

# RED JACKET COMMUNITY LIBRARY



## Board of Trustees Meeting January 28, 2026 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, Carl Persson.

Director Jordan Schneider; Treasurer Jan Donahue.

Guests: Lisa Schaertl.

**DISCUSSION WITH PUBLIC OR EMPLOYEES** – Friends of the RJCL President, L. Schaertl, briefly reported on the Friends January meeting.

### **APPROVE AGENDA**

A motion was made by K.Honchen/C. Persson to approve the agenda for the January 28, 2026 Regular Board Meeting. Motion carried.

### **APPROVE MINUTES**

A motion was made by N. Johnsen/K. Honchen to approve the minutes from the December 17, 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/C. Andrews to authorize payment of \$2,290.77 for unpaid bills and \$2,876.89 for claims paid prior to board approval, which total \$5,167.66. Motion carried.

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

A motion is made by K. Honchen/C. Andrews to approve the updates presented in the January 28, 2026 Director’s Report to the 2026 Employee Handbook. Motion carried.

A motion is made by C. Persson/N. Johnsen to grant approval for the Director, Jordan Schneider to attend Advocacy Day with the OWWL Library System, February 2-3, 2026 in Albany, NY, where OWWL Library System will cover only the costs of the hotel and one dinner. Motion carried.

## COMMITTEE REPORTS

**Personnel** - presented by N. Johnsen.

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

From Kerry's most recent conversation with R. Deys; RD has provided funds to the engineer, the engineer is meeting with the builder, engineer to present the site plan and the building plan together at the same meeting. The plans will not be ready for the next Village of Manchester Planning Board meeting.

**Ad-Hoc** – no report.

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

A motion was made by C. Andrews/C. Persson to approve Policy 200-1 Bylaws, as presented. Motion carried.

**Nominating** – presented by K. Adams. Encouraged everyone to continue looking for potential candidates for the open board seat.

**Finance** – report presented by C. Andrews and J. Schneider.

The board reviewed the 2026-2027 budget draft recommended by the Finance committee.

**CORRESPONDENCE AND COMMUNICATION** – next Regular BOT Meeting: Wednesday, February 25, 2026 at 6:30PM.

**OLD BUSINESS** – nothing to report.

**NEW BUSINESS** – J. Schneider presented the FFRPL Annual Grant Report.

A motion is made by K. Honchen/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 Annual Grants, and

WHEREAS, the Red Jacket Community Library was granted \$1,016.15 from the Annual Grant by FFRPL on or about May 6, 2025, and

WHEREAS, the Red Jacket Community Library used the funds granted by FFRPL to purchase supplemental circulating materials of 9 e-audiobooks and 11 ebooks, at a cost equal to or exceeding \$1,016.15, therefore, be it

RESOLVED, to approve the FFRPL Annual Grant Report on this day, January 28, 2026.

Motion carried.



K. Adams reminded the board that 2 hours of Trustee training is required for 2026. Links to upcoming workshops and recordings of past trainings are at the bottom of Trustee Briefing email dated January 21, 2026 from Ron Kirsop.

**ADJOURNMENT**

A motion was made by K. Adams/N. Johnsen to adjourn the meeting at 7:26PM without objection.

Respectfully submitted by K. Honchen, Secretary.