RED JACKET
COMMUNITY LIBRARY

Board of Trustees Meeting
Tuesday – October 22, 2025 – 6:30PM
Minutes

**CALL TO ORDER** – The meeting was called to order at 6:31pm by President Kerry Adams.

**ROLL CALL** – A quorum was present.
Trustees: Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Carl Persson. Susan Johnson, deceased.
Director Jordan Schneider; Treasurer Jan Donahue.
Guests: Mary Zingerella, Lisa Schaertl.

**DISCUSSION WITH PUBLIC OR EMPLOYEES** – M. Zingerella announced the Friends Annual Meeting will be on November 1st from 12:00-2:00pm.

**APPROVE AGENDA**
A motion was made by C. Andrews/K. Honchen to approve the agenda for the October 22,2025 Regular Board Meeting. Motion carried.

**APPROVE MINUTES**
A motion was made by C. Persson/N. Johnsen to approve the minutes from the Sept. 24, 2025 Regular Board Meeting. Motion carried.

**FINANCES AND EXPENDITURES**
TREASURER'S REPORT – report presented by J. Donahue.
CLAIMS REVIEW REPORT – report presented by K. Honchen

A motion was made by H. Baxter/N. Johnsen to authorize payment of $1,449.13 for unpaid bills and $717.35 for claims paid prior to board approval, which total $2,166.48. Motion carried.

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

**COMMITTEE REPORTS**

**Personnel** – no report.

**Facilities** – report presented by K. Adams.
Kerry attended the October Village of Manchester Planning Board Meeting. The board notified her they received an email from R. Deys stating that the DEC notified him they could not provide a letter certifying the property as a safe environment zone until he had purchased a professional Phase I Environmental Assessment. He asked that the Planning Board first approve the sub-division, providing

him with a separate map tax ID. This would greatly reduce the cost of the required assessment as it would only be on the parcel that the library would occupy. The Village of Manchester Planning Board agreed to the sub-division. R. Gurewitch sent R. Deys an email notifying him of the Planning Board's decision. He can now proceed to purchase the assessment.

**Ad-Hoc** – presented by K. Honchen and J. Schneider.
The committee met with A. Shannon on October 2nd to fine-tune the previous drawing. Allison sent new drawings to Jordan complete with square footage. This drawing will now be forwarded to R. Deys.
Ad-Hoc committee continues to work on Policy 400-18.

**Policy/LRP** – report presented by H. Baxter and J. Schneider.
Policy 100-01 ALA Standards was presented for a 1st reading.

A motion was made by K. Honchen/C. Andrews to approve Policy 100-2 Policy Development, as presented. Motion carried.

A motion was made by C. Persson/N. Johnsen to approve Policy 400-10 Social Media & Public Relations as presented. Motion carried.

A motion was made by C. Andrews/K. Honchen to approve the Long Range Plan 2026-2029 to take effect January 2026, as presented. Motion carried.

**Nominating** – no report.

**Finance** – report presented by C. Andrews.
Policy 200-06 Fiscal Oversight was presented for a 1st reading. 2nd reading will be presented at the December meeting.
Celeste will consolidate some of the Finance Committee policy review dates to reduce the number of committee meetings.
Jan will remove all references to the obsolete Petty Cash account from the financial reports.
Jan will remove the Friends Furniture Fund, which was spent years ago, from the financial reports.

**CORRESPONDENCE AND COMMUNICATION** – next Regular BOT Meeting: December 17, 2025 at 6:30pm.

**OLD BUSINESS** – presented by K. Adams.
Annual Sexual Harassment Prevention Training: Trustees K. Adams, C. Andrews, H. Baxter,

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K. Honchen, N. Johnsen, and C. 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** – presented by J. Schneider.
OWWL Annual Meeting - November 12 at 4:15 pm. Prior to the meeting, there will be a tour of the OWWL
facility and the presentation of awards. Jordan will send the board a link to register.

Discussed options for filling open BOT Seat 7-term ending 6/2026.

**ADJOURNMENT**
A motion was made by N. Johnsen/C. Persson to adjourn the meeting at 7:33pm without objection.

Respectively submitted by K. Honchen, Secretary.