



**Board of Trustees January Business Meeting
Monday – January 23, 2023 - 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; Treasurer Jan Boor. Guest: Mary Zingerella.
Absent: Trustee Amy Hart.

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – Motion was made by K. Adams to approve the minutes from the December 19, 2022 regular board meeting. Motion carried, 8-1.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT - K. Honchen reported Unpaid Claims of \$1381.38 and Payments made Prior to Approval of \$450.88, which included three checks and ten debit card purchases, making the total for approval at tonight’s meeting \$1832.26.

A motion was made by S. Johnson to authorize payment of \$1381.38 for unpaid bills and approve \$450.88 for claims paid prior to board approval, including debit card payments, and together total \$1832.26, as presented on the abstract. Motion carried, 8-1.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	12/13	\$ 345.47
B&T	12/15	\$ 915.87
B&T	12/21	\$ 120.04
		\$1,381.38

Claims Paid Prior to Approval

Checks			
Vendor	Voucher d.	Check/Debit	Amount
M. Bailey	12/28	4109	\$ 24.67
M. Bailey	12/28	4110	\$ 47.34
Grains of Steel	12/29	4116	\$ 90.00
		subtotal	\$ 162.01
Debits			
Amazon	12/2	debit	\$ 18.99
Amazon	12/2	debit	\$ 10.95
Bliss	12/2	debit	\$ 10.99
Amazon	12/5	debit	\$ 85.99
Amazon	12/21	debit	\$ 24.99
Amazon	12/22	debit	\$ 45.37
Amazon	12/22	debit	\$ 30.15
Amazon	12/27	debit	\$ 26.57
Amazon	12/30	debit	\$ 22.88
Amazon	12/29	debit	\$ 11.99
		subtotal	\$ 288.87
		TOTAL	\$ 450.88

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

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – presented by R. Ott.

FACILITIES – presented by K. Adams.

A motion is made by K. Adams to hire a structural engineer to perform an assessment of Presbyterian Church and that the hiring process will follow procedures outlined in our financial policies and the funds to pay for it will come from moving expenses (building expense line). Motion carried, 8-1.

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.

A motion is made by J. Persson to renew the existing commercial lease agreement, made August 1, 2022, between Gemcole Properties (Landlord) and Red Jacket Community Library (Tenant) for one (1) successive term of one (1) year. Motion carried, 8-1.

ADJOURNMENT – A motion is made by K. Honchen to adjourn the meeting at 7:42pm. Motion carried, 8-1.

NEXT MEETING: Monday, February 27, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary



**Board of Trustees February Business Meeting
Monday – February 27, 2023 - 7:00 PM
Minutes**

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

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

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the January 23, 2023 regular board meeting. Motion carried, 9-0.

A motion is made by K. Adams to approve the minutes from the February 13, 2022 special meeting. Motion carried, 9-0.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by A. Hart to authorize payment of \$1,384.48 for unpaid bills and approve \$5,311.33 for claims paid prior to board approval, including debit card payments, and together total \$6,695.81 as presented on the abstract. Motion carried, 9-0.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	1/3	\$ 23.20
B&T	1/3	\$ 110.92
B&T	1/11	\$ 129.48
B&T	1/17	\$ 136.76
B&T	1/19	\$ 103.60
B&T	1/24	\$ 154.51
Rachel Wizema	1/18	\$ 26.41
		\$1,384.48

Claims Paid Prior to Approval

Checks			
	Voucher d	Check/Debit	Amount
Utica National	12/21	4115	\$ 290.00
Demco	12/14	4117	\$ 23.64
Quill	12/30	4119	\$ 467.95
Whiteman, Osterman, Hanna	12/21	4124	\$ 925.00
OWWL	1/3	4125	\$ 824.00
Anderson VanHorne	1/17	4127	\$ 920.96
R. Wizeman	1/25	4132	\$ 10.00
		subtotal	\$ 3,499.86
Debits			
Amazon	1/2	debit	\$ 14.17
Amazon	1/2	debit	\$ 49.85
Walmart	1/4	debit	\$ 24.43
Shelterpoint ins	1/6	e-check	\$ 756.48
Amazon	1/9	debit	\$ 16.35
Amazon	1/9	debit	\$ 29.91
Walmart	1/10	debit	\$ 75.11
Amazon	1/10	debit	\$ 319.97
Amazon	1/10	debit	\$ 39.89
Amazon	1/10	debit	\$ 202.80
Amazon	1/11	debit	\$ 9.49
Walmart	1/13	debit	\$ 50.32
Amazon	1/15	debit	\$ 17.96
Amazon	1/16	debit	\$ 12.58
Dollar Tree	1/20	debit	\$ 10.00
Joann	1/20	debit	\$ 28.91
Amazon	1/20	debit	\$ 16.38
Amazon	1/23	debit	\$ 10.40
Amazon	1/24	debit	\$ 59.97
Amazon	1/26	debit	\$ 6.43
Amazon	1/26	debit	\$ 40.56
Bliss	1/26	debit	\$ 19.51
		subtotal	\$1,811.47
		TOTAL	\$ 5,311.33

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

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

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 claim at the dollar amount listed herein, beginning March 1, 2023 and ending June 30, 2023.

Toshiba Financial Services Printer/Copier \$ 94.50

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, 9-0.

A motion is made by J. Persson to accept the Director's recommendation to retire the rjcltrustees@owwl.org email account.

Motion carried, 9-0.

COMMITTEE REPORTS:

PERSONNEL – reported presented by J. Persson.

A motion is made by J. Persson to increase Danielle/Sam McCracken's salary to \$16.44/hour effective at the conclusion of her probationary period or March 7, 2023.

Motion carried, 9-0.

J. Schneider then found that D. McCracken's probationary period ends August 21, 2023 which resulted in the following:

A motion is made by A. Hart to increase Danielle/Sam McCracken's salary to \$16.44/hour with no conditions effective Tuesday, March 7, 2023.

Motion carried, 8-1.

FINANCE – no report.

FACILITIES – presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – presented by R. Ott

A motion is made by A. Bement to approve Policy 400-11 Food and Beverages as presented.

Motion carried, 9-0.

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – nothing to report.

NEW BUSINESS – nothing to report.

ADJOURNMENT – A motion is made by K. Adams to adjourn the meeting at 8:30pm. Motion carried, 9-0.

NEXT MEETING: Monday, March 20, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary



Board of Trustees Special Meeting
Monday - February 13, 2023 - 7:00 P.M.

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, Susan Johnson, Randy Ott.

Director, Jordan Schneider.

Absent trustees: Amy Hart, Nancy Johnsen, Jill Persson.

Discussion with Public or Employees – no discussion.

NEW BUSINESS

Tummonds Grant Report

A motion was made by S. Johnson to adopt the resolution:

WHEREAS, the Red Jacket Community Library is a tax supported, school district public library and remains eligible to receive FFRPL Tummonds Fund grants, and

WHEREAS, the Red Jacket Community Library was granted \$263.21 from the Tummonds Fund by FFRPL on or about March 16, 2022, and

WHEREAS, the Red Jacket Community Library used the funds granted by FFRPL to purchase supplemental circulating materials of 24 printed books, at a cost equal to or exceeding \$263.21, therefore, be it

RESOLVED, to approve the FFRPL Annual Grant Report on this day, February 13, 2023.

Motion carried, 6-3.

ADJOURNMENT

A motion is made by R Ott to adjourn the meeting at 7:04pm. Motion carried, 6-3.



**Board of Trustees March Business Meeting
Monday – March 20, 2023 - 7:00 PM
Minutes**

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

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Amanda Bement, Kathleen Honchen, Randy Ott, Jill Persson. Absent Trustees: Amy Hart, Susan Johnson, Nancy Johnsen.
Director Jordan Schneider; Treasurer Jan Boor.
Guest Mary Zingerella.

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the February 27, 2023 regular board meeting. Motion carried, 6-3.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by K. Adams to authorize payment of \$68.39 for unpaid bills and approve \$3,629.52 for claims paid prior to board approval, including debit card payments, and together total \$3,697.91 as presented on the abstract. Motion carried, 6-3.

Unpaid Claims		
Vendor	Invoice date	Amount
B&T	2/23	\$ 12.85
B&T	2/9	\$ 55.54
		\$ 68.39

Claims Paid Prior to Approval

Checks			
Vendor	Voucher d	Check/Debit	Amount
M. Bailey	2/2	4134	\$ 191.89
M. Bailey	2/3	4135	\$ 14.26
M. Bailey	2/17	4136	\$ 20.00
R. Wizeman	3/7	4142	\$ 19.59
M. Bailey	2/28	4143	\$ 37.64
Demco	3/5	4144	\$ 1,601.99
Quill	3/7	4146	\$ 174.97
OWWL	3/7	4147	\$ 100.08
Whiteman, Osterman	3/7	4148	\$ 500.00
		subtotal	\$ 2,664.17
Debits			
Amazon	2/1	debit	\$ 9.99
Wegmans	2/3	debit	\$ 40.93
Lowe's	2/3	debit	\$ 106.46
Amazon	2/9	debit	\$ 27.98
Amazon	2/12	debit	\$ 27.98
Amazon	2/13	debit	\$ 4.99
Amazon	2/13	debit	\$ 4.99
Lowe's	2/13	debit	\$ 208.14
Amazon	2/14	debit	\$ 41.98
Amazon	2/20	debit	\$ 33.18
Amazon	2/20	debit	\$ 13.59
Amazon	2/20	debit	\$ 7.99
Amazon	2/20	debit	\$ 185.21
Amazon	2/21	debit	\$ 19.96
Dollar General	2/21	debit	\$ 9.68
Amazon	2/22	debit	\$ 18.99
Amazon	2/22	debit	\$ 9.86
Amazon	2/22	debit	\$ 6.80
Amazon	2/22	debit	\$ 100.00
Amazon	2/26	debit	\$ 19.95
Joanns	2/25	debit	\$ 20.36
Amazon	2/27	debit	\$ 46.34
		subtotal	\$ 965.35
		TOTAL	\$ 3,629.52

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

A motion is made by K. Adams to grant approval for the Director to attend the NYLA Conference, November 1 -4, 2023 at Saratoga Springs, NY. Motion carried, 6-3.

A motion is made by K. Honchen to approve the 2022 Annual Report as presented.
Motion carried, 6-3.

COMMITTEE REPORTS:

PERSONNEL – report presented by J. Persson.

FINANCE – report presented by R. Ott.

FACILITIES – report presented by K. Adams.

NOMINATING – report presented by A. Bement.

LONG-RANGE PLANNING – report presented by J. Persson.

POLICY – no report.

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – nothing to report.

NEW BUSINESS – presented by R Ott.

A motion is made by K. Adams to adopt a budget for the 2023-2024 Fiscal Year with a tax levy of \$259,763 and to place the proposition before the voters on Tuesday, June 6, 2023 in the library.
Motion carried, 6-3.

ADJOURNMENT – A motion is made by J. Persson to adjourn the meeting at 8:18pm.
Motion carried, 6-3.

NEXT MEETING: Monday, April 17, 2023 at 7:00pm.
Submitted by K. Honchen, Secretary



**Board of Trustees April Business Meeting
Monday – April 17, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 7:02pm by President R. Ott.

Quorum was present: Trustees: Heather Baxter, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott, Jill Persson. Absent Trustees: Kerry Adams, Susan Johnson. Director Jordan Schneider; Treasurer Jan Boor.
Guest Mary Zingerella.

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the March 20, 2023 regular board meeting. Motion carried, 7-2.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by N. Johnsen to authorize payment of \$3240.73 for unpaid bills and approve \$1140.68 for claims paid prior to board approval, including debit card payments, and together total \$4381.41 as presented on the abstract. Motion carried, 7-2.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	3/2	\$ 217.51
B&T	3/2	\$ 1,136.02
B&T	3/18	\$ 50.30
ONT	3/27	\$ 19.00
Finger Lakes Tin	3/23	\$ 353.35
Schneider	3/31	\$ 17.30
M Bailey	3/30	\$ 47.25
SWBR	3/14	\$ 1,400.00
		\$3,240.73

Claims Paid Prior to Approval

Checks			
Vendor	Voucher d	Check/Debit	Amount
Neril Shaner	3/3	4152	\$ 110.18
R Wizeman	3/3	4145	\$ 14.85
		subtotal	\$ 125.03
Amazon	3/1	debit	\$ 17.96
Dollar Tree	3/3	debit	\$ 28.75
Walmart	3/3	debit	\$ 222.45
Amazon	3/6	debit	\$ 17.95
Amazon	3/6	debit	\$ 299.99
Dollar Tree	3/7	debit	\$ 5.38
VistaPrint	3/8	debit	\$ 136.99
Amazon	3/9	debit	\$ 104.01
Amazon	3/11	debit	\$ 34.29
Amazon	3/12	debit	\$ 8.99
Amazon	3/13	debit	\$ 5.87
Dollar Tree	3/13	debit	\$ 10.00
Lowes	3/13	debit	\$ 29.96
Amazon	3/13	debit	\$ 30.92
Amazon	3/19	debit	\$ 19.98
Amazon	3/20	debit	\$ 11.99
Dollar Tree	3/22	debit	\$ 10.21
Amazon	3/28	debit	\$ 19.96
			\$ 1,015.65
			\$ 1,140.68

Total approved at April meeting was **\$4381.41**.

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

A motion is made by K. Honchen to approve the 2022 Community Report as presented.

Motion carried, 7-2.

COMMITTEE REPORTS:

PERSONNEL – report presented by J. Persson.

FINANCE – report presented by R. Ott.

A motion is made by A. Hart to approve Policy 300-4 Information Technology (IT) Security and Appendix 10 IT Training Acknowledgement Form as presented. Motion carried 7-2.

FACILITIES – report prepared by K. Adams; read by J. Persson.

NOMINATING – report presented by A. Hart. Candidate packets to be ready this week.

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.

A motion is made by A. Hart to approve Policy 400-1 Hours and Closings as presented.

Motion carried, 7-2.

A motion is made by A. Hart to approve Policy 400-4 Internet Use as presented.

Motion carried, 7-2.

CORRESPONDENCE AND COMMUNICATION

UNFINISHED BUSINESS – presented by R. Ott.

A motion is made to designate J. Schneider as Clerk of the Election for the Trustee Election and Budget Vote on June 6, 2023. Motion carried, 7-2.

NEW BUSINESS – presented by R Ott.

ADJOURNMENT – Meeting was adjourned by R. Ott at 7:38pm.

NEXT MEETING: Monday, May 15, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary



**Board of Trustees May Business Meeting
Monday – May 15, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 7:03pm by President R. Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott, Jill Persson. Absent Trustees: Amanda Bement, Amy Hart.
Director Jordan Schneider; Treasurer Jan Boor.
Guest Mary Zingerella.

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the April 17, 2023 regular board meeting. Motion carried, 7-2.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by K. Adams to authorize payment of \$1,627.71 for unpaid bills and approve \$2,970.65 for claims paid prior to board approval, including debit card payments, and together total \$4,598.36 as presented on the abstract. Motion carried, 7-2.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	4/6	\$ 52.54
B&T	4/14	\$ 164.62
OWWL	4/18	\$ 27.00
Penny Lane	4/27	\$ 117.00
		\$1,627.71

Claims Paid Prior to Approval

Checks			
Vendor	Voucher #	Check/Debit	Amount
OWWL	4/4	4167	\$ 248.00
XXX Contracting	4/7	4166	\$ 1,450.00
Quill	4/12	4168	\$ 158.54
R Wizeman	4/7	4153	\$ 40.77
Ganondagan	4/12	4155	\$ 75.00
Create a Party	3/15	4156	\$ 100.00
		subtotal	\$ 2,094.23
Zoom	4/2	debit	\$ 74.95
Tech Soup	4/3	debit	\$ 18.00
Amazon	4/4	debit	\$ 19.99
Amazon	4/4	debit	\$ 269.99
Amazon	4/6	debit	\$ 14.99
Dollar General	4/13	debit	\$ 11.83
Bliss	4/6	debit	\$ 9.93
Amazon	4/8	debit	\$ 10.98
Amazon	4/10	debit	\$ 12.97
Amazon	4/10	debit	\$ 24.98
Amazon	4/10	debit	\$ 28.91
Eventbrite	4/12	debit	\$ 35.00
Amazon	4/13	debit	\$ 15.97
Eventbrite	4/14	debit	\$ 30.00
Amazon	4/15	debit	\$ 9.57
Amazon	4/15	debit	\$ 19.98
Amazon	4/17	debit	\$ 74.90
Etsy	4/19	debit	\$ 64.16
Amazon	4/25	debit	\$ 22.14
Amazon	4/26	debit	\$ 15.97
Amazon	4/27	debit	\$ 62.64
Amazon	4/26	debit	\$ 11.98
Amazon	4/27	debit	\$ 16.59
		subtotal	\$ 876.42
			\$ 2,970.65

April claims approved at May meeting was **\$4598.36**.

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

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – report presented by R. Ott.

A motion is made by K. Honchen to retire Appendix 1J from the policy manual and have the Director include Income Logs as Procedures and/or Employee Handbook. Motion carried, 7-2.

FACILITIES – report presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – no report.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – no report.

NEW BUSINESS – presented by R. Ott.

A motion is made by K. Adams to order the Director to open the ballot box on May 16, 2023 and to destroy all voted, spoiled, voided, rejected, and unused ballots from the May 16, 2022 election.

The sample ballot with other election materials identified in the Retention and Disposition Schedule for New York Local Government Records (LGS-1) must be retained in accordance with Policy 500-8, Records Retention and Disposition. Motion carried, 7-2.

A motion by K. Adams to designate R. Ott as chairperson of the Special District Meeting to be held on June 6, 2023. Motion carried, 7-2.

A motion by J. Persson to designate Nancy Patz, Eileen Wegman, Sue Smith, Pat Ayres, Kathleen Honchen and Rich Honchen as election inspectors of the Trustee Election and Budget Vote on June 6, 2023. Motion carried, 7-2.

A motion by K. Adams to designate Kathleen Honchen as the chief election inspector of the Trustee Election and Budget Vote on June 6, 2023. Motion carried, 7-2.

A motion by S. Johnson to set the rate of pay for poll workers, Nancy Patz, Eileen Wegman, Sue Smith, Pat Ayres, Kathleen Honchen, Rich Honchen and Arlene Reeves, at \$14.20 per hour and to be paid as 1099 workers. Motion carried, 7-2.

ADJOURNMENT – A motion by J. Persson to adjourn the meeting at 7:43pm with no objections.

NEXT MEETING: Monday, June 26, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary



**Board of Trustees June Business Meeting
Monday – June 26, 2023 - 7:00 PM
Minutes**

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

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Amanda Bement, Amy Hart (arrived 7:06pm), Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott, Jill Persson.

Director Jordan Schneider; Treasurer Jan Boor.

Guest Mary Zingerella.

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – A motion is made by J. Persson to approve the minutes from the May 15, 2023 regular meeting. Motion carried, 8-1 (A. Hart absent).

A motion is made by K. Honchen to approve the minutes from the June 6, 2023 special district meeting. Motion carried, 8-1 (A. Hart absent).

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by S. Johnson to authorize payment of \$2,293.31 for unpaid bills and approve \$2,087.83 for claims paid prior to board approval, including debit card payments, and together total \$4,381.14 as presented on the abstract. Motion carried, 9-0.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	4/25	116.05
B&T	5/10	1087.48
Quill	4/18	102.64
OWWL	5/11	420.89
J Schneider	5/6	13.08
M Bailey	5/6, 5/25	115.75
School Life	5/9	\$ 15.60
Coll Sum Lib Pr	5/12	\$ 217.40
NPL	5/14	\$ 45.00
		\$2,293.31

Claims Paid Prior to Approval

Vendor	Date	Check/Debit	Amount
Amazon	5/28	debit	\$ 59.88
Amazon	5/28	debit	\$ 24.85
Amazon	5/15	debit	\$ 648.80
Amazon	5/26	debit	\$ 32.87
Amazon	5/22	debit	\$ 19.96
Amazon	5/22	debit	\$ 5.97
Amazon	5/24	debit	\$ 37.71
Amazon	5/22	debit	\$ 12.95
Amazon	5/22	debit	\$ 7.76
Amazon	5/9	debit	\$ 20.98
Amazon	5/10	debit	\$ 17.99
Amazon	5/10	debit	\$ 159.97
Amazon	5/11	debit	\$ 30.47
Amazon	5/12	debit	\$ 20.33
Amazon	5/15	debit	\$ 23.49
Amazon	5/15	debit	\$ 9.99
Amazon	5/15	debit	\$ 7.69
Amazon	5/17	debit	\$ 40.47
Amazon	5/19	debit	\$ 16.38
Amazon	5/3	debit	\$ 7.00
Amazon	5/28	debit	\$ 9.44
VistaPrint	5/18	debit	\$ 81.98
Amazon	5/28	debit	\$ 23.96
Amazon	5/28	debit	\$ 11.14
NYS Parks	5/30	debit	\$ 160.00
USPS	5/27	debit	\$ 63.00
RNW.net	5/26	debit	\$ 33.78
USPS	5/10	debit	\$ 126.00
Walmart	5/19	debit	\$ 33.98
Moore Printing	5/3	debit	\$ 144.50
Toshiba (on CA as debit)	23-May	check 4174	\$ 186.59
			\$ 2,087.83

May claims approved at June meeting was **\$4381.14**.

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

A motion is made by N. Johnsen to accept the resignation of part-time Library Clerk Rachel Wizeman with regret, effective 5/26/23. Motion carried, 9-0.

A motion is made by H. Baxter to approve the provisional appointment, conditional to the successful completion of the Ontario County Civil Service Exam, of Leah Aldrich to the position of part-time Library Clerk at a pay rate of \$15.20 per hour, effective 6/13/23, in accordance with civil service regulations. Motion carried, 9-0.

A motion is made by K. Honchen to approve the provisional appointment, conditional to the successful completion of the Ontario County Civil Service Exam, of Cindy Tripp to the position of part-time Library Clerk at a pay rate of \$15.20 per hour, effective 6/20/23, in accordance with civil service regulations. Motion carried, 9-0.

A motion is made by S. Johnson to approve, contingent upon the clarification of adequate insurance coverage, a Paint and Sip (wine painting class) to be held at the library, where attendees may bring their own beverages, including alcoholic beverages on July 20, 2023 at 5:30 P.M. Motion carried, 9-0.

A motion is made by R. Ott to approve Policy 300-2 Harassment and Discrimination Prevention and Appendix 1B Harassment Complaint Form as presented in the [draft employee handbook](#). Motion carried, 9-0.

COMMITTEE REPORTS:

PERSONNEL – no report.

A motion is made by J. Persson for the following appointments and wage increases:
to permanently appoint Jordan Schneider to the position of Library Manager at \$26.29/hour effective August 15, 2023;
to permanently appoint Danielle McCracken to the position of full-time Library Clerk at \$17.09/hour effective August 15, 2023;
to permanently appoint Meghan Bailey to the position of full-time Library Assistant, at \$18.72/hour effective August 29, 2023.
Motion carried, 8-1 (A. Bement, No).

FINANCE – report presented by R. Ott.

A motion is made by K. Adams to approve Policy 500-7 Investment as presented. Motion carried, 9-0.

FACILITIES – no report

NOMINATING – Presented by A. Hart

The tentative slate of officers for 2023-24 are:

Randall Ott- President

Kerry Adams- Vice President

Kathleen Honchen- Secretary

Kathleen Honchen- Claims Auditor

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.

A motion is made by A. Bement to approve Policy 400-6 Reconsideration of Library Materials and Appendix 1C as presented. Motion carried, 9-0.

A motion is made by K. Honchen to approve Policy 400-17 Video Surveillance Use and Appendix 1C as presented. Motion carried, 9-0.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – no report.

NEW BUSINESS – presented by R. Ott.

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 2022-2023 annual financial review. Motion carried, 9-0.

ADJOURNMENT – A motion by K. Adams to adjourn the meeting at 8:31pm with no objections.

NEXT MEETING: Monday, July 17, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary

RED JACKET COMMUNITY LIBRARY



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

June 6, 2023

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, Randy Ott, at 12:00 PM.

The chairperson declared the polls open at 12:05 PM.

The chairperson declared the polls closed at 8:00 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 \$259,763 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 62 voting YES and 11 voting NO. There were 0 blank votes.

REGARDING THE ELECTION OF TRUSTEES:

Nancy Johnsen and Heather Baxter were elected to the board of Trustees for terms of five years, commencing July 1, 2023 and expiring June 30, 2028 as follows:

Nancy Johnsen – 65 votes

Heather Baxter – 62 votes

Write-in candidates Eileen Wegman received 1 vote. There were 4 blank votes.

The meeting was adjourned at 8:59 PM.

Submitted by Jordan Schneider, Clerk of the Election



Board of Trustees July Business Meeting
Monday – July 17, 2023 - 7:00 PM
Minutes

The meeting was called to order at 7:27pm by President R. Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Amanda Bement, Amy Hart (arrived 7:48pm), Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott.

Director Jordan Schneider; Treasurer Jan Boor.

Absent trustee: Jill Persson.

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – A motion is made by A. Bement to approve the minutes from the June 26, 2023 regular meeting. **Motion carried, 7-2. (A. Hart absent)**

A motion is made by K. Honchen to award accounting services to Bonn, Dioguardi, and Ray LLP for the 2022-23 annual financial review and for up to five years (up to 2027-28). Upon requests for quotations, Bonn Dioguardi, and Ray were the sole responder and submitted a quote of \$2,300 for accounting services for the 2022- 2023 financial review. **Motion carried, 7-2. (A. Hart absent)**

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by K. Adams to approve \$2,996.07 for claims paid prior to board approval, including debit card payments as presented on the abstract. **Motion carried, 7-2. (A. Hart absent)**

A motion is made by K. Honchen to approve a claim of \$111.59 paid prior to approval to Toshiba Financial Services for copy service. **Motion carried, 7-2. (A. Hart absent)**

Claims Paid Prior to Approval

Vendor	Date	Check/Debit	Amount
Walmart	6/5	debit	\$ 28.10
Rebel Sailor	6/5	debit	\$ 25.00
Amazon	6/6	debit	\$ 50.44
Amazon	6/6	debit	\$ 14.95
Amazon	6/12	debit	\$ 16.99
Amazon	6/13	debit	\$ 230.69
Amazon	6/20	debit	\$ 13.99
		subtotal	\$ 392.15
M Bailey	6/15	4176	\$ 135.76
B&T	6/30	4189	\$ 1,239.48
Daily Messenger	6/30	4191	\$ 337.16
Demco	6/30	4192	\$ 131.90
Lake Ayr Management	6/30	4195	\$ 300.00
M Bailey	6/30	4196	\$ 19.02
Stephen L Ingraham	6/30	4201	\$ 185.00
A Reeves	6/30	4188	\$ 28.40
E Wegman	6/30	4193	\$ 28.40
K Honchen	6/30	4194	\$ 42.60
Nancy Patz	6/30	4197	\$ 28.40
P Ayres	6/30	4198	\$ 28.40
R Honchen	6/30	4200	\$ 42.60
S Smith	6/30	4202	\$ 56.80
		subtotal	\$ 2,603.92
			\$ 2,996.07

A motion is made by S. Johnson 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, 2023 and ending June 30, 2024.

Adobe (subscription) - \$13.96

Amazon Prime - \$14.99

Charter Communications (Spectrum cable) - \$89.97

Malcho Storage - \$189.00

Malcho Storage - \$129.00

PayChex (time clock) - \$106.43, 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, 7-2. (A. Hart absent)

A motion was made by A. Bement to adopt the resolution:

WHEREAS, the next regular meeting of the board is set for September 19, 2023 wherein the board will audit claims, therefore be it

RESOLVED, to grant authority to Library Director, Jordan Schneider, to approve payment of eligible claims prior to claims audit beginning July 18, 2023 and ending August 19, 2023.

Motion carried, 7-2. (A. Hart absent)

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

COMMITTEE REPORTS:

PERSONNEL – prepared by J. Persson, presented by A. Hart.

A motion is made by A. Hart to make the appointment of Jordan Schneider as Library Manager permanent, in accordance with civil service regulations and with a wage of \$26.29/hour, effective July 25, 2023. **Motion carried, 8-1.**

FINANCE – report presented by R. Ott.

A motion was made by A. Hart 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

WHEREAS, library money designated as the capital fund is held exclusively 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 \$10,101.36 from the unassigned fund balance as contingency funds in the general operating fund for the 2023-24 fiscal year, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Director to transfer \$22,900.00 from the CNB account ending in 1711 and place for deposit into the CNB account ending in 9947, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Director to transfer \$5,000.00 from the CNB account ending in 1711 and place for deposit into the CNB account ending in 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 \$27,900.00 from the general operating fund with \$22,900 going into the capital fund and \$5,000 into the education savings. **Motion carried, 8-1.**

FACILITIES – report presented by K. Adams.

NOMINATING – Presented by A. Hart

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.

A motion is made by K. Honchen to approve Policy 400-9 Meeting Room Use as presented.

Motion carried, 8-1.

A motion is made by K. Adams to approve Policy 400-18 Tobacco as presented.

Motion carried, 8-1.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – no report.

NEW BUSINESS – no report.

ADJOURNMENT – A motion by S. Johnson to adjourn the meeting at 8:36pm with no objections.

NEXT MEETING: Tuesday, September 19, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary



Board of Trustees Annual Organizational Meeting

July 17, 2023 - 7:00 P.M.

Minutes

CALL TO ORDER – The meeting was called to order at 7:03pm by Acting President Randall Ott.

ROLL CALL – Quorum was present: Trustees Kerry Adams, Heather Baxter, Amanda Bement, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott.
Director Jordan Schneider; Treasurer Jan Boor. Absent Trustees: Amy Hart, Jill Persson.

OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES

Nancy Johnsen and Heather Baxter were sworn in as new trustees.

APPROVE MINUTES – A motion is made by K. Adams to approve the minutes from the July 18, 2022 annual organizational meeting. **Motion carried, 7-2.**

ELECTION OF BOARD OFFICERS

The Nominating Committee presented the slate of officers for nomination at the June 26, 2023 regular meeting as follows:

President – Randall Ott,

Vice-President – Kerry Adams

Secretary – Kathleen Honchen

There were no additional nominations from the floor.

A motion is made by N. Johnsen to elect the officers by voice vote. **Motion carried, 7-2.**

A motion is made by K. Adams to elect R. Ott as president for a term of one year, beginning July 1, 2023 and ending June 30, 2024. **Motion carried, 7-2.**

A motion is made by K. Honchen to elect K. Adams as vice-president for a term of one year, beginning July 1, 2023 and ending June 30, 2024. **Motion carried, 7-2.**

A motion is made by H. Baxter to elect K. Honchen as secretary for a term of one year, beginning July 1, 2023 and ending June 30, 2024. **Motion carried, 7-2.**

APPOINT CLAIMS REVIEWER

A motion is made by N. Johnsen to appoint K. Honchen as claims reviewer for a term of one year, beginning July 1, 2023 and ending June 30, 2024. **Motion carried, 7-2.**

STANDING COMMITTEES – presented by R. Ott

ADOPT 2023-24 BOARD OF TRUSTEES REGULAR MEETING CALENDAR

A motion is made by N. Johnsen 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.

September 19, 2023 7:00PM	February 20, 2024, 7:00PM
October 17, 2023, 7:00PM	March 19, 2024, 7:00PM
November 21, 2023, 7:00PM	April 16, 2024, 7:00PM
December 19, 2023, 7:00PM	May 21, 2024, 7:00PM
January 16, 2024, 7:00PM	June 18, 2024, 7:00PM
	July 16, 2024, 7:00PM

The Board of Trustees meet in the meeting room of the Red Jacket Community Library, at 89 S. Main St. Manchester, NY. **Motion carried, 7-2.**

HOLIDAY SCHEDULE OF CLOSINGS FOR 2024

In accordance with Policy 400-1 Hours and Closings, the Director recommends eleven dates on which the library will close in 2024.

A motion is made by S. Johnson to accept the Director's recommendation for library closings in the 2024 calendar year, as listed:

March 30, 2024	November 29, 2024
May 25, 2024	December 24, 2024
June 19, 2024	December 25, 2024
July 4, 2024	December 26, 2024
August 31, 2024	December 31, 2024
November 28, 2024	

Motion carried, 7-2

TAX CAP OVERRIDE FOR 2024 - 2025

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

WHEREAS, the adoption of the 2024 -2025 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 2024-25.

Resolution adopted by roll call vote: 7 ayes: K. Adams, H. Baxter, A. Bement, K. Honchen, N. Johnsen, S. Johnson, R. Ott; with 2 abstentions due to absence.

ADJOURNMENT

A motion is made by S. Johnson to adjourn the meeting at 7:27PM without objection.

Submitted by K. Honchen, Secretary



**Board of Trustees September Business Meeting
Tuesday – September 19, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 6:58pm by President R. Ott.

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

Director Jordan Schneider.

Guests: Mary Zingerella, Christopher Barnard.

Absent trustee: Amy Hart, Nancy Johnsen. Absent treasurer, Jan Boor.

DISCUSSION WITH PUBLIC OR EMPLOYEES: The new MSCSD superintendent, Christopher Barnard, gave a short introductory talk followed by a brief Q&A with library board members.

APPROVE MINUTES – A motion is made by S. Johnson to approve the minutes from the July 17, 2023 regular meeting. **Motion carried, 7-2.**

CONFLICT OF INTEREST STATEMENTS & WHISTLEBLOWER ACKNOWLEDGEMENT-presented by R. Ott.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by R. Ott.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by A. Bement to authorize payment of \$2,402.40 for unpaid bills and approve \$6,365.61 for claims paid prior to board approval, including debit card payments which together total \$8,767.01 as presented on the abstract of claims. **Motion carried, 7-2.**

A motion is made by K. Honchen to award insurance coverage, including Commercial Package Policy (Property, General Liability, and Inland Marine), Business Auto, and Umbrella, to the James Gray Agency with Farm Family Insurance for the 2023-24 fiscal year and up to five years (up to 2027-28). Quotes for premiums provided by James Gray Agency are lower than existing insurance premiums. **Motion carried, 7-2.**

Claims Paid Prior to Approval			
Vendor	Voucher date	Check/Debit	Amount
BuyRegisterRolls	7/1	debit	\$ 66.50
Amazon	7/10	debit	\$ 59.91
Amazon	7/11	debit	\$ 19.95
Amazon	7/13	debit	\$ 65.75
Elegant Touch stained glass	7/13	debit	\$ 25.00
Amazon	7/13	debit	\$ 15.85
Amazon	7/13	debit	\$ 29.20
Reinvention Brewery	7/14	debit	\$ 25.00
Amazon	7/14	debit	\$ 89.99
Amazon	7/17	debit	\$ 68.36
Walmart	7/19	debit	\$ 71.90
Lowe's	7/20	debit	\$ 21.39
My Mold Detection	7/20	debit	\$ 220.00
Amazon	7/25	debit	\$ 71.67
Amazon	7/27	debit	\$ 8.99
Amazon	7/28	debit	\$ 3.38
		subtotal	\$ 862.84
Fluffing Feathers	8/3	debit	\$ 25.00
Amazon	8/7	debit	\$ 49.49
Amazon	8/8	debit	\$ 19.52
Amazon	8/8	debit	\$ 65.18
Amazon	8/10	debit	\$ 5.78
Lowe's	8/14	debit	\$ 80.80
Molly Moochers	8/14	debit	\$ 25.00
Bliss	8/14	debit	\$ 12.99
Bliss	8/14	debit	\$ 1.89
Amazon	8/14	debit	\$ 125.77
Amazon	8/14	debit	\$ 9.99
Amazon	8/22	debit	\$ 85.25
Amazon	8/29	debit	\$ 19.96
USPS	8/31	debit	\$ 12.80
		subtotal	\$ 539.42
Toshiba	6/30	4203	\$ 111.59
Toshiba	7/8	4204	\$ 111.59
Quill	7/12	4205	\$ 202.14
Jr Lib Guild	7/26	4206	\$ 552.24
Ganondagan	8/2	4207	\$ 75.00
B&T	7/10, 7/20	4208	\$ 211.08
Quill	8/3	4209	\$ 202.03
OWWL	8/3	4210	\$ 824.00
M. Bailey	8/3	4212	\$ 65.93
Demco	8/17	4213	\$ 327.96
Epic Trainings	8/17	4215	\$ 1,925.00
Toshiba	8/17	4214	\$ 275.52
Demco	8/26	4216	\$ 79.27
		subtotal	\$ 2,963.35
		Total	\$ 6,365.61

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

Jill Persson moved to approve the termination of Danielle McCracken, Library Clerk, effective within the extended probationary period, on August 30, 2023. **Motion** carried, 7-2.

K. Adams moved to approve payments of \$430.44 and \$101.79 for the Director to take the courses in Library Management and Managing Difficult Conversations through Library Journal.

Motion carried, 7-2.

H. Baxter moved to approve the addition of a new Senior Library Clerk position, in accordance with Ontario County Civil Service regulations. **Motion** carried, 7-2.

COMMITTEE REPORTS:

PERSONNEL – presented by J. Persson.

FINANCE – report presented by R. Ott.

FACILITIES – report presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – no report.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – no report.

NEW BUSINESS – presented by R. Ott.

ADJOURNMENT – A motion by K. Adams to adjourn the meeting at 8:47pm with no objections.

NEXT MEETING: Tuesday, October 17, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary



**Board of Trustees October Business Meeting
Tuesday – October 17, 2023 - 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, Amy Hart (arrived 7:09pm), Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott, Jill Persson.

Director Jordan Schneider.

Guest: Mary Zingerella.

Absent trustee: Amanda Bement. Absent treasurer, Jan Boor.

DISCUSSION WITH PUBLIC OR EMPLOYEES: no discussion.

APPROVE MINUTES – A motion is made by K. Adams to approve the minutes from the September 19, 2023 regular meeting. **Motion carried, 7-2, (A. Hart absent).**

FINANCES AND EXPENDITURES:

TREASURER'S REPORT – prepared by J. Boor; presented by R. Ott.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by J. Persson to authorize payment of \$5,598.14 for unpaid bills and approve \$4,082.19 for claims paid prior to board approval, including debit card payments which together total \$9,680.33 as presented on the abstract of claims. **Motion carried, 8-1.**

Unpaid Claims		
Vendor	Invoice date	Amount
B&T	8/30	\$ 175.96
B&T	9/14	\$ 196.90
B&T	9/13	\$ 89.82
B&T	9/21	\$ 5.33
B&T	9/25	\$ 50.84
B&T	9/25	\$ 144.21
B&T	9/25	\$ 14.20
D. Schlossnagle	9/25	\$ 795.88
J. Schneider	9/29	\$ 24.38
M. Bailey	9/1	\$ 17.29
M. Bailey	9/29	\$ 31.41
OWWL	9/19	\$3,265.00
Quill	9/14	\$ 759.92
Walworth libra	9/1	\$ 27.00
		\$5,598.14

Claims Paid Prior to Approval			
Vendor	Voucher d	Check/Debit	Amount
Amazon	9/4	debit	\$ 19.96
Dollar General	9/12	debit	\$ 3.00
Dollar General	9/12	debit	\$ 16.66
Amazon	9/14	debit	\$ 101.97
VistaPrint	9/14	debit	\$ 610.66
Amazon	9/19	debit	\$ 19.96
Amazon	9/21	debit	\$ 51.81
Amazon	9/22	debit	\$ 8.99
Walmart	9/22	debit	\$ 156.13
Amazon	9/25	debit	\$ 19.96
		subtotal	\$ 1,009.10
OWWL	9/20	#4223	\$ 332.19
USPS	9/20	#4224	\$ 152.00
Toshiba	9/20	#4225	\$ 111.59
American National	9/21	#4226	\$ 1,794.31
American National	9/21	#4227	\$ 500.00
American National	9/21	#4228	\$ 183.00
		subtotal	\$ 3,073.09
			\$ 4,082.19

Total of September claims approved at this meeting was **\$9680.33**.

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

COMMITTEE REPORTS:

PERSONNEL – no report.

FINANCE – report presented by R. Ott.

FACILITIES – report presented by K. Adams and R. Ott.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – no report.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – presented by R. Ott.

Annual Sexual Harassment Prevention Training: Trustees K. Adams, H. Baxter, A. Hart, K. Honchen, N. Johnsen, S. Johnson, R. Ott, and J. Persson received annual Sexual Harassment Prevention Training either from their employer or by viewing the two training videos provided by New York State. To complete the interactive portion of the training, an opportunity to ask questions and provide feedback about the videos occurred at this meeting.

NEW BUSINESS – nothing to report.

ADJOURNMENT – A motion by A. Hart to adjourn the meeting at 8:03pm with no objections.

NEXT MEETING: Tuesday, November 21, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary



**Board of Trustees November Business Meeting
Tuesday – November 21, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 6:59pm by President R. Ott.

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

Director Jordan Schneider.

Treasurer: Jan Donahue

Guest: Ron Kirsop

Absent trustee: Nancy Johnsen.

DISCUSSION WITH PUBLIC OR EMPLOYEES: no discussion.

DISCUSSION WITH OWWL EXECUTIVE DIRECTOR RON KIRSOP-Ron's presentation with questions and answers will serve as one hour of education credit for each trustee present.

APPROVE MINUTES – A motion is made by K. Adams to approve the minutes from the October 17, 2023 regular meeting. **Motion** carried, 8-1.

A motion is made by K. Adams to approve the minutes from the November 7, 2023 special meeting. **Motion** carried, 8-1.

FINANCES AND EXPENDITURES:

TREASURER'S REPORT – presented by J. Donahue.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by A. Hart to authorize payment of \$1,731.70 for unpaid bills and approve \$2,023.73 for claims paid prior to board approval, including debit card payments which together total \$3,755.43 as presented on the abstract of claims. **Motion** carried, 8-1.

Unpaid Claims		
Vendor	Invoice date	Amount
B&T	9/26	\$ 82.06
B&T	9/26	\$ 57.74
B&T	10/2	\$ 64.31
B&T	10/10	\$ 151.12
B&T	10/16	\$ 87.23
B&T	10/11	\$ 48.03
B&T	10/19	\$ 199.88
B&T	10/24	\$ 293.50
B&T	10/25	\$ 244.46
B&T	10/27	\$ 41.96
B&T	10/30	\$ 23.57
B&T	10/30	\$ 73.77
VIC	10/17	\$ 21.00
Democ	10/12	\$ 136.68
Quill	10/30	197.99
		\$1,731.70

Claims Paid Prior to Approval			
Vendor	Voucher da	Check/Debit	Amount
Eventbrite	10/1	debit	\$ 430.44
Amazon	10/2	debit	\$ 5.49
Amazon	10/2	debit	\$ 46.76
Amazon	10/2	debit	\$ 16.31
Amazon	10/2	debit	\$ 19.96
Amazon	10/9	debit	\$ 19.96
Amazon	10/11	debit	\$ 13.98
Amazon	10/11	debit	\$ 20.99
Amazon	10/26	debit	\$ 10.99
Amazon	10/30	debit	\$ 19.96
Amazon	10/30	debit	\$ 14.95
Amazon	10/30	debit	\$ 9.99
Amazon	10/30	debit	\$ 32.96
		subtotal	\$ 685.63
Monroe Extinguisher	10/11	#4230	\$ 97.00
Demco	10/11	#4240	\$ 151.65
Toshiba	10/8	#4241	\$ 111.59
Dell	10/5	#4242	\$ 817.50
M. Bailey	10/31	#4244	\$ 160.36
		subtotal	\$ 1,338.10
		Total	\$ 2,023.73

Total of October claims approved at this meeting was **\$3755.43**.

A motion is made by K. Honchen 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 November 1, 2023 and ending June 30, 2024.

- Charter Communications - \$109.97
- Malcho Storage - \$199.00
- Malcho Storage - \$149.00

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, 8-1.

A motion is made by A. Hart to accept the Financial Statements (June 30, 2023 and 2022) prepared by the accounting firm Bonn, Dioguardi and Ray, LLP, and, after the addition of Jordan Schneider as Library Director, and the removal of 7 Lehigh Avenue from the Library's address, to authorize Bonn, Dioguardi and Ray, LLP to file the prepared 2022 Federal Return of Organization Exempt from Income Tax, electronically with the IRS on behalf of the Library, as presented.

Motion carried, 8-1.

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

A motion by J. Persson to accept the resignation of Karen Madera, part-time, substitute library clerk, effective 11/15/23. **Motion** carried, 8-1.

COMMITTEE REPORTS:

PERSONNEL – report presented by J. Persson.

A motion is made by K. Honchen to adopt the 2023 Employee Handbook. **Motion** carried, 8-1.

FINANCE – report presented by R. Ott.

A motion is made by K. Adams to approve Policy 500-4 Procurement after annual review, as presented, and to adopt Policy 500-9 Credit Card, as presented, with the associated Credit Card Use Agreement Form as Appendix 1J. **Motion** carried, 8-1.

FACILITIES – report presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.

CORRESPONDENCE AND COMMUNICATION: presented by R. Ott.

UNFINISHED BUSINESS – presented by R. Ott.

Annual Sexual Harassment Prevention Training: Trustee A. Bement and Treasurer J. Donahue received annual Sexual Harassment Prevention Training either from their employer or by viewing the two training videos provided by New York State. To complete the interactive portion of the training, an opportunity to ask questions and provide feedback about the videos occurred at this meeting.

NEW BUSINESS – presented by R. Ott.

ADJOURNMENT – A motion by J. Persson to adjourn the meeting at 8:45pm with no objections.

NEXT MEETING: Tuesday, December 19, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary



**Board of Trustees Special Meeting
Tuesday – November 7, 2023 - 6:00 PM
Minutes**

The meeting was called to order at 6:00pm by President R. Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Randy Ott.

Director Jordan Schneider.

Treasurer: Jan Donahue.

Absent trustees: Susan Johnson, Jill Persson.

DISCUSSION WITH PUBLIC OR EMPLOYEES: no discussion.

NEW BUSINESS

A motion is made by K. Adams to award electrical service to John Burnett for the installation of a new subpanel in the back building; with wiring to connect the new subpanel to the existing panel in the front building; the installation of new baseboard heating units in the back building; followed by an inspection certificate for all of the above for the estimated cost of \$5400.00.

K. Adams will contact John Burnett to request an IRS Form W9, a certificate of insurance, proof of Workers' Compensation coverage (if applicable), and a contract which contains the product details for the baseboard heating units to be installed, with any applicable warranties, and all prices for labor and materials.

ADJOURNMENT – The meeting was adjourned by R. Ott at 6:20pm with no objections.

Submitted by K. Honchen, Secretary