

# RED JACKET COMMUNITY LIBRARY



## Board of Trustees Regular Meeting Wednesday – August 27, 2025 – 6:30PM Minutes

**CALL TO ORDER** – The meeting was called to order at 6:29PM by President Kerry Adams.

**ROLL CALL** – A quorum was present.

Trustees: Kerry Adams, Celeste Andrews, Heather Baxter (absent, excused),

Kathleen Honchen, Nancy Johnsen, Susan Johnson, Carl Persson.

Director Jordan Schneider; Treasurer Jan Donahue (absent, excused)

Guests: Mary Zingerella.

**DISCUSSION WITH PUBLIC OR EMPLOYEES** – Next Friends meeting, September 9, 2025 6:30pm.

### **APPROVE AGENDA**

A motion was made by S. Johnson/C. Persson to approve the agenda from the August 27, 2025 Regular Board Meeting. Motion carried.

### **APPROVE MINUTES**

A motion was made by N. Johnsen/C. Andrews to approve the minutes from the July 23, 2025 Regular Board Meeting. Motion carried.

### **FINANCES AND EXPENDITURES**

**TREASURER'S REPORT** – no report.

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

**CLAIMS AUDIT** –

A motion was made by C. Persson/C. Andrews to authorize payment of \$4,614.16 for unpaid bills and \$981.62 for claims paid prior to board approval, which total \$5,598.78. Motion carried.

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

### **COMMITTEE REPORTS**

**Personnel** – report presented by N. Johnsen.

Reported that J. Schneider has completed/passed her summer MLS class.

**Facilities** – presented by K. Adams.

The next Village of Manchester Planning Board meeting is Tuesday, September 2<sup>nd</sup> at 7PM.

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The Planning Board requires a letter to R. Deys from the DEC stating that the site is free of contaminates.

**Ad-Hoc** – presented by K. Honchen and J. Schneider.

The board discussed the latest layout drawing from A. Shannon. Numerous ideas were proposed. J. Schneider to contact A. Shannon with these ideas.

**Policy/LRP** - report presented by J. Schneider.

The board was asked to provide input on the Focus Areas and Goals document by the next Policy/LRP committee meeting on 9/16/25. Comments/suggestions can be made on the form or emailed to either Heather or Jordan.

**Nominating** – no report.

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

**CORRESPONDENCE AND COMMUNICATION** – next BOT Meeting: 9/24/2025 at 6:30PM.

**OLD BUSINESS** – nothing to report.

**NEW BUSINESS** -presented by J. Schneider.

J. Schneider conducted her first Trustee Training on how to use Google Drive. Adding a link to a document and adding comments/suggestions to a document were covered.

## **ADJOURNMENT**

A motion was made by K. Honchen/C. Andrews to adjourn the meeting at 7:47PM without objection.

Respectively submitted by K. Honchen, Secretary.