

# RED JACKET

## COMMUNITY LIBRARY



### BOARD OF TRUSTEES MEETING MINUTES

Wednesday, January 22, 2025 - 6:30pm

**CALL TO ORDER** - President, Kerry Adams called the meeting to order at 6:33PM.

**ROLL CALL** - BOT members present: K. Adams, H. Baxter, K. Honchen, Nancy Johnsen, Susan Johnson, C. Persson. BOT members excused absence: C. Andrews. Also present-J. Donahue and M. Zingerella. J. Schneider (absent).

#### DISCUSSION WITH PUBLIC OR EMPLOYEES

1. Public Comment - M. Zingerella shared that the RJCL Friends received \$371 from ROC the day. New trustee-Beth Witt. RJCL Friends will have a table at the Wild Water Derby.

#### APPROVE AGENDA

A motion is made by S. Johnson and N. Johnsen to approve the January 22, 2025 board meeting agenda. MC

#### APPROVE MINUTES

1. Minutes: December 18, 2024

A motion is made by K. Honchen and C. Persson to approve the minutes from the December 18, 2024 board meeting. MC

#### FINANCES AND EXPENDITURES

1. Treasurer's Report – J. Donahue
  - January Report- Budget is on point for being six months into the year.
2. Claims Review Report – K. Honchen
  - [January Report](#)
3. Claims Audit

#### RJCL Unpaid Bills Detail

Type Date Num Due Date Aging Open Balan...

Baker & Taylor

Credit 11/19/2024 2038928214 -61.86

Bill 12/02/2024 2038733160 12/12/2024 27 249.97

Bill 12/04/2024 2038739292 12/14/2024 25 75.33

Bill 12/09/2024 2038745572 12/19/2024 20 60.68

Bill 12/09/2024 2038747201 12/19/2024 20 55.06

Total Baker & Taylor 379.18

FNBO

Bill 12/31/2024 Dec 2024 01/10/2025 566.82

Bill 01/02/2025 Dec 2024 01/12/2025 90.20

Total FNBO 657.02

**TOTAL 1,036.20**

# RED JACKET

## COMMUNITY LIBRARY



A motion is made by H. Baxter and S. Johnson to authorize payment of \$1,098.06 for unpaid bills and approve \$601.55 for claims paid prior to board approval, which total \$1,699.61. MC

### **DIRECTOR'S REPORT – J. Schneider**

#### 1. [January Report](#)

### **COMMITTEE REPORTS**

#### 1. **Personnel** - N. Johnsen

##### a. January Report

A motion is made by N. Johnsen and K. Honchen to approve the Tuition Reimbursement Agreement between the Red Jacket Community Library and Jordan Schneider. MC

A motion is made by K. Honchen and N. Johnsen to approve tuition reimbursement of \$3,786.96 for the following classes - LIS 507 and LIS 508 for the Spring 2025 semester. Reimbursement will occur according to the Tuition Reimbursement Agreement. MC

#### 2. **Facilities** - K. Adams

##### a. January Report- Waiting for Richard to get an estimate for the engineer report. Hoping he will have an estimate by the Manchester Planning Board Meeting on 2/4/25 at 7PM at the Manchester Village Hall.

#### 3. **Policy/LRP** - H. Baxter

- a. January Report
- b. Second Reading: [200-4 Conflict of Interest \(2024\)](#)
- c. Second Reading: [400-03 Recording and Photography in the Library \(2024\)](#)
- d. Second Reading: [400-13 Pest Control \(2024\)](#)
- e. Second Reading: [400-15 FOIL](#)

A motion is made by K. Honchen and C. Persson to approve Policy 200-4 Conflict of Interest as presented. MC

A motion is made by H. Baxter and S. Johnson to approve Policy 400-03 Recording and Photography in the Library as presented. MC

A motion is made by S. Johnson and C. Persson to approve Policy 400-13 Pest Control as presented. MC

A motion is made by N. Johnsen and H. Baxter to approve Policy 400-15 FOIL as presented. MC

#### 4. **Finance** – C. Andrews

- a. [January Report](#)
- b. 2025-2026 Budget Draft

Discussed what % of an increase to this year's budget may be accepted by the community.

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

#### 1. [Tummonds Grant Report](#)

A motion is made by K. Honchen and C. Persson 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 \$931.17 from the Tummonds Fund by FFRPL on or about April 4, 2024, and

WHEREAS, the Red Jacket Community Library used the funds granted by FFRPL to purchase supplemental circulating materials of 74 printed books, at a cost equal to or exceeding \$931.17, therefore, be it  
RESOLVED, to approve the FFRPL Annual Grant Report on this day, January 22, 2025. MC

#### **CORRESPONDENCE AND COMMUNICATIONS**

1. MOU Annual Meeting - Postponed

**ADJOURNMENT- Meeting was adjourned at 7:36PM**

**NEXT MEETING:** Wednesday, February 26, 2025 at 6:30 pm

Submitted by H. Baxter-secretary

# RED JACKET

## COMMUNITY LIBRARY



Board of Trustees Meeting Minutes  
Tuesday - February 26, 2025 - 6:30 P.M.

**CALL TO ORDER** - President, Kerry Adams called the meeting to order at 6:27 PM.

**Attending:** Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Carl Persson

**Guests:** Mary Zingereella, Brent Statton and James Stratton

### DISCUSSION WITH PUBLIC OR EMPLOYEES

#### 1. Public Comment - [Public Comment Policy](#)

James Stranton asked RJCL BOT if there was anything that he could do for an Eagle Scout project. Jordan suggested a story walk.

### APPROVE AGENDA

#### 1. *Proposed motion. Voice Vote:*

A motion is made by Susan and Kathleen to approve the February 26, 2025 board meeting agenda. MC

### APPROVE MINUTES

#### 2. Minutes: [January 22, 2025](#)

#### *Proposed motion. Voice Vote:*

A motion is made by Nancy and Kathleen to approve the minutes from the January 22, 2025 board meeting. MC

### FINANCES AND EXPENDITURES

#### 1. Treasurer's Report – J. Donahue

- Received checks from PLS
- Working with Jordan on annual report
- Unemployment-started paying on Federal for the first \$7,000 wages in January

#### 2. Claims Audit

#### *Proposed motions. Voice votes and sign abstract of claims:*

A motion is made by Celeste and Carl to authorize payment of **\$2,955.30** for unpaid bills and approve **\$5,229.72** for claims paid prior to board approval, which total **\$8,185.02**. MC

### DIRECTOR'S REPORT – J. Schneider

#### *Proposed Motions. Voice vote.*

\*OWWL is doing OWWL Library Tour for each county-You receive a map and when you visit any library and get a sticker. Visit them all and get a prize bundle. Visit them all in the four counties and receive a Golden library card.

A motion is made by Kathleen and Susan to approve the updates presented in the February 26, 2025 Director's Report to the 2025 [Employee Handbook](#). MC

A motion is made by Heather and Carl to approve the [2024 Annual Report](#) as presented. MC

A motion is made by Celeste and Nancy to approve the resignation of Maeve Wright from her full time library clerk position, whose last day will be March 1, 2025. MC

A motion is made by Heather and Kathleen to approve the Red Jacket Community Library entering a cleaning contract with B- Clean Services for \$186.05/month. MC

## COMMITTEE REPORTS

### 1. Personnel - N. Johnsen

*Proposed Motions. Voice vote.*

Motions for annual stipend(s) were tabled.

### 2. Facilities - K. Adams

Richard has plans. Kerry will be meeting with him to look at them. Hoping to have them for the April planning board meeting.

### 3. Policy/LRP - H. Baxter

a. First Reading: [400-07 Circulation and Use of Library Materials Policy](#)

### 4. Finance – C. Andrews

a. [2025-2026 Budget Draft](#)-Jordan reviewed budget draft with board.

## NEW BUSINESS

### 1. Option to renew existing lease with Gemcole Properties for one successive term (September 1, 2025 - August 31, 2026). Notification is due March 1, 2025.

*Proposed Motion. Voice vote.*

A motion is made by Kathleen and Celeste 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. MC

*Proposed Motion. Voice vote.*

A motion is made by Nancy and Susan to adopt a budget for the 2025-2026 Fiscal Year with a tax levy of \$302,078 and to place the proposition before the voters on Tuesday, June 3, 2025 in the library. Roll call vote was taken. MC

2. [Policy 200-1 Bylaws](#) - Existing Bylaws

- a. Proposed changes - reduce trustee term length from 5 years to 3 years

Motion will be proposed at the next meeting.

**ADJOURNMENT**

*Proposed Motion. Voice vote.*

A motion is made by Kerry to adjourn the meeting at 8PM. MC

**NEXT MEETING:** Wednesday, March 26, 2025 at 6:30 pm

Submitted by Heather Baxter

# RED JACKET

## COMMUNITY LIBRARY



Board of Trustees Meeting Minutes  
Wednesday - March 26, 2025 - 6:30 P.M.

**CALL TO ORDER** - President, Kerry Adams called the meeting to order at 6:29 PM

**ROLL CALL** - Present: K. Adams, C. Andrews, H. Baxter, K. Honchen, N. Johnsen, S. Johnson, C. Persson, J. Schnieder, J. Donahue

### APPROVE AGENDA

A motion is made by Kathleen and Nancy to approve the March 26, 2025 board meeting agenda. MC

### APPROVE MINUTES

Minutes: February 22, 2025

A motion is made by Susan and Celeste to approve the minutes from the February 26, 2024 board meeting. MC

### FINANCES AND EXPENDITURES

1. Treasurer's Report – J. Donahue
  - Will identify memorial funds as a "memorial line" on the budget
  - Learning Quickbooks (ability to allow 3 more BOT members access-Kerry, Celeste and Kathleen)
2. Claims Review Report – K. Honchen
  -
3. Claims Audit

A motion is made by Heather and Carl to authorize payment of \$1,338.82 for unpaid bills and approve \$975.91 for claims paid prior to board approval, which total \$2,314.73. MC

### DIRECTOR'S REPORT – J. Schneider

-Annual report for community is ready for print *upon approval of BOT*

A motion is made by Carl and Susan to approve the 2024 Red Jacket Community Library Annual Report to the Community. MC

A motion is made by Kathleen and Nancy to appoint Rachel Montondo to the position of full-time Library Clerk at a salary of \$17.00/hour, effective 3/25/2025 with a start date of 4/8/2025; this appointment is probationary and in accordance with Civil Service regulations. MC

### COMMITTEE REPORTS

1. Personnel - N. Johnsen

-Jill Persson will be a liaison with the community. Meeting on 4/9/25. After the meeting, the committee will email the BOT a survey and get input towards upcoming employee review.

**2. Facilities** - K. Adams

-Richard shared the architect's drawings to the committee.

-Richard reported that the architect forwarded paperwork to the village and county.

**3. Policy/LRP** - H. Baxter

a. Second Reading: [400-07 Circulation and Use of Library Materials Policy](#)

A motion is made by Susan and Celeste to approve Policy 400-07 Circulation and Use of Library Materials, as presented. MC

**4. Nominating** -

a. Committee Chair - S. Johnson

-Kerry Adams appointed Susan Johnson to chair the nominating committee.

-Kathleen and Carl plan on running for BOT this year.

**5. Finance** – C. Andrews

a. [Budget Vote and Trustee Election Calendar](#)

b. Motion allowing President (Kerry's) signature for including CD's on bank statements.

A motion is made by Celeste and Heather to approve adding Kerry Adams as a signatory, in addition to J. Schneider and K. Honchen on the following CDs: CD 3478, CD 3486, CD 3524. MC

**OLD BUSINESS**

-Will contact Ron to begin the process of changing the charter from 5 year terms to 3 year terms.

**NEW BUSINESS**

1. [Legal Notice](#) to be published in two local newspapers on (or about) 4/17/25; 5/1/2025;

5/15/2025; 5/29/2025

2. Election workers sign up-need 2-3 people to fill in on June 3, 2025 for vote

3. Motion to enter executive session

Kathleen and Carl move that the Board enter executive session to discuss matters relating to the potential adjustment of a specific patron's borrowing privileges due to inappropriate use. This discussion involves the privacy and personal history of an individual and falls within the exceptions allowed under the Open Meetings Law. MC

**CORRESPONDENCE AND COMMUNICATIONS**

1. NEXT MEETING: Wednesday, April 23, 2025 at 6:30 pm

**ADJOURNMENT**

A motion is made by Susan and Carl to adjourn the meeting at 7:51PM . MC

# RED JACKET COMMUNITY LIBRARY



Board of Trustees Meeting Minutes  
Wednesday - April 23, 2025 - 6:30 P.M.

**CALL TO ORDER** - President, Kerry Adams called the meeting to order at 6:29 pm

**ROLL CALL** -Present: Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Carl Persson, Jordan Schneider. Absent: Jan Donahue. Guest: Mary Zingerella

## DISCUSSION WITH PUBLIC OR EMPLOYEES

1. Public Comment - [Public Comment Policy](#)

## APPROVE AGENDA

A motion is made by Kathleen and Carl to approve the April 23, 2025 board meeting agenda. MC

## APPROVE MINUTES

[Minutes: March 26, 2025](#)

A motion is made by Susan and Celeste to approve the minutes from the March 26, 2025 board meeting. MC

## FINANCES AND EXPENDITURES

1. Treasurer's Report – J. Donahue
  - April Report
2. Claims Review Report – K. Honchen
  - [April Report](#)
3. Claims Audit

A motion is made by Heather and Nancy to authorize payment of \$2,063.19 for unpaid bills and approve \$1,278.46 for claims paid prior to board approval, which total \$3,341.65. MC

## DIRECTOR'S REPORT – J. Schneider

1. [April Report](#)

## COMMITTEE REPORTS

1. **Personnel** - N. Johnsen-Input from BOT on Jordan's personnel review-Due to library by 5/9/25.
2. **Facilities** - K. Adams reports that the plans have been submitted to the planning board and on the agenda for 5/6/25 at 7pm at Manchester Village hall.
3. **Policy/LRP** - H. Baxter
  - a. [April Report](#)
    - \*Policy committee to review RJCL Mission statement (maybe simplify?)
    - \*Have a facilitator from OWWL come and help BOT/Friends with Mission statement
4. **Nominating** - S. Johnson

5. **Finance** – C. Andrews

Meeting next Wednesday 4/30/25

**OLD BUSINESS**

1. Charter Amendment

- a. [Resolution](#)
- b. [Petition](#)

A motion is made by Kathleen and Susan to adopt the following resolutions:

RESOLVED: That the board of trustees of Red Jacket Community Library hereby requests that the Board of Regents of the University of the State of New York amend the absolute charter to change the trustee term length from five years to three years, and to state that vacancies due to cause other than the expiration of term shall be filled by the board of trustees until the next election; and be it further

RESOLVED: That the president and secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

**NEW BUSINESS**

- 1. [Draft Election Ballot](#)
- 2. [Budget Vote and Trustee iElection Calendar](#)
- 3. [Appendix 1E - Trustee Education Self Assurance Form](#)

A motion is made by Susan and Carl to change the title of the trustee training reporting form from the current Trustee Education Self-Assurance Form to Trustee Education Self-Reporting Form. MC

**CORRESPONDENCE AND COMMUNICATIONS**

- 1. C. Barnard & T. Burns at May 14th meeting to share about school budget
- 2. NEXT MEETING: Wednesday, May 14, 2025 at 6:15 pm and Wednesday 28, 2025 at 6:30 pm

**ADJOURNMENT**

A motion is made by Carl and Susan to adjourn the meeting at 7:20 pm

# RED JACKET COMMUNITY LIBRARY



## Board of Trustees Special Meeting Minutes

Wednesday, May 14, 2025 - 6:15 P.M.

1. **CALL TO ORDER** - Kerry called the meeting to order at 6:18PM.
2. **ROLL CALL** - Present: Kerry Adams, Celeste Andrews, Susan Johnson, Kathleen Honchen, Nancy Johnsen, Carl Persson Heather Baxter, Jordan Schneider. Guests: Lisa Schaertl
3. **DISCUSSION WITH PUBLIC OR EMPLOYEES**  
Public Comment - None
4. **NEW BUSINESS**  
[Budget Vote and Trustee Election Ballot](#)

A motion is made by Susan and Kathleen to approve the ballot and military ballot for the June 3, 2025 Election and Budget Vote. MC

5. **FACILITIES**  
Kerry updated the planning board meeting on 5/13/25. Next meeting is 6/10/25 to subdivide. Will have a public hearing in July after the County gives their input. Should we try to buy the land outright? Should we apply for a grant?
6. **OTHER**
  - a. School District Budget Vote Information Session with Chris Barnard and Tim Burns
7. **ADJOURNMENT**

A motion is made by Susan and Celeste to adjourn the meeting at 7:23PM.



**Minutes  
Board of Trustees Meeting  
Tuesday - May 28, 2025 - 6:30 P.M.**

**CALL TO ORDER** – Kerry Adams, President, called the meeting to order at 6:33PM.

**ROLL CALL** – A quorum was present.

Trustees: Kerry Adams, Celeste Andrews, Kathleen Honchen,

Nancy Johnsen, Susan Johnson, Carl Persson.

Director: Jordan Schneider.

Treasurer: Jan Donahue.

Guest: Mary Zingerella.

Absent: Trustee, Heather Baxter.

**DISCUSSION WITH PUBLIC OR EMPLOYEES** – no discussion.

**APPROVE AGENDA**

A motion is made by S. Johnson, K. Honchen seconded to approve the May 28, 2025 board meeting agenda. Motion carried.

**APPROVE MINUTES**

Minutes: [April 23, 2025](#)

Minutes: [May 14, 2025](#)

A motion was made by C. Andrews, N. Johnsen seconded, to approve the minutes from the April 23, 2025 regular board meeting. Motion carried.

A motion was made by S. Johnson, K. Honchen seconded, to approve the minutes from the May 14, 2025 special board meeting. Motion carried.

**FINANCES AND EXPENDITURES**

Treasurer's Report – presented by J. Donahue

- [May Report](#)

A motion was made by C. Persson, N. Johnsen seconded, to engage Bonn, Dioguardi & Ray to do the 2024-2025 financial review and file our 2025 Form 990. Motion carried.

Claims Review Report – presented by K. Honchen

- [May Report](#)

# RED JACKET COMMUNITY LIBRARY



## Claims Audit

A motion was made by C. Andrews, S. Johnson seconded, to authorize payment of

**\$2,505.94**

for unpaid bills and approve **\$1,517.58** for claims paid prior to board approval, which total **\$4,023.52**. Motion carried.

## DIRECTOR'S REPORT – presented by J. Schneider

1. [May Report](#)

## COMMITTEE REPORTS

1. **Personnel** – presented by N. Johnsen
2. **Facilities** – presented by K. Adams. RJCL is on the agenda for the Village of Manchester Planning Board meeting on June 3, 2025 at 7PM. K. Adams and J. Schneider plan to attend.
3. **Policy/LRP** - H. Baxter, no report.
4. **Nominating** - S. Johnson, no report.
5. **Finance** – presented by C. Andrews
  - a. First Reading: [Policy 500-3 Library Treasurer](#)
  - b. First Reading: [Policy 500-7 Investment](#)

## OLD BUSINESS

PILOT Update – presented by K. Adams. Kerry is waiting for a response from Ron Kirsop to find out how we apply to receive this money.

## NEW BUSINESS

1. 2025 Trustee Election and Budget Vote

A motion was made by N. Johnsen, K. Honchen seconded, to order the Director to open the ballot box on June 12, 2025 and to destroy all voted, spoiled, voided, rejected, and unused ballots from the June 11, 2024 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.

A motion was made by S. Johnson, C. Persson seconded, to designate Jordan Schneider as Clerk of the Election for the Special District Meeting to be held on June 3, 2025. Motion carried.

A motion was made by C. Andrews, S. Johnson seconded, to designate Kathleen Honchen as chairperson of the Special District Meeting to be held on June 3, 2025. Motion carried.



A motion was made by C. Persson, K. Honchen seconded, to designate Lisa Spencer, Dorcas Lynch, Laura Evancho, Mary Zingerella, Kim Porter, Rich Honchen, and Randy Ott as election inspectors of the Trustee Election and Budget Vote on June 3, 2025. Motion carried.

A motion was made by S. Johnson, N. Johnsen, to designate Randy Ott as the chief election inspector of the Trustee Election and Budget Vote on June 3, 2025. Motion carried.

A motion was made by C. Andrews, C. Persson seconded, to set the rate of pay for election inspectors at \$15.50 per hour. Motion carried.

## 2. Executive Session

A motion was made by K. Honchen, S. Johnson seconded, to enter an executive session to discuss the Director's performance evaluation. Motion carried.

K. Adams moved the board out of executive session at 7:50PM. No actions were taken.

## ADJOURNMENT

A motion was made by S. Johnson, C. Persson seconded, to adjourn the meeting at 7:52PM. Motion carried.

**NEXT MEETING:** Wednesday, June 25, 2025 at 6:30PM.

Submitted by K. Honchen

# RED JACKET COMMUNITY LIBRARY



89 South Main St. Manchester, NY 14504 • Mailing Address: PO Box 370 Shortsville, NY 14504  
Phone: 585-289-7063 • Fax: 585-289-7065 • [www.redjacket.ownl.org](http://www.redjacket.ownl.org)

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

June 3, 2025

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, Randall Ott, at 12:10 PM.

The chairperson declared the polls open at 12:10 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 \$302,078 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 58 voting YES and 15 voting NO. There were 0 blank votes.

### REGARDING THE ELECTION OF TRUSTEES:

Kathleen Honchen and Carl Persson were elected to the board of Trustees for term of five years, commencing July 1, 2025 and expiring June 30, 2030 as follows:

Kathleen Honchen – 64 votes

Carl Persson - 67 votes

Write-in candidates - None

The meeting was adjourned at 9:03 PM.

*Submitted by Jordan Schneider, Clerk of the Election*

# RED JACKET COMMUNITY LIBRARY



Board of Trustees Meeting Minutes  
Wednesday - June 25, 2025 - 6:30 P.M.

**CALL TO ORDER** - President Kerry called meeting to order at 6:30PM

**ROLL CALL** - Present: K. Adams, C. Andrews, H. Baxter, K. Honchen, S. Johnson, Jan Donahue and Jordan Schneider. Excused absences: Nancy Johnsen and Carl Persson. Guest-Mary Zingerella

## **DISCUSSION WITH PUBLIC OR EMPLOYEES**

Friends of library will have a book sale at RJPTSA fall craft sale

## **APPROVE AGENDA**

A motion is made by Kathleen and Celeste to approve the June 25, 2025 board meeting agenda. MC

## **APPROVE MINUTES**

Minutes: May 28, 2025

Special District Meeting Minutes: June 3, 2025

- a. Proposed motions. Voice votes.

A motion is made by Susan and Kathleen to approve the minutes from the May 28, 2025 regular meeting. MC

A motion is made by Heather and Kathleen to approve the minutes from the June 3, 2025 special district meeting. MC

## **FINANCES AND EXPENDITURES**

### 1. TREASURER'S REPORT - J. Donahue

- Jordan plans on using a grant to purchase OWWL ebooks.
- Invest money/add to education fund/add to maintenance. Jan/Finance committee will have a recommendation at the July BOT meeting.
- Replace computers as needed-set up a technology budget line (would like to go from 2 computers to 4 in the future). Maybe a grant?

### 2. CLAIMS REVIEW REPORT - K. Honchen

- June Report

### 3. CLAIMS AUDIT

A motion is made by Susan and Celeste to authorize payment of \$3,448.13 for unpaid bills and approve \$580.25 for claims paid prior to board approval, which total \$4,028.38. MC

### 4. 2025-2026 Adopted Budget

Official budget is available on google documents for viewing

### **DIRECTOR'S REPORT** - J. Schneider

~Megan went to school and did a presentation and several children have come to the library with their parents to get library cards and check out museum passes that are available for members.

~Getting ready for summer reading program

~Parade was successful thanks to everyone who marched.

~Jordan reviewed quotes for surveillance equipment.

A motion is made by Kathleen and Celeste to approve the purchase of a surveillance system through AT Technology for \$2,369.00.

### **COMMITTEE REPORTS**

#### 1. **Personnel** - N. Johnsen

##### Recommended Personnel Wage Schedule

A motion is made by Heather and Kathleen to accept the recommended 2024-25 personnel wages with effective dates, as presented. MC

###### a. Director Graduate Classes

###### i. Tuition Reimbursement

A motion is made by Celeste and Heather to reimburse Jordan Schneider for Spring 2025 semester tuition of \$3,786.96 according to the Tuition Reimbursement Agreement.

###### ii. Approval for Summer & Fall Semester Classes

A motion is made by Susan and Kathleen to approve Jordan Schneider taking the following graduate classes at UB according to her Plan of Study in alignment with the Tuition Reimbursement Agreement. MC

- Summer Semester 2025: LIS 518 Reference & Information Services
- Fall Semester 2025: LIS 534 Resources & Services for Children and LIS 575 Intro to Research Methods.

#### 2. Facilities - K. Adams

~Jordan and Kerry went to a board meeting and nothing was decided or voted on.

#### 3. **Policy/LRP** - H. Baxter

###### a. Policy/LRP Report

###### b. First Reading:

###### i. 410-0 Emergency & Disaster Plan

- ii. [Disaster Recovery Plan \(Procedural\)](#)
- c. Retire [400-12 Community Health](#)

A motion is made by Kathleen and Susan to retire Policy 400-12 Community Health. MC

- d. Updated Policy Index

Jordan reported that all policies for the year have been updated.

\*\*\*BOT were given interview sheets to complete by our next BOT meeting on 7/23/25.

**4. Nominating - S. Johnson**

- a. Slate of Officer Nominations-Kerry-President, Carl-Vice president and Kathleen-secretary. Will confirm at the next BOT meeting.
- b. Set up an orientation for new BOT members

**5. Finance – C. Andrews**

- a. Second Reading: [Policy 500-3 Library Treasurer](#)
- b. Second Reading: [Policy 500-7 Investment](#)

A motion is made by Susan and Kathleen to approve Policy 500-7 Investment, as presented. MC

A motion is made by Kathleen and Heather to approve Policy 500-3 Library Treasurer, as presented. MC

**CORRESPONDENCE AND COMMUNICATION**

- 1. June 3, 2025 Election Results with [Vote History](#)
- 2. Annual Reorganizational BOT Meeting 7/23/25 at 6:30 P.M.
- 3. Regular July BOT Meeting: 7/23/25, following the annual meeting.

**UNFINISHED BUSINESS-NONE**

**NEW BUSINESS-NONE**

**ADJOURNMENT**

A motion is made by Susan and Celeste to adjourn the meeting at 7:18 PM. MC



Board of Trustees Annual Organizational Meeting  
Tuesday - July 23, 2025 - 6:30 P.M.  
Minutes

**CALL TO ORDER** - Acting President Kerry Adams called the meeting to order at 6:29pm.

**ROLL CALL** – Quorum was present. Trustees: Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Carl Persson. Director Jordan Schneider. Treasurer Jan Donahue. Guests: Jeff Gallahan, Sam Close, Mary Zingerella.

**DISCUSSION WITH PUBLIC OR EMPLOYEES**

Assemblyman Jeff Gallahan announced he had secured a \$30,000 grant for the RJCL.

**OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES**

Kathleen Honchen and Carl Persson were sworn in as new trustees.

**APPROVE MINUTES**

A motion is made by S. Johnson/C. Andrews to approve the minutes from the July 16, 2024 Annual Organizational Meeting. Motion carried.

**ELECTION OF BOARD OFFICERS**

The Nominating Committee presented the slate of officers for nomination at the June 23, 2025 regular meeting as follows:

President – Kerry Adams,  
Vice-President – Carl Persson  
Secretary – Kathleen Honchen  
There were no additional nominations from the floor.

A motion is made by N. Johnsen/H. Baxter to elect the slate of officers presented at the June 23, 2025 Regular Board Meeting for a term of one year each, beginning July 1, 2025 and ending June 30, 2026. Motion carried.

**APPOINT CLAIMS REVIEWER**

A motion is made by C. Andrews/S. Johnson to appoint Kathleen Honchen as claims reviewer for a term of one year, beginning July 1, 2025 and ending June 30, 2026. Motion carried.

**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, 89 S

Main St Manchester, 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, Library Director, 32 Pratt Rd. Manchester, NY 14504

Kerry Adams, President, 4650 Kyte Rd. Shortsville, NY 14548

Carl Persson, Vice President, 4760 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 K. Honchen/S. Johnson and was **unanimously 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, 23 July 2025.

#### **STANDING COMMITTEES** – presented by K. Adams

It was agreed that the Facilities Committee would be divided in two, with the new sub-committee to be called the Ad Hoc Facilities Committee. This sub-committee is to be focused on design/layout of the new library while taking into consideration the communities wants/needs and being mindful of the RJCL Long Range Plan.

#### **ADOPT 2025-26 BOARD OF TRUSTEES REGULAR MEETING CALENDAR**

A motion was made by K. Honchen/C. Persson 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. The Board of Trustees meet in the meeting room of the Red Jacket Community Library, at 89 S. Main St. Manchester, NY. Motion carried.

## **HOLIDAY SCHEDULE OF CLOSINGS FOR 2026**

In accordance with Policy 400-1 Hours and Closings, the Director recommends eleven dates on which the library will close in 2026, and 3 dates where the library will open late due to staff training.

A motion was made by H. Baxter/C. Andrews to accept the Director's recommendation for library closings in the 2026 calendar year, as listed below:

## **Library Holiday Closures 2026**

Policy 400-1 Hours and Closings: "The Library will close on eleven holidays to be recommended annually by the Director and determined by the Board of Trustees at the annual meeting."

Thursday, January 1st - New Year's Day

Saturday, May 23rd - Memorial Day Weekend

Friday, June 19th - Juneteenth

*Friday, July 3rd - Close at 2pm*

Saturday, July 4th - Independence Day

Saturday, September 5th - Labor Day Weekend

Wednesday, November 11 - Veterans Day

*Wednesday, November 25 - Close at 6pm*

Thursday, November 26 - Thanksgiving Day

Friday, November 27 - Friday after Thanksgiving

Thursday, December 24 - Christmas Eve

Friday, December 25 - Christmas Day

Saturday, December 26 - Day after Christmas

## **Library Staff Professional Training Closures**

Policy 400-1 Hours and Closings: "The Library may close for up to six hours per year for staff development."

\*Training subjects are ideas and not confirmed at this time

**Friday, January 16th, 10am-12pm** (2 hours) - IT Security Training

**Friday, April 17th, 10am-12pm** (2 hours) - Emergency/Disaster Plan

**Friday, September 18th, 10am-12pm** (2 hours) - AED/CPR & Fire Extinguisher training

Motion carried.

## **TAX CAP OVERRIDE FOR 2026 - 2027**

A motion was made by N. Johnsen/C. Persson to adopt the resolution:

WHEREAS, the adoption of the 2026 -2027 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 2026-27.

Resolution was adopted by roll call vote with 7 ayes: K. Adams, C. Andrews, H. Baxter, K. Honchen, N. Johnsen, S. Johnson, C. Persson; 0 nays.

## **FOIL Subject Matter List**

A motion was made by S. Johnson/C. Persson to accept the [FOIL Subject Matter List](#) for 2025-2026. Motion carried.

## **ADJOURNMENT**

A motion was made by N. Johnsen/C. Andrews to adjourn the meeting at 7:08pm. without objection.

Respectively submitted by K. Honchen, Secretary.

# RED JACKET

## COMMUNITY LIBRARY



Board of Trustees Regular Meeting  
Tuesday – July 23, 2025 – 6:30PM  
Minutes

**CALL TO ORDER** – The meeting was called to order at 7:09PM by President Kerry Adams.

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

**DISCUSSION WITH PUBLIC OR EMPLOYEES** – Friends update presented by M. Zingerella.

### **APPROVE AGENDA**

A motion was made by H. Baxter/C. Andrews to approve the agenda from the July 23, 2025 Regular Board Meeting. Motion carried.

### **APPROVE MINUTES**

A motion was made by S. Johnson/K. Honchen to approve the minutes from the June 25, 2025 Regular Board Meeting. Motion carried.

### **FINANCES AND EXPENDITURES**

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

There was a discussion on the tuition reimbursement payment. The payment had been made from the checking account/Operating fund. Because the Education Savings fund is intended for things such as tuition, and in the interest of showing clearly that the payment was made from Education, and, as there is only \$613.31 currently in Education, when the first of 2 Education CDs matures, Jan will instruct Jordan to transfer money from that CD into the Education Savings Fund. Then the treasurer will make an entry to show \$3786.96 being moved from Education to Operating . The board will be making a motion tonight to approve the transfer of \$3786.96 from the unassigned fund balance back into Education to maintain the current balance.

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

**CLAIMS AUDIT** –

A motion was made by H. Baxter/S. Johnson to authorize payment of \$1,350.58 for unpaid bills and \$9,246.35 for claims paid prior to board approval, which total \$10,596.93. Motion carried.

A motion was made by C. Andrews/C. Persson to authorize a payment of \$200.00 to Baby G Treats made on June 25, 2025. Motion carried.

# RED JACKET

## COMMUNITY LIBRARY



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

A motion is made by K. Honchen/S. Johnson to grant approval for the Director, Jordan Schneider, to attend the NYLA Conference on November 5-8, 2025 in Saratoga Springs, NY. Motion carried.

### **COMMITTEE REPORTS**

**Personnel** – no report.

**Facilities** – K. Adams reviewed her recent emailed Facilities update.

**Policy/LRP** – report presented by H. Baxter.

Discussion of the new Mission, Vision, Core Values statement, specifically the meaning of the word Access. A decision was made to move the word Access to the end of the statement.

A motion was made by S. Johnson/C. Persson to approve the Mission, Vision, Core Values statement. Motion carried.

A motion was made by K. Honchen/C. Andrews to approve Policy 410-0 Emergency & Disaster Plan, as presented. Motion carried.

**Nominating** – no report.

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

A motion was made by N. Johnsen/H. Baxter to modify Policy 500-5 Unrestricted Fund Balance to Increase the Retirement Fund balance allowance to \$7,000. Motion carried.

A motion was made by C. Persson/H. Baxter to rescind the resolution authorizing the Treasurer to transfer \$4,267.49 into a fund for insurance premiums that was approved at the July 18, 2022 Annual Organizational Board meeting. Motion carried.

A motion was made by S. Johnson/H. Baxter 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

# RED JACKET

## COMMUNITY LIBRARY



WHEREAS, library money designated as an assigned **retirement fund**, and  
WHEREAS, library money designated as the **Building Maintenance Fund**, and  
WHEREAS, library money designated as the **Technology Fund**, and  
WHEREAS, library money designated as the **capital fund** is held 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 \$11,998.48 from the unassigned fund balance as contingency funds in the general operating fund for the 2025-2026 fiscal year, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Treasurer to transfer \$2,000 from the unassigned 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 \$20,000 from the unassigned fund balance and place into a new fund account to be called the **Building Maintenance Fund**, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Treasurer to transfer \$7,000 from the unassigned fund balance and place into a new fund account to be called the **Technology Fund**, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Director to transfer \$2,779.76 from the CNB account ending in 1711 and placed for deposit into the CNB account ending in **Capital Fund** 9947, and be it further

RESOLVED, that the Board of Trustees of the Red Jacket Community Library authorizes the Director to transfer \$3,786.96 from CNB account ending in 1711 and place for deposit into the CNB account ending in **Education Savings** Fund 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 \$35,566.72 from the general operating fund and into the accounts stated above.

Motion carried.

**CORRESPONDENCE AND COMMUNICATION** – next Regular BOT Meeting: 8/20/2025.

# RED JACKET

## COMMUNITY LIBRARY



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

FOIL Reminder: Text Messages = Public Records.

Public libraries are subject to New York's Freedom of Information Law (FOIL). That includes Trustee and staff communications made via text message, if they concern library business.

- Treat texts the same as emails: professional, transparent, and retrievable.
- Advise your board that using personal devices does not exempt them from FOIL compliance.
- Consider reminding trustees to keep library business on a single email account (e.g., Gmail label or shared board address.)

### **NEW BUSINESS**

A motion was made by K. Honchen/C. Persson 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, 2025 and ending June 30, 2026.

Malcho Storage - \$199.00

Malcho Storage - \$149.00, 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.

Trustee Orientation Checklist – J. Schneider distributed a checklist where trustees could rate their knowledge and comfort level with different aspects of RJCL such as Drive, RJCL website, etc. She will have short tutorials after board meetings. Attendance will be optional.

### **ADJOURNMENT**

A motion was made by N. Johnsen/H. Baxter to adjourn the meeting at 8:12PM without objection.

Respectively submitted by K. Honchen, Secretary.

# 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.

# RED JACKET

## COMMUNITY LIBRARY



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.

# 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.

# RED JACKET

## COMMUNITY LIBRARY



**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. Dey 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.

# 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> reading. 2<sup>nd</sup> 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,



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.

# RED JACKET

## COMMUNITY LIBRARY



### Board of Trustees Meeting December 17, 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 (absent, excused), Heather Baxter, Kathleen Honchen, Nancy Johnsen, Carl Persson.

Director Jordan Schneider; Treasurer Jan Donahue.

Guests: Lisa Schaertl.

**DISCUSSION WITH PUBLIC OR EMPLOYEES** – L. Schaertl, Friends of the RJCL President, reported the newly elected Slate of Officers at the Annual Friends meeting.

#### **APPROVE AGENDA**

A motion was made by K. Honchen/N. Johnsen to approve the agenda for the December 17, 2025 Regular Board Meeting. Motion carried.

#### **APPROVE MINUTES**

A motion was made by H. Baxter/C. Persson to approve the minutes from the October 22, 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 N. Johnsen/H. Baxter to authorize payment of \$2,048.58 for unpaid bills and \$10,079.35 for claims paid prior to board approval, which total \$12,127.93. Motion carried.

A motion was made by H. Baxter/C. Persson to authorize a payment made prior to board approval of \$54.00 to OWWL on December 11, 2025.

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

#### **COMMITTEE REPORTS**

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

A motion was made by K. Honchen/C. Persson to reimburse Jordan Schneider for Fall 2025 semester tuition of \$3,700.98 according to the Tuition Reimbursement Agreement. Motion carried.

# RED JACKET

## COMMUNITY LIBRARY



**Facilities** – no report.

**Ad-Hoc** – no report.

A motion was made by H. Baxter/K. Honchen to approve Policy 400-18 Disposal and Sale of Surplus Property, as presented. Motioned carried.

A motion was made by C. Persson/H. Baxter to approve disposal of furniture as stated within the Director's Report according to Policy 400-18 Disposal and Sale of Surplus Property.

Motion carried.

**Policy/LRP** – report presented by H. Baxter.

A motion was made by H. Baxter/K. Honchen to approve Policy 100-1 ALA Standards, as presented. Motion carried.

**Nominating** – no report.

**Finance** – report presented by K. Honchen and J. Schneider.

The board reviewed the 2026-2027 budget draft. Finance committee recommended the Personnel committee meet to review the proposed Salaries & Benefits.

A motion was made by C. Persson/N. Johnsen to approve Policy 200-06 Fiscal Oversight, as presented. Motion carried.

A motion was made by H. Baxter/K. Honchen to call a Special District Meeting of the qualified voters of the Manchester-Shortsville Central School District to be held on Tuesday, June 2, 2026 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 one (1) member of the board of trustees of the Red Jacket Community Library to fill a term of three (3) years.

Motion carried.

A motion is made by K. Honchen/C. Persson to establish a public information session to be held on Tuesday, May 26, 2026 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 2026-2027 budget to the public.

Motion carried.

# RED JACKET

## COMMUNITY LIBRARY



**CORRESPONDENCE AND COMMUNICATION** – next Regular BOT Meeting: Wednesday, January 28, 2026 at 6:30PM.

**OLD BUSINESS** – presented by J. Schneider and K. Honchen.  
Trustee training has been completed by all board members.

### DESIGNATION OF BANK SIGNATORIES – revised

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, 89 S Main St Manchester, 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, or written withdrawal request of the Corporation signed, or purporting to be signed by the facsimile signature(s), by any of the following persons. The duly elected officers listed below, upon signing, shall be considered signatories on all current Corporation accounts. 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, Library Director, 32 Pratt Rd. Manchester, NY 14504

Kerry Adams, President, 4650 Kyte Rd. Shortsville, NY 14548

Carl Persson, Vice President, 4760 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 Corporation’s 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, Director, President or Vice-President 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, Director, President or Vice-President 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, Director, President, or Vice-President 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 Secretary, Director, President, or Vice-President 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 a motion by H. Baxter/N. Johnsen and was unanimously 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, 17 December 2025.

**NEW BUSINESS** – K. Adams presented a letter of support from Ron Kirsop, Executive Director of OWWL Library System, for our library director, Jordan Schneider.

**ADJOURNMENT**

A motion was made by H. Baxter/N. Johnsen to adjourn the meeting at 7:35PM without objection.

Respectfully submitted by K. Honchen, Secretary.