Sutter; Guests: Jordan Schneider and Kerry Adams.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comment.

APPROVAL OF MINUTES

RESOLVED, on motion by L. Schaertl to approve the minutes with correction from the March 21, 2022 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. March 2022 financial reports available for review.

R. Ott reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Total cash assets held by CNB on February 28, 2022 were \$251,780.64.

RESOLVED, on motion by L. Schaertl to approve unpaid claims totaling \$663.24 and payments made prior to board approval, including debit card payments, totaling \$975 as presented:

Vendor	Type	Date	Due Date	Amount
Baker & Taylor	Bill	03/23/2022	04/02/2022	36.65
Baker & Taylor	Bill	03/11/2022	03/21/2022	29.58
Baker & Taylor	Bill	03/21/2022	03/31/2022	17.18
Quill	Bill	04/01/2022	04/11/2022	85.98
Whiteman Osterman & Hanna	Bil	03/31/2022	04/10/2022	300.00
Walworth Public Library	Bill	04/07/2022	04/17/2022	99.00
PLS	Bill	03/14/2022	03/24/2022	50.45
PLS	Bill	04/04/2022	04/14/2022	44.40
Total unpaid claims				\$663.24
Walmart	Debit	03/26/2022	03/26/2022	32.99
Walmart	Debit	04/09/2022	04/09/2022	15.11
Walmart	Debit	03/13/2022	03/13/2022	21.65
Excellus	Debit	03/21/2022	03/21/2022	311.41
Zoom	Debit	04/02/2022	04/02/2022	57.00
Amazon	Debit	03/21/2022	03/21/2022	48.92
Amazon	Debit	03/21/2022	03/21/2022	79.89
Amazon	Debit	03/28/2022	03/28/2022	19.96
Amazon	Debit	04/01/2022	04/01/2022	19.96
Amazon	Debit	03/22/2022	03/22/2022	32.97
Amazon	Debit	03/24/2022	03/24/2022	22.99
Marks Pizza	Debit	03/26/2022	03/26/2022	17.98
Dollar Tree	Debit	04/09/2022	04/09/2022	47.50
Collaborative Summer Library	Debit			148.72
Amazon	Debit	03/22/2022	03/22/2022	29.99
Peggy Sutton	Debit	03/21/2022	03/21/2022	67.96
Total payments made prior to board approval				\$975.00

DIRECTOR'S REPORT – F. De Nardo reported the April program and virtual online programs statistics.

F. De Nardo will make corrections on the Annual Report submitted to DLD.

RESOLVED, on motion by J. Persson to approve the Annual Report as corrected.

RESOLVED, on motion by P. Ayres to approve the Annual Report to the Community.

Continuing with the Branches for community outreach but having low attendance. Have placed free books in the laundromat “Lost Socks” in Shortsville. June 4, 2022 is the Manchester 10th Anniversary of the Gateway Trail and the RJCL will have a table at the event with the Friends group.

BUDGET VOTE AND TRUSTEES ELECTION:

RESOLVED, on motion by L. Schaertl to approve ballot and military ballot as discussed.

RESOLVED, on motion by R. Ott to designate Lisa Schaertl as Chairperson of the Election; Fran De Nardo as Clerk of the Election; and Jordan Schneider, Patsy Olszewski and Sam Mc Cracken as Assistant Clerks of the Election.

RESOLVED, on motion by L. Schaertl to appoint Pat Ayres, Jan Boor, Kandy De Nardo, Amy Hart, Kathleen Honchen, Richard Honchen, Nancy Johnsen, Eileen Wegman and Mary Zingerella as Election Inspectors.

RESOLVED, on motion by R. Ott to designate Kathleen Honchen as Chief Election Inspector.

RESOLVED, on motion by L. Schaertl to set the rate of pay for poll workers as established by the Board of Education.

F. De Nardo will set up poll worker training. Budget information sessions are May 9 and May 10, 2022 at 7 pm in the library.

COMMITTEE REPORTS:

Facilities – P. Ayres presented the committee report.

The committee sent a letter to the Manchester Shortsville Central School District (MSCSD) Board of Education informing them that they cannot sign the contract with the restrictions in the hours for the library. The library is actively looking for a new home and hope to be moved by September 1, 2022, at the earliest. If the deadline cannot be met hoping that the MSCSD will work together in the transition period. To date the committee has not heard back from the BOE.

Options for locations include the Methodist Church in Manchester, a site in Budd Park and the Sanford building.

Finance and Audit – No committee report

Nominations – A. Hart presented the committee report.

Kerry Adams and Amanda Bement have returned completed nominations packets.

Personnel – J. Persson presented the committee report.

Personnel committee provided Director with mid-year performance review and feedback.

Long Range Planning (LRP) – No committee report

Policy – No committee report

UNFINISHED BUSINESS

None

TRUSTEE TRAINING AND CERTIFICATIONS

All Trustees to record completion of training on the form in google drive.

Trustee training is available from PLS: <https://docs.owwl.org/Community/TrusteeWorkshopResources>

NEW BUSINESS

None

CORRESPONDENCE AND COMMUNICATIONS

Letter to BOE March 22, 2022 regarding decision on proposed new contract.

The meeting was adjourned at 8:20 pm.

NEXT MEETING:

Regular meeting Monday, May 16, 2022, at 7:00 pm at RJCL.

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

BOARD OF TRUSTEES MEETING

Minutes

May 16, 2022

The meeting was called to order at 7:04 p.m. by President Lisa Schaertl.

Quorum was present: Trustees Pat Ayres, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson, Lisa Schaertl, Peggy Sutton; Director Fran De Nardo; Treasurer Jan Boor; Absent Trustee Kim Sutter; Guests: Kerry Adams.

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

Resignation of Trustees Kim Sutter effective May 16, 2022 and Peggy Sutton effective May 23, 2022.

APPROVAL OF MINUTES

RESOLVED, on motion by J. Persson to approve the minutes from the April 18, 2022 board meeting.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

J. Boor presented the Treasurer's report. Will send a summary of program expenses to the Friends to support the library's request for promised donation from the Friends. April 2022 financial reports available for review.

R. Ott reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Total cash assets held by CNB on April 29, 2022 were \$237,301.08.

RESOLVED, on motion by J. Persson to approve unpaid claims totaling \$1216.93 and payments made prior to board approval, including debit card payments, totaling \$2262.78 as presented:

Vendor	Type	Date	Due Date	Amount
Baker & Taylor	Bill	03/29/2022	04/08/2022	17.74
Baker & Taylor	Bill	04/14/2022	04/24/2022	950.19
Baker & Taylor	Bill	04/22/2022	05/02/2022	36.66
Jordan Schneider	Bill	04/28/2022	05/08/2022	102.34
Penny Lane	Bill	04/21/2022	05/01/2022	110.00
Total unpaid claims				\$1,216.93
Zoom	Debit	04/02/2022	04/02/2022	999.50
Election Source	Debit	04/08/2022	04/08/2022	183.51
Staples	Debit	04/14/2022	04/14/2022	137.59
Etsy	Debit	04/14/2022	04/14/2022	65.19
Amazon	Debit	04/15/2022	04/15/2022	41.43
Amazon	Debit	04/15/2022	04/15/2022	25.78
Walmart	Debit	04/16/2022	04/16/2022	34.65
Eventbrite	Debit	04/18/2022	04/18/2022	35.00
Excellus	Debit	04/19/2022	04/19/2022	311.41
Moore Printing	Debit	04/19/2022	04/19/2022	147.50
USPS	Debit	04/21/2022	04/21/2022	58.00
Amazon	Debit	04/27/2022	04/27/2022	63.65
Image Stuff	Debit	04/27/2022	04/27/2022	60.75
Amazon	Debit	04/28/2022	04/26/2022	98.82
Total payments made prior to board approval				\$2,262.78

DIRECTOR'S REPORT – F. De Nardo reported the April program and virtual online programs statistics. Storytime in Manchester has been getting a few parents and children. The RJCL has reserved a space for a table at the Gateway Trail Event for the library and Friends to promote the library and Friends group. The OWWL Library System has started Books to Go.

Exceptions to the Open Meetings law allowing virtual meetings expire June 8, 2022. The RJCL can continue to have hybrid live/virtual meetings but must comply with new requirements, starting with holding a public hearing then adopting a new policy.

The RJCL continues to post the calendar and events posters at the two post offices, Bliss, the two Village halls, Friendly Village and (depending on the event) asking local shops if we can place a poster in their window. The Friends have been helping bring posters around the two villages. Notices are also posted on the two fire hall electronic signs.

COMMITTEE REPORTS:

Facilities – P. Ayres presented the committee report.

Since March 23, 2022 the RJCL has not heard back from the school or their attorney in regard to the decision not to sign the contract due to the limitations that prevent the library in being in compliance with State Education standards and to adequately serve the needs of the community for daytime hours.

Facility options for locations include Budd Park site and the Sanford building. The Committee met with Jennifer Leuke and Nichole Coyne to get an update on where the community center project stands.

Finance and Audit – R. Ott presented the committee report.

500-07 Investment Policy presented for first reading. Trustees to review and make comments by next month's meeting. At five-year mark for compliance with the Procurement Policy and need to seek quotes for accounting services and insurance providers (will postpone requests for proposals for insurance providers for one year or until the RJCL is established in a new facility).

Nominations – A. Hart presented the committee report.

At next meeting will need a slate of Officers to nominate for President, Vice President and Secretary for election in July. Need to appoint Trustees to fill two vacancies for terms ending June 2023 and June 2026.

Personnel – J. Persson presented the committee report.

The Committee decided that mid-year appraisals have been put on hold until next year. Printed copies of the Policies & Procedure manual were printed and provided to Fran and to the staff at the front desk for reference.

Long Range Planning (LRP) – No committee report

Policy – No committee report. Next meeting Monday, June 6 at 4 pm.

UNFINISHED BUSINESS

Trustee Training and Certifications - All Trustees to record completion of training on the form in google drive. Trustee training is available from PLS: <https://docs.owwl.org/Community/TrusteeWorkshopResources>

NEW BUSINESS

RESOLVED, on motion by J. Persson to move to executive session for matters leading to the appointment or employment of a particular person or operation. Entered executive session at 7:45 pm and ended at 8:25 pm

CORRESPONDENCE AND COMMUNICATIONS

Thank you notes sent to community members for their donations.

The meeting was adjourned at 8:30 pm.

NEXT MEETING:

Regular meeting Monday, June 27, 2022, at 7:00 pm at RJCL.

Note, this is the fourth Monday due to the Juneteenth holiday

Submitted by Marguerite (Peggy) Sutton, Secretary



Red Jacket Community Library

MINUTES OF THE SPECIAL DISTRICT MEETING OF THE MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT - RED JACKET COMMUNITY LIBRARY BUDGET VOTE AND TRUSTEE ELECTION

MAY 16, 2022

A Special District Meeting of the Manchester-Shortsville Central School District, for the purpose of a public vote on the Red Jacket Community Library's proposed budget and election of library trustees, was called to order by the Chairperson of the Election, Lisa Schaertl, at 4:00 PM.

The chairperson declared the polls open at 4:05 PM

The chairperson declared the polls closed at 10:05 PM

There were no challenges of voters.

The ballots were counted and the chairperson declared the results as follows:

REGARDING PROPOSITION #1: *Shall the sum of \$248,185 be raised by annual levy of a tax upon the taxable real property within the Manchester-Shortsville Central School District for the support and maintenance of the Red Jacket Community Library;*

The proposition PASSED by a vote OF 89 voting YES and 30 voting NO. There were 0 blank votes.

REGARDING THE ELECTION OF TRUSTEES:

Amanda Bement and Kerry Adams were elected to the board of Trustees for terms of five years, commencing July 1, 2022 and expiring June 30, 2027 as follows:

Amanda Bement – 97 votes

Kerry Adams – 107 votes

Write-in candidates Mr. Schaertl, Rita Lonneville and Susan Johnsen each received 1 vote. There were 8 blank votes.

The meeting was adjourned at 11:02 PM.

Submitted by Lisa Schaertl on behalf of Fran De Nardo, Clerk of the Election



BOARD OF TRUSTEES MEETING

Minutes

June 27, 2022

The meeting was called to order at 7:02 p.m. by President L. Schaertl.

President L. Schaertl appointed K. Honchen acting Secretary.

Quorum was present: Trustees Pat Ayres, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Lisa Schaertl; Interim Director Jordan Schnieder; Guests: Jonathan Garcia, HWS Student .

Trustee Absent: Jill Persson

The agenda was approved with no changes.

PUBLIC AND STAFF COMMENTS AND ANNOUNCEMENTS

No public comments.

APPROVAL OF MINUTES

RESOLVED, on motion by P. Ayres to approve the minutes from the May 16, 2022 board meeting. Motion carried.

RESOLVED, on motion by P. Ayres to approve the minutes from the May 16, 2022 special district meeting - budget vote and trustee election. Motion carried.

RESOLVED, on motion by L. Schaertl to approve the minutes with correction from the June 13, 2022 special board meeting. Motion carried.

FINANCIAL REPORTS AND APPROVAL OF EXPENDITURES

K. Honchen reported that debit card purchases, and vouchers submitted were for library purchases and properly documented. Additionally noted that J. Schneider found 2 Quill invoices that should have been reported here but will now be added to next month's claims.

J. Boor was absent. R. Ott presented the Treasurer's report. There was a discussion regarding the election workers payments which had not been completed. Jan will process the payments for this pay period.

RESOLVED, on motion by R. Ott to approve unpaid claims totaling \$3796.44 and payments made prior to board approval, including debit card payments, totaling \$857.09 as presented:

Unpaid Claims

Vendor	Voucher date	Invoice date	Amount	Description
Penny	5/18	5/18/2022	\$ 117.00	XXX
PLS	5/13	5/13/2022	\$ 56.08	XXX
B&T	6/6	4/26/2022	\$ 54.92	XXX
B&T	6/6	3/3/2022	\$ 193.96	XXX
B&T	6/6	5/11/2022	\$ 248.79	XXX
J Schneider	6/3	n/a	\$ 29.98	XXX
WHO	5/26	5/26/2022	\$ 25.00	XXX
FL Times	3/25	3/25/2022	\$ 342.23	XXX
Grace & Grins	4/28	2/25/2022	\$ 148.48	
WHO	4/29	4/29/2022	\$ 2,250.00	
Powerful Dave	4/28	5/5/2022	\$ 330.00	
			\$ 3,796.44	

Debits/POS

Vendor	Voucher date	Statement date	Amount
Amazon	5/21	5/23	\$ 150.88
Amazon	6/3	5/23	\$ 16.47
Amazon	6/3	5/23	\$ 39.99
Amazon	6/3	5/25	\$ 159.76
Excellus	5/18	5/19	\$ 311.41
Oriental Trading	5/14	5/12	\$ 42.81
Friends of Ganondagon	6/3	5/23	\$ 87.84
Aldi	5/15	5/16	\$ 10.42
Wegmans	5/15	5/16	\$ 4.49
WalMart	5/15	5/16	\$ 31.86
USPS	5/9	5/9	\$ 1.16
			\$ 857.09

DIRECTOR'S REPORT

J. Schneider reported the Summer Library Program (SPL) Registration began 6/13 - with 25 signed up as of 6/22.

Many of our programs are going on hiatus for the summer. Branches have ended for the summer.

J. Schneider will be in the parks in both Villages holding multiple programs with our SLP.

As per discussion, J. Schneider to make S. McCracken a provisional full time employee for staff coverage.

COMMITTEE REPORTS:

Facilities – P. Ayres presented the committee report.

The Committee met with Sanford Ind. on June 15th.

R. Ott will set up Zoom meeting E. Palumbos, a grant writer who has worked with Sandford Industries in the past.

Pat Ayres will contact Sanford Industries to meet as soon as possible to secure a lease agreement.

K. Adams and N. Johnsen will meet with State Senator Pam Helming to ask for a Member Item to help us move.

Discussions remain ongoing with Sandford Industries.

Finance and Audit – R. Ott presented the committee report.

RESOLVED, on a motion by R. Ott that the Treasurer is authorized by the Board of Trustees of the Red Jacket Community Library to engage with Bonn, Dioguardi, and Ray LLP to perform the 2021-2022 annual financial review. Motion carried.

Committee recommends the director or treasurer request quotes from our current accounting firm and two other accountants for comparison, possibly Allied Financial in Victor, NY and James Cheney, in Phelps, NY.

As of May 31, 2021 the unassigned fund balance was about \$19,000.

Committee recommends retaining the allowed 4% contingency in the fund balance as we enter the 2022-23 fiscal year; this contingency amount is \$9,723.16.

Committee intends to recommend a transfer from the fund balance into the Capital Fund and the Retirement Fund at next month's meeting.

RESOLVED, on a motion by L. Schaertl that the Board of Trustees of the Red Jacket Community Library approve Policy 500-7 Investment with the recommended changes as presented. Motion carried.

WHEREAS on this day, June 27, 2022, the Capital Fund has a balance of \$40,819.90 and is currently held in an existing money market bank account with Canandaigua National Bank, and
WHEREAS Policy 500-7 (Investment) requires the library to maintain two money market bank accounts, with the second account used exclusively to hold funds designated as capital funds, and
WHEREAS, Policy 500-7 (Investment) requires the Board of Trustees to authorize opening a new bank account, be it
RESOLVED, on a motion by R. Ott that the Board of Trustees of the Red Jacket Community Library authorizes the Director to open a new money-market bank account with Canandaigua National Bank for the purpose of holding library funds designated as capital funds, and be it further
RESOLVED, that the Director transfer \$40,819.90 from the existing money market account as a deposit into this new, second money market bank account.

Our next committee meeting will be July 25, 2022 at 4:00 pm.

Nominations – A. Hart presented the committee report.

A. Hart to contact write-in candidates.

A. Hart will present the nominations for the offices of President and Vice-President at the July board meeting.

Personnel – J. Persson prepared the committee report which was presented by A. Hart.

The Personnel Committee determined it was in the best interest of the library to terminate the Library Director on June 13, 2022 effective June 17, 2022. This decision was approved in a special Board Meeting on June 13, 2022 and at the same meeting the appointment of J. Schneider as Interim Director was approved. J. Schneider was provided with a contract for 90 days and with a list of responsibilities to focus during that period.

In early July the committee will focus on the following:

1. Staff raises (retroactive to July 1, 2022)
2. Performance appraisal support for Jordan. Since Sam started in Nov. 2021 she doesn't require an appraisal at this time. P. Olszewski will require an annual review and salary adjustment.
3. The director's position

Policy – L. Schaertl presented the committee report.

Policies are in good shape with respect to the required five-year review of all policies (annual review in some cases).

A few policies need review.

UNFINISHED BUSINESS

Presented by L. Schaertl.

Opted not to discuss Trustee Training at this time. As well as the other agenda item, Google Drive shortcuts, as most of us now understand them or can easily figure them out.

NEW BUSINESS R. Ott requested that, although the board does not normally meet in August, we should have a meeting this year. The meeting will be on Monday, August 15th at 7:00pm.

CORRESPONDENCE AND COMMUNICATIONS

Letter from BOE May 18 acknowledging our March 23 letter.

The meeting was adjourned at 8:18 pm.

NEXT MEETING: Monday, July 18, 2022 at 7:00 pm in the Library – Regular meeting and Organizational (annual) meeting

Submitted by K. Honchen, Secretary



Red Jacket Community Library

Board of Trustees Special Meeting

MINUTES

June 13, 2022

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:08 P.M. by President Lisa Schaertl. The president appointed Randy Ott as acting secretary for the meeting.

Trustees Present: Pat Ayres, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson, Lisa Schaertl. A quorum was present.

Trustees Absent: None

Others Present: Amanda Bement

EXECUTIVE SESSION

Lisa Schaertl moved to enter executive session for the purpose of discussing matters leading to the appointment or employment of a particular person or corporation at 7:09 P.M. without objection.

Jill Persson and Amy Hart reported on employee matters with recommendations from the Personnel Committee.

Lisa Schaertl moved to end the executive session at 7:49; public session resumed at 7:49 P.M. without objection.

PERSONNEL ACTIONS

Lisa Schaertl moved to end the probationary employment of Fran De Nardo effective Friday, June 17, 2022, in accordance with civil service regulations. Motion carried with a voice vote (6 AYES, 1 NO - Nancy Johnson).

Jill Persson moved to appoint Jordan Schneider as Interim Library Director effective Tuesday, June 22, 2022, for 90 days in accordance with civil service regulations, and at a salary of \$10,200 for the entire 90 days. Motion carried unanimously with a voice vote (7 AYES, 0 NOES).

ELECTION OF BOARD OF TRUSTEES OFFICERS

Lisa Schaertl moved to nominate Randy Ott to fill the vacancy of Vice-President effective immediately. Hearing no other nominations, Randy Ott was elected Vice-President on a voice vote (7 AYES, 0 NOES).

BANK SIGNATORIES

Lisa Schaertl moved, effective June 21, 2022, to amend the Designation of Bank and Check Signers, adopted at the July 19, 2021, Annual Meeting and to authorize the transfer or withdrawal of funds by any of the following persons: Jordan Schneider, Interim Director, 32 Pratt Road, Manchester, NY; Lisa Schaertl, President, 4285 Shortsville Rd, Shortsville, NY; Randy Ott, Vice President, 32 Booth Street, Shortsville NY. Motion carried unanimously with a voice vote (7 AYES, 0 NOES).

ADJOURNMENT

The meeting was adjourned at 7:54 P.M.; the next regular meeting will be on June 27, 2022, at 7:00 P.M. in the library.

Submitted by Randy Ott, Acting Secretary

June 15, 2022



Red Jacket Community Library

Board of Trustees July Business Meeting July 18, 2022 - Following Annual Organizational Meeting Minutes

CALL TO ORDER – The meeting was called to order at 7:35pm by President R. Ott.

ROLL CALL – Quorum was present: Trustees Kerry Adams, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott; Interim Library Director Jordan Schneider; Treasurer Jan Boor; Guest Mary Zingerella; Absent: Trustee Jill Persson.

DISCUSSION WITH PUBLIC OR EMPLOYEES

Mary Zingerella, President of the Friends of the RJCL, requested an update on the coming library relocation, including the status of both the long-term and temporary locations. Next Friends meeting is scheduled for Sept. 13, 2022.

APPROVE MINUTES

A motion was made by N. Johnsen to approve the minutes from the June 27, 2022 regular meeting. Motion carried, 6-1.

FINANCES AND EXPENDITURES

J. Boor presented the Treasurer's report. She noted that a memorial donation was deposited in the wrong account. Jordan will move to the correct account. As error was made after year-end Jan will note it as a line item on the Annual Financial Review.

Treasurer J. Boor reported the budget balance at years end was favorable.

CLAIMS REVIEW REPORT - K. Honchen reported cash assets held by CNB on June 30, 2022 were \$213,380.06. There were no unpaid claims due to the end of the fiscal year. All Claims Paid Prior to Board Approval, including \$462.35 in debits, totaled \$2228.19.

A motion is made by Amy Hart to approve payments made prior to approval, including debit card payments totaling \$2228.19. Motion carried, 6-1.

A motion is made by R. Ott to adopt the resolution:

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, 2022 and ending June 30, 2023.

Adobe Inc.	Software subscription	\$ 16.11
Amazon Prime	Membership	\$ 14.99

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.

Resolution adopted, 6-1.

DIRECTOR'S REPORT – presented by Interim Director J. Schneider.

COMMITTEE REPORTS

PERSONNEL – presented by A. Hart.

According to the Personnel Expenses & Salary increases for 2022-2023 schedule the following motions were made:

A motion was made by A. Hart to approve wage increases for P. Olszewski and D, McCracken according to the schedule effective retroactively to July 1, 2022.

Motion carried, 6-1.

A motion was made by R. Ott to approve a salary increase of 4% for Treasurer J. Boor retroactively to July 1, 2022.

Motion carried, 6-1.

A motion was made by A. Hart for OCHR to canvas for the position of Library Assistant with a salary range of \$30,000-\$35,000 depending on experience.

Motion carried, 6-1.

FINANCE – presented by R. Ott.

A motion was made by K. Adams to adopt the resolutions:

WHEREAS, policy 500-5 (Unrestricted Fund Balance) establishes a maximum 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 then 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, now, therefore be it hereby

RESOLVED, that the Board of Trustees of the Red Jacket Community Library approves retaining \$9,723.16 as contingency funds in the general operating fund in the 2022-23 fiscal year.

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Treasurer to transfer \$5,000 from the 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 \$4,267.49 into a fund for insurance premiums.

Resolution adopted, 6-1.

FACILITIES – presented by K. Adams, Chairperson, Facilities Committee.

A motion was made by R. Ott to authorize the Facilities Committee to enter into a lease with Richard Deys ("The Sandman") for a 1050 sq. ft. building for \$900 a month and for up to 12 months, and further

To apply to the Village of Manchester and the Village of Manchester Planning Board (\$50 fee) for a temporary use permit as a commercial entity to occupy a building zoned as industrial.

Motion carried, 6-1.

Randy will write letters to the Village of Manchester and the Village of Manchester Planning Board.

Nancy will hand deliver the letters to the Village of Manchester.

Facilities Committee will be meeting once a week for the foreseeable future.

NOMINATING – presented by A. Hart
A. Hart to contact write-in candidates.

CORRESPONDENCE AND COMMUNICATION

R. Ott responded to the NYS Department of Labor Questionnaire and Notice of Potential Charges after a discussion with J. Persson, Chairperson of the Personnel Committee regarding changes in personnel. Treasurer J. Boor indicated we would not be billed the potential charges shown on the form because of unemployment insurance.
New trustees to access the trustee folder and ask for assistance if needed.

NEW BUSINESS

Conflict of Interest and Whistleblower Policies discussed and Acknowledgement Forms for each were provided and signed by trustees attending the meeting.

ADJOURNMENT-the meeting was adjourned at 9:02pm. by unanimous consent.

NEXT MEETING: Monday, August 15, 2022 at 7:00pm.

Submitted by K. Honchen, Secretary



Red Jacket Community Library

Board of Trustees Annual Organizational Meeting

July 18, 2022 - 7:00 P.M.

Minutes

CALL TO ORDER – The meeting was called to order at 7:01pm by Acting President Randall Ott.

OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES AND NEWLY APPOINTED OFFICER

Kerry Adams and Amanda Bement were sworn in as new trustees.

Jordan Schneider was sworn in as Library Director.

ROLL CALL – Quorum was present: Trustees Kerry Adams, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott; Interim Library Director Jordan Schneider; Treasurer Jan Boor; Guest Mary Zingerella; Absent: Trustee Jill Persson.

APPROVE AGENDA – Adopted by unanimous consent

APPROVE MINUTES – The minutes were presented.

ELECTION OF OFFICERS

Amy Hart of the Nominations Committee presented the slate of officers.

R. Ott opened nominations from the floor for President. K. Adams moved that nominations be closed. R. Ott motioned to elect R. Ott as President. Motion carried, 6-1.

R. Ott opened nominations from the floor for Vice-President. Receiving none R. Ott closed the nominations. R. Ott motioned to elect Kerry Adams as Vice-President. Motion carried, 6-1.

R. Ott opened nominations from the floor for Secretary. Receiving none R. Ott closed the nominations. R. Ott motioned to elect Kathleen Honchen as Secretary. Motion carried, 6-1.

APPOINT CLAIMS REVIEWER

A motion is made by Amy Hart to appoint Trustee Kathleen Honchen as claims reviewer.

Motion carried, 6-1.

ADOPT 2022-23 BOARD OF TRUSTEES MEETING CALENDAR

A motion is made by Amy Hart to adopt the dates listed herein as regular business meetings for the year which are the third Monday of each month, except on the fourth Monday when the third Monday falls on a holiday.

August 15, 2022

December 19, 2022

April 17, 2023

September 19, 2022

January 23, 2023

May 15, 2023

October 17, 2022

February 27, 2023

June 26, 2023

November 21, 2022

March 20, 2023

July 17, 2023

Motion carried, 6-1.

STANDING COMMITTEES

R. Ott to amend Committee assignments and will present them at the next regular board meeting on August 15, 2022.

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, 7 Lehigh Avenue, Shortsville, 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, Interim Library Director, 32 Pratt Rd. Manchester NY 14505

Randall Ott, President, 32 Booth St. Shortsville NY 14548

Kerry Adams, Vice President, 4650 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 R. Ott and was 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, 18 July 2022.

Resolutions adopted, 6-1.

HOLIDAY SCHEDULE OF CLOSINGS FOR 2023

As stated in Policy 400-1, the Library will close on the following holidays.

New Year's Day (Substitute 1/2/23)	Labor Day (9/4/23)
Martin Luther King, Jr. Birthday (1/16/23)	Columbus Day (10/9/23)
President's Day (2/20/23)	Veterans Day (11/10/23)
Memorial Day (5/29/23)	Thanksgiving Day (11/23/23)
Independence Day (7/4/23)	Christmas Day (12/25/23)

FEDERAL HOLIDAY CHANGES

A motion is made by K. Adams to adopt the resolution:

WHEREAS, Juneteenth is a federal holiday, and

WHEREAS on July 19, 2021, the Board of Trustees resolved to close the library in observance of Juneteenth on June 20, 2022, now, therefore be it hereby

RESOLVED to close the library on June 19, 2023 in observance of Juneteenth, and be it further

RESOLVED that the Policy Committee shall add Policy 400-01 to its schedule for review in 2022-23 to consider adding Juneteenth to the policy's list of Holiday Closings.

Resolution adopted, 6-1.

A motion is made by Amy Hart to adopt the resolution:

WHEREAS Policy 400-1 states that the Library will close on three "floating" holidays to be specified by the Library Director and approved by the Board of Trustees at the annual meeting, and

WHEREAS, the Interim Director recommend the three floating holidays for 2023 as the day after New Year's Day (observed), the day after Thanksgiving, and the day after Christmas, therefore be it hereby

RESOLVED to accept the Director's proposal as the three additional holidays and close the library on 1/3/2023, 11/24/2023, and 12/26/2023.

Resolution adopted, 6-1.

TAX CAP OVERRIDE FOR 2023 - 2024

A motion is made by Kathleen Honchen to adopt the resolution:

WHEREAS, the adoption of the 2023-2024 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 2023-24.

Resolution adopted by roll call vote. 6 ayes: K. Adams, A. Bement, A. Hart, K. Honchen, N. Johnsen, R. Ott.; with 1 abstention due to absence.

ADJOURNMENT N. Johnsen moved to adjourned the meeting at 7:34pm. Motion carried, 6-1.

Submitted by K. Honchen, Secretary



Red Jacket Community Library

Board of Trustees August Business Meeting

Monday - August 15, 2022 - 7:00 PM

Minutes

The meeting was called to order at 7:01pm by President R. Ott.

Quorum was present: Kerry Adams, Amanda Bement, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson; Interim Director Jordan Schneider; Treasurer Jan Boor. Trustee Absent: Amy Hart.

Discussion with Public or Employees: No public comments.

APPROVE AGENDA – Motion was made by J. Persson, seconded by K. Adams to approve the agenda. Motion carried.

APPROVE MINUTES – Motion was made by K. Adams to approve the minutes from the July 18, 2022 regular board meeting. Motion carried.

FINANCES AND EXPENDITURES – J. Boor presented the Treasurer's report.

CLAIMS REVIEW REPORT - K. Honchen reported cash assets held by CNB on July 29, 2022 were \$197,966. Unpaid Claims were \$4902.79, payments made prior to approval and debits were \$102.96, making the total for approval \$5005.75.

Unpaid Claims

Vendor	Invoice date	Amount
PLS	7/14	\$ 4,600.00
NYS	7/15	\$ 166.95
B&T	7/1	\$ 43.09
"	7/11	\$ 37.24
"	7/21	\$ 36.92
"	7/28	\$ 18.59
		\$ 4,902.79

Claims Paid Prior to Approval

Vendor	Voucher date	Check number	Amount
J. Schneider	7/6	4066	\$ 40.00
Village of Manchester	7/21	4067	\$ 50.00
Amazon	7/15	debit	\$ 12.96
			\$ 102.96

CLAIMS AUDIT: A motion was made by N. Johnsen to approve unpaid claims, payments made prior to approval and debits totaling \$5005.75.

DIRECTOR'S REPORT – was presented by interim library director J. Schneider.

COMMITTEE REPORTS:

PERSONNEL – presented by J. Persson.

A motion was made by K. Honchen to make Jordan Schneider's Library Assistant position permanent and retroactively effective to 8/14/22. Motion carried.

A motion was made by K. Honchen to appoint Jordan Schneider to the position of Library Manager effective 8/15/22 for the probationary period in accordance with Civil Service regulations at a salary of \$46,000 per year. Motion carried.

A motion was made by R. Ott to accept the letter of retirement submitted by P. Olszewski effective at the close of business August 22, 2022. Motion carried.

A motion was made by J. Persson to adopt the following resolutions in recognition and appreciation of Patsy Olszewski:

Whereas, Mrs. Olszewski was appointed by the Red Jacket Community Library Board of Trustees as Library Clerk on April 6, 2001; and

Whereas, Mrs. Olszewski, in this role, has served the Red Jacket Community Library and the Manchester-Shortsville communities with distinction for over 21 years; and

Whereas, Mrs. Olszewski has provided Red Jacket Community Library users patron-centered services including tailored reading recommendations and the regular Sit and Knit program; and

Whereas, Mrs. Olszewski has announced August 22, 2022 as her last day of service to the Red Jacket Community Library; be it therefore

Resolved that the Red Jacket Community Library Board of Trustees, on behalf of the Manchester-Shortsville community, does hereby declare and extend our sincere appreciation to Patsy Olszewski for her daily contributions in support of the Red Jacket Community Library;
and be it further

Resolved, that the Red Jacket Community Library Board of Trustees does hereby recognize and commend Patsy Olszewski for her long-standing and dedicated service in meeting the needs and interests of our many library patrons, thereby, advancing the mission of the Red Jacket Community Library.

Resolution adopted, 6-1.

FINANCE – presented by R. Ott.

FACILITIES – presented by K. Adams.

NOMINATING - No report.

POLICY - No report.

CORRESPONDENCE AND COMMUNICATION

OWWL Updates – presented by R. Ott. Section 269-D of education law goes into effect on 1/1/23; each library trustee must track and report their continuing education - two hours of training are required annually. The board must formalize our implementation of the requirement as a new policy.

UNFINISHED BUSINESS

Committee Assignments are finalized.

Conflict of Interest Statement – N. Johnsen to sign and return acknowledgement form to K. Honchen.

ADJOURNMENT – the meeting was adjourned at 8:00pm.

NEXT MEETING: Monday, September 19, 2022 at 7:00pm.

Submitted by K. Honchen, Secretary



Red Jacket Community Library

Board of Trustees September Business Meeting

Monday – September 19, 2022 - 7:00 PM

Minutes

The meeting was called to order at 7:00pm by President R. Ott.

Quorum was present: Kerry Adams, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson; Interim Director Jordan Schneider; Treasurer Jan Boor.

Guests: Mary Zingerella and Susan Johnson.

Discussion with Public or Employees: No public comments.

APPROVE AGENDA – Agenda approved with no objections.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the August 15, 2022 regular board meeting. Motion carried, 7-0.

FINANCES AND EXPENDITURES – J. Boor presented the Treasurer's report.

CLAIMS REVIEW REPORT - K. Honchen reported Unpaid Claims of \$92.35; Payments made Prior to Approval of \$6724.56, Debit card purchases of \$1357.02, making the total for approval at tonight's meeting \$8173.93.

Unpaid Claims

Vendor	Invoice date	
B&T	8/9	\$ 34.86
B&T	8/16	\$ 38.92
B&T	8/18	\$ 18.57
		\$ 92.35

Claims Paid Prior to Approval

Vendor	Check/Voucher date	Check/Debit	Amount	Description
Utica National	8/12	4072	\$ 3,602.06	umbrella & commercial
Gemcole Properties	8/24	4074	\$ 900.00	security deposit
Gemcole Properties	8/30	4076	\$ 900.00	September rent
Holy Cow Moving	8/17	4071	\$ 675.00	
Holy Cow Moving	8/24	4073	\$ 647.50	
			\$ 6,724.56	
Debits				
Sweet Blessings	8/1	debit	\$ 20.00	gift card
Dollar General	8/9	debit	\$ 17.59	water/coffee, packing tape
WalMart	8/10	debit	\$ 19.37	p-tape, cards, ofc supply
Lowe's	8/15	debit	\$ 16.98	storage unit lock
Malcho's	8/16	debit	\$ 297.68	unit 13 rent + security dep
Malcho's	8/25	debit	\$ 203.18	unit 2 rent + security dep
WalMart	8/25	debit	\$ 129.44	cleaning supplies, etc
Lowe's	8/25	debit	\$ 297.36	fire extinguisher, door locks
Canva	8/29	debit	\$ 119.40	advertising
Amazon	8/29	debit	\$ 19.99	window seal for AC
Sherwin-Williams	8/30	debit	\$ 216.03	tax refunded in Sept
			\$ 1,357.02	

CLAIMS AUDIT: A motion was made by K. Adams to approve unpaid claims, payments made prior to approval and debits totaling \$8173.93. Motion carried, 7-0.

A motion was made by K. Honchen to adopt the resolution:

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 September 1, 2022 and ending June 30, 2023.

Malcho's Storage	Storage Rent	\$297.68
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Malcho's Storage	Storage Rent	\$203.18
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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, 7-0.

DIRECTOR'S REPORT – was presented by interim library director J. Schneider.

A motion was made by K. Adams to allow staff to take Saturday, October 8, 2022 as the Columbus Day Holiday for 2022. Motion carried, 7-0.

COMMITTEE REPORTS:

PERSONNEL – presented by J. Persson.

A motion is made by J. Persson to approve the appointment of Danielle McCracken to the full-time position of Library Clerk at a pay rate of \$14.69 per hour, effective August 23, 2022, in accordance with civil service regulations. Motion carried, 7-0.

A motion is made by J. Persson to approve the appointment of Meghan Bailey to the full-time position of Library Assistant at a rate of \$18.00 per hour, effective September 6, 2022, in accordance with civil service regulations. Motion carried, 7-0.

FINANCE – presented by R. Ott.

FACILITIES – presented by K. Adams.

NOMINATING – presented by A. Hart.

LONG-RANGE PLANNING – presented by A. Hart.

POLICY - No report.

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – None.

NEW BUSINESS – presented by R. Ott. Need a press release to be drawn up.

Sexual Harassment Training to be completed by October board meeting.

ADJOURNMENT – the meeting was adjourned at 7:58pm.

NEXT MEETING: Monday, October 17, 2022 at 7:00pm.

Submitted by K. Honchen, Secretary



Red Jacket Community Library

Board of Trustees September Business Meeting

Monday – October 17, 2022 - 7:00 PM

Minutes

The meeting was called to order at 7:00pm by President R. Ott.

Quorum was present: Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson; Director Jordan Schneider; Treasurer Jan Boor.

Guests: Mary Zingerella, Susan Johnson and Heather Baxter. Absent: Trustee Kerry Adams.

Discussion with Public or Employees: No public comments.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the September 19, 2022 regular board meeting. Motion carried, 6-1.

FINANCES AND EXPENDITURES – J. Boor presented the Treasurer's report.

A motion is made by A. Hart to accept the Financial Statements (June 30, 2022 and 2021) prepared by the accounting firm Bonn, Dioguardi and Ray, LLP with an adjusting entry correction for \$1800.00 proposed by J. Boor. Motion carried, 6-1.

A motion is made by K. Honchen to authorize Bonn, Dioguardi and Ray, LLP to file the 2021 Federal Return of Organization Exempt from Income Tax, electronically with the IRS pending clarification on the corrections identified by J. Boor. Motion carried, 6-1.

CLAIMS REVIEW REPORT - K. Honchen reported Unpaid Claims of \$2940.68 and Payments made Prior to Approval of \$2527.59, which included five checks and sixteen debit card purchases, making the total for approval at tonight's meeting \$5468.27.

Unpaid Claims			Claims Paid Prior to Approval			
Vendor	Invoice date	Amount	Checks			
B&T	9/12	\$ 76.41	Vendor	Voucher d	Check/Debit	Amount
B&T	9/15	\$ 37.18	Holy Cow Moving	9/1	4077	\$ 525.00
B&T	9/21	\$ 76.87	Village of Manchester	9/6	4078	\$ 50.00
B&T	9/27	\$ 849.38	Whiteman, Osterman, Hanna	9/8	4079	\$ 350.00
		\$1,039.84	Alliance Door	9/15	4083	\$ 300.00
D Schlossnagle	7/25	\$1,003.72				\$1,365.00
Whiteman...	9/28	\$ 850.00	Debits			
J Schneider	9/30	\$ 47.12	Bliss	9/1	debit	\$ 21.06
		\$2,940.68	Sherwin-Williams	9/2	debit	\$ 67.78
			Bliss	9/1	debit	\$ 1.89
			WalMart	9/7	debit	\$ 167.08
			Lowes	9/9	debit	\$ 11.94
			WalMart	9/9	debit	\$ 80.05
			Amazon	9/9	debit	\$ 245.98
			Amazon	9/13	debit	\$ 205.65
			Amazon	9/13	debit	\$ 117.99
			WalMart	9/16	debit	\$ 19.78
			Amazon	9/16	debit	\$ 47.52
			Bliss	9/20	debit	\$ 19.42
			Amazon	9/20	debit	\$ 23.49
			Bliss	9/22	debit	\$ 3.15
			Amazon	9/23	debit	\$ 24.99
			Amazon	9/26	debit	\$ 104.82
						\$ 1,162.59
						\$2,527.59

A motion is made by A. Bement to authorize payment of \$2940.68 for unpaid bills and approve \$2527.59 for claims paid prior to board approval, including debit card payments, and together Total \$5468.27, as presented on the abstract. Motion carried, 6-1.

DIRECTOR'S REPORT – was presented by interim library director J. Schneider.

A motion was made by A. Hart to adopt the revised regular hours as proposed by the library director and to be effective November 1, 2022. Motion carried, 6-1.

COMMITTEE REPORTS:

NOMINATING – presented by A. Hart.

A motion is made by A. Hart to appoint Susan Johnson to fill the vacancy on the Board of Trustees for the seat last held by Kim Sutter and for the balance of the unexpired term which expires on June 30, 2026. Motion carried, 6-1.

PERSONNEL – presented by J. Persson.

FINANCE – presented by R. Ott.

FACILITIES – no report.

LONG-RANGE PLANNING – presented by A. Hart.

POLICY – presented by R. Ott

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – presented by R. Ott.

Sexual Harassment Annual Training: Trustees A. Bement, A. Hart, K. Honchen, N. Johnsen, S. Johnson???, R. Ott and J. Persson received Sexual Harassment Prevention Training by viewing training videos provided by New York State, followed by an opportunity to interactively ask questions and provide feedback about the training.

NEW BUSINESS – presented by R. Ott.

Preliminary discussion on the 2022-2023 Budget Vote and Annual Election.

ADJOURNMENT – the meeting was adjourned at 8:20pm.

NEXT MEETING: Monday, November 21, 2022 at 7:00pm.

Submitted by K. Honchen, Secretary



Red Jacket Community Library

Board of Trustees November Business Meeting

Monday – November 21, 2022 - 7:00 PM

Minutes

The meeting was called to order at 7:05pm by President R. Ott.

Quorum was present: Kerry Adams, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott; Director Jordan Schneider.

Guests: Mary Zingerella and Heather Baxter. Absent: Trustee Jill Persson; Treasurer Jan Boor.

Discussion with Public or Employees: No public comments.

APPROVE MINUTES – Motion was made by S. Johnson to approve the minutes from the October 17, 2022 regular board meeting. Motion carried, 7-1.

FINANCES AND EXPENDITURES – prepared by J. Boor, presented by R. Ott.

CLAIMS REVIEW REPORT - K. Honchen reported Unpaid Claims of \$899.87 and Payments made Prior to Approval of \$1764.25, which included eight checks and thirteen debit card purchases, making the total for approval at tonight's meeting \$2664.12.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	10/5	\$ 55.77
B&T	10/12	\$ 109.15
PLS/System	9/12	\$ 284.95
D. Koester	10/23	\$ 450.00
		\$ 899.87

Claims Paid Prior to Approval

Checks			
Vendor	Voucher d	Check/Debit	Amount
Mobile Graphics	10/14	4084	\$ 460.00
Charter/Spectrum	10/28	4091	\$ 105.96
Demco	10/28	4092	\$ 61.92
Quill	10/28	4094	\$ 20.59
Demco	10/27	4095	\$ 53.30
Quill	10/27	4096	\$ 155.61
Utica National	11/1	4100	\$ 101.00
			\$ 1,278.21
Debits			
USPS	10/7	debit	\$ 120.00
Bliss	10/11	debit	\$ 10.99
Dollar Tree	10/11	debit	\$ 5.00
Five Below	10/11	debit	\$ 20.25
WalMart	10/11	debit	\$ 29.86
Amazon	10/20	debit	\$ 26.49
Amazon	10/21	debit	\$ 19.96
Amazon	10/24	debit	\$ 34.95
Amazon	10/24	debit	\$ 7.49
Amazon	10/24	debit	\$ 35.98
Amazon	10/24	debit	\$ 72.86
Amazon	10/25	debit	\$ 74.97
Amazon	10/26	debit	\$ 27.24
			\$ 486.04
			\$1,764.25

A motion is made by K. Adams to authorize payment of \$899.87 for unpaid bills and approve \$1764.25 for claims paid prior to board approval, including debit card payments, and together Total \$2664.12, as presented on the corrected abstract. Motion carried, 7-1.

A motion is made by N. Johnsen to approve a \$21.49 debit card payment to Adobe and a \$14.99 debit card payment to Wyze. Motion carried, 7-1.

DIRECTOR'S REPORT – was presented by library director J. Schneider.

A motion is made by A. Hart to adopt the resolutions:

WHEREAS, a portion of the Library's General Operating Fund includes cash assets held in a Canandaigua National Bank regular savings account (account number ending in 9127) with a balance of \$2,024.60 as of October 31, 2022, and

WHEREAS, the Library's designated Capital Fund is held exclusively in a Canandaigua National Bank money market account (account number ending in 9947), and

WHEREAS, the Director recommends the Library close the regular savings account (account number ending in 9127) and to transfer the balance of \$2,024.60 from the regular savings account (account number ending in 9127) into the money market account (account number ending in 9947), and

WHEREAS, Policy 500-5 states, all transfers to the Capital Fund shall be by a board resolution, therefore, be it

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Director, upon closing the regular savings account (account number ending in 9127), to transfer the balance of \$2,024.60 and any accumulated interest from the regular savings account (account number ending in 9127) into the money market account (account number ending in 9947), 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 as a transfer of \$2,024.60 from the General Operating Fund and into the Capital Fund. Motion carried, 7-1.

A motion is made by K. Honchen to approve the provisional appointment of Rachel Wizeman to the position of part-time Library Clerk/Adult Services Coordinator at a pay rate of \$17.00 per hour, effective October 31, 2022, in accordance with civil service regulations. Motion carried, 7-1.

COMMITTEE REPORTS:

NOMINATING – presented by A. Hart.

A motion is made by A. Hart to appoint Heather Baxter to fill the vacancy on the Board of Trustees for the seat last held by Peggy Sutton and for the balance of the unexpired term which expires on June 30, 2023. Motion carried, 7-1.

R. Ott administered the oath of office to Heather Baxter. As a trustee, H. Baxter is eligible to vote on any library business for the remainder of the meeting.

FINANCE – presented by R. Ott.

A motion is made by A. Hart to approve Policy 500-4 Procurement after annual review and as presented by the Finance Committee. Motion carried, 8-1.

FACILITIES – presented by K. Adams.

Next meeting will be on Wednesday, November 30th for a tour of The Presbyterian Church and Sainsbury Funeral Home.

POLICY – presented by R. Ott

A motion is made by S. Johnson to send Policy 400-1 Hours and Closings back to the Policy Committee for further consideration. Motion carried, 8-1.

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – presented by R. Ott.

Sexual Harassment Annual Training: Trustee H. Baxter received Sexual Harassment Prevention Training by viewing training videos provided by New York State, followed by an opportunity to interactively ask questions and provide feedback about the training.

NEW BUSINESS – presented by R. Ott.

A motion is made by N. Johnsen to call a Special District Meeting of the qualified voters of the Manchester-Shortsville Central School District to be held on Tuesday, June 6, 2023 from 12:00 o'clock P.M. prevailing time to 8:00 o'clock P.M. prevailing time, in the Red Jacket Community Library, 89 South Main Street, Manchester, New York, for the purposes of voting on a resolution for an annual library appropriation proposed by the library board of trustees and electing two (2) members of the board of trustees of the Red Jacket Community Library to fill two terms of five (5) years each. Motion carried, 8-1.

A motion is made by K. Adams to establish a public information session to be held on Tuesday, May 23, 2023 at 7:00 o'clock P.M. prevailing time, in the Red Jacket Community Library, 89 South Main Street, Manchester, New York, for the purpose of presenting the 2023-2024 budget to the public. Motion carried, 8-1.

ADJOURNMENT – the meeting was adjourned at 8:30pm.

NEXT MEETING: Monday, December 19, 2022 at 7:00pm.

Submitted by K. Honchen, Secretary



Red Jacket Community Library

Board of Trustees December Business Meeting

Monday – December 19, 2022 - 7:00 PM

Minutes

The meeting was called to order at 7:00pm by President R. Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Amanda Bement, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott, Jill Persson.

Director Jordan Schneider. Guests: Nicole Coyne and Eric Keller.

Absent: Trustee Amy Hart; Treasurer Jan Boor

Discussion with Public or Employees: N. Coyne & E. Keller of the Red Jacket Community Center provided an update of their recent activities. They reviewed future goals, including exploring opportunities to work with the RJCL.

APPROVE MINUTES – Motion was made by S. Johnson to approve the minutes from the November 21, 2022 regular board meeting. Motion carried, 8-1.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT - reports prepared by J. Boor; no reports presented.

CLAIMS REVIEW REPORT - K. Honchen reported Unpaid Claims of \$567.28 and Payments made Prior to Approval of \$1923.41, which included three checks and twenty debit card purchases, making the total for approval at tonight’s meeting \$2490.69.

A motion was made by J. Persson to authorize payment of \$567.28 for unpaid bills and approve \$1923.41 for claims paid prior to board approval, including debit card payments, and together Total \$2490.69, as presented on the abstract. Motion carried, 8-1.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	11/4	\$ 107.54
B&T	11/11	\$ 129.32
PLS	11/10	\$ 63.00
Spectrum	11/21	\$ 158.98
		\$ 567.28

Claims Paid Prior to Approval

Checks			
Vendor	Voucher d	Check/Debit	Amount
Meghan Bailey	11/1	4101	\$ 67.15
B&T	11/21	4102	\$ 1,145.61
Utica National	11/30	4108	\$ 101.00
			\$ 1,389.12
Debits			
Amazon	11/1	debit	\$ 19.96
Bliss	11/4	debit	\$ 10.99
LaborLawCenter.com	11/8	debit	\$ 29.95
Amazon	11/9	debit	\$ 8.99
Amazon	11/10	debit	\$ 158.34
Amazon	11/10	debit	\$ 16.98
Amazon	11/10	debit	\$ 18.99
Amazon	11/10	debit	\$ 7.99
Amazon	11/14	debit	\$ 20.00
Amazon	11/14	debit	\$ 8.99
Amazon	11/21	debit	\$ 6.42
Amazon	11/21	debit	\$ 17.98
Amazon	11/22	debit	\$ 53.81
Amazon	11/22	debit	\$ 35.96
Amazon	11/22	debit	\$ 41.50
Dollar Tree	11/23	debit	\$ 7.50
Walmart	11/23	debit	\$ 47.22
Dollar Tree	11/23	debit	\$ 2.50
Amazon	11/17	debit	\$ 6.26
Adobe	11/10	debit	\$ 13.96
			\$ 534.29
			\$1,923.41

DIRECTOR'S REPORT – was presented by library director J. Schneider.

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – no report.

FACILITIES – presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – presented by R. Ott

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – nothing to report.

NEW BUSINESS – presented by R. Ott.

ADJOURNMENT – the meeting was adjourned at 7:43pm.

NEXT MEETING: Monday, January 23, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary