

# RED JACKET COMMUNITY LIBRARY



Board of Trustees Regular Meeting  
Wednesday – September 24, 2025 – 6:30PM  
Minutes

**CALL TO ORDER** – The meeting was called to order at 6:28PM by President Kerry Adams.

**ROLL CALL** – A quorum was present.

Trustees: Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen,  
Nancy Johnsen, Susan Johnson (absent, excused), Carl Persson.

Director Jordan Schneider; Treasurer Jan Donahue

Guests: Mary Zingerella.

**DISCUSSION WITH PUBLIC OR EMPLOYEES** – M. Zingerella announced that the Friends would have a booth at the PTSA Fair on Saturday, September 27<sup>th</sup> from 10-2. The Friends are sponsoring the Volksmarsch at the Reindeer Farm on Sunday, October 5<sup>th</sup> from 10-2.

## **APPROVE AGENDA**

A motion was made by K. Honchen/C. Andrews to approve the September 24, 2025 regular board meeting agenda. Motion carried.

## **APPROVE MINUTES**

A motion was made by N. Johnsen/C. Persson to approve the August 27, 2025 regular board meeting minutes. Motion carried.

## **FINANCES AND EXPENDITURES**

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

A motion was made by H. Baxter/K. Honchen to approve the signing of the e-file by President K. Adams, pending correction of the website address and the library phone number, and the submission of the 2024 990 by the treasurer. Motion carried.

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

A motion was made by C. Andrews/H. Baxter to authorize payment of \$1,799.50 for unpaid bills and \$3,301.51 for claims paid prior to board approval, which total \$5,101.01. Motion carried.

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

## **COMMITTEE REPORTS**

**Personnel** – no report.

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

The next Village of Manchester Planning Board meeting is Tuesday, October 7th at 7PM. The Planning Board requires a letter to R. Deys from the DEC stating that the site is free of contamination before moving forward.

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

Allison Hannah is coming to the next Ad-Hoc committee meeting on Oct. 2<sup>nd</sup>. The committee expects to have a final layout drawing to submit to R. Deys shortly after. The Ad-Hoc committee will be drawing up a new policy, 400-18 Disposal and Sale of Surplus Property.

**Policy/LRP** - report presented by H. Baxter and J. Schneider.

Policies 100-2 Policy Development and 400-10 Social Media & Public Relations were presented for first readings.

**Nominating** – no report.

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

A motion was made by K. Honchen/C. Andrews to approve Policy 500-1 Online Banking, as presented. Motion carried.

A motion was made by K. Honchen/N. Johnsen to approve Policy 500-4 Procurement, as presented. Motion carried.

A motion was made by K. Honchen/C. Persson to approve Policy 500-6 Claims Audit, as presented. Motion carried.

A motion was made by H. Baxter/K. Honchen to approve Policy 500-10 Insurance and Risk Management, as presented. Motion carried.

**CORRESPONDENCE AND COMMUNICATION** – next BOT Meeting: 10/22/2025 at 6:30PM.

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

Reminder to trustees to watch the Sexual Harassment Prevention Training videos, Parts 1 & 2. Interactive portion of the training requirements, questions/feedback, will be provided at next month's BOT meeting.

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



A motion was made by C. Persson/C. Andrews that the Red Jacket Community Library Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs Jordan Schneider to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. The motion passed unanimously.

Trustee training in Google Drive:

Jordan covered how to use the Google form for a meeting time survey and how to view document history. She explained the changes she has made to the website to make the Minimum Compliance standards easier to find.

#### **ADJOURNMENT**

A motion was made by N. Johnsen/C. Andrews to adjourn the meeting at 7:35pm without objection.

Respectively submitted by K. Honchen, Secretary.