

# RED JACKET COMMUNITY LIBRARY



## Board of Trustees Meeting April 22, 2026 6:30PM Minutes

**CALL TO ORDER** – The meeting was called to order at 6:30pm by President Kerry Adams.

**ROLL CALL** – A quorum was present.

Trustees: Kerry Adams, Celeste Andrews, Heather Baxter, Kathleen Honchen, Nancy Johnsen, Carl Persson.

Director Jordan Schneider; Treasurer Jan Donahue.

Guests: Lisa Schaertl, Tim Burns.

### **DISCUSSION WITH PUBLIC OR EMPLOYEES** –

1. Lisa Schaertl, President of The Friends of the RJCL, reported at the 4/14/26 meeting that they adopted a Friends logo, and the Reindeer Farm is hosting a vendor event on 4/25/26. They will have a summer reading basket giveaway and budget vote information available.
2. Tim Burns, MSCSD School Business Administrator, gave a presentation of the 2026-2027 School Budget.

### **APPROVE AGENDA**

A motion was made by C. Andrews/H. Baxter to approve the agenda for the April 22, 2026 Regular Board Meeting. Motion carried unanimously.

### **APPROVE MINUTES**

A motion was made by K. Honchen/N. Johnsen to approve the minutes from the March 25, 2026 Regular Board Meeting. Motion carried unanimously.

### **FINANCES AND EXPENDITURES**

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

CLAIMS REVIEW REPORT – report presented by K. Honchen

A motion was made by C. Andrews/C. Persson to authorize payment of \$2,161.38 for unpaid bills and \$1,306.26 for claims paid prior to board approval, which total \$3,467.64.  
Motion carried unanimously.

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

A motion was made by C. Persson/H. Baxter to authorize payment through payroll for staff to earn holiday pay rate (time and a half) for a maximum of four hours to participate in the Fireman's Parade on Juneteenth. Motion carried unanimously.

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A motion is made by N. Johnsen/C. Andrews to approve the 2025 Annual Report as presented. Motion carried unanimously.

A motion is made by K. Honchen/C. Persson to approve the 2025 Annual Report to the Community as presented. Motion carried unanimously.

## COMMITTEE REPORTS

**Personnel** – presented by Nancy Johnsen.

The committee (including Jordan) will meet on May 6<sup>th</sup> after the Special Meeting, to finalize the Library Director's job description and review the Performance Appraisal form.

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

The engineer sent a site plan to Kerry. The plans have been reviewed and comments made by the code enforcement officer for the Town of Manchester. The engineer has contacted some demo companies. Kerry and Carl will attend the May VofM Planning Board meeting.

**Ad-Hoc** – no report.

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

First readings were presented for policies:

400-19 Seasonal Cooling and Warming Support Policy

400-12 Youth Worker Policy

400-20 Brand Usage and Branded Materials Policy

Volunteer Handbook - would replace our current Volunteer policy and Appendix 1N

Revised existing Appendix 1A: Incident Report

**Nominating** – K. Adams reported 2 possible candidates. Neither has picked up petition materials. Completed petitions must be submitted by May 5<sup>th</sup>.

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

First readings were presented for policies:

500-8 Records Retention

500-4 Procurement

The committee will be meeting with Ron Kirsop on May 20<sup>th</sup> to discuss Investment Policy 500-7.

# **RED JACKET**

## **COMMUNITY LIBRARY**



### **CORRESPONDENCE AND COMMUNICATION –**

BOT Special Meeting on Wednesday, May 6<sup>th</sup> at 6:30PM.

BOT Regular Meeting on Wednesday, May 27<sup>th</sup> at 6:30PM.

**OLD BUSINESS** – nothing to report.

**NEW BUSINESS** – Kerry will prepare BOT Self-Evaluation forms.

### **ADJOURNMENT**

A motion was made by K. Honchen/C. Persson to adjourn the meeting at 7:52pm without objection.

Respectfully submitted by K. Honchen, Secretary.