



Board of Trustees Meeting

March 25, 2026 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, Carl Persson.

Director Jordan Schneider

Absent, Treasurer Jan Donahue.

Guests: Lisa Schaertl

DISCUSSION WITH PUBLIC OR EMPLOYEES – The Friends President, L. Schaertl, reported on the Friend's most recent meeting with a reminder that it is time for the annual March review of the MOA.

APPROVE AGENDA

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

APPROVE MINUTES

A motion was made by C. Persson/N. Johnsen to approve the minutes from the February 25, 2026 Regular Board Meeting as presented. Motion carried unanimously.

FINANCES AND EXPENDITURES

TREASURER'S REPORT – no report.

CLAIMS REVIEW REPORT – report presented by K. Honchen

A motion was made by H. Baxter/C. Andrews to authorize payment of \$2,697.97 for unpaid bills and \$1,664.26 for claims paid prior to board approval, which total \$4,362.23.

Motion carried unanimously.

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

A motion was made by C. Andrews/K. Honchen to approve the permanent appointment of Library Clerk Rachel Montondo, effective 4/8/2026, whose first day of employment was 4/8/2025 with a salary of \$17.00/hr. Motion carried unanimously.

COMMITTEE REPORTS

Personnel – presented by N. Johnsen.

Per Nancy the Personnel Committee needs to meet to review Library Director, J. Schneider's

RED JACKET COMMUNITY LIBRARY



job description prior to her annual review.

Facilities – report presented by K. Adams.

Kerry reported the name of the engineering firm to be BME Associates located in Fairport. She has emailed and called the engineer but, to date, he has not responded. She will continue in her efforts to make contact in the hopes he has something ready to take to the Village of Manchester Planning Board meeting in April.

Ad-Hoc – no report.

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

400-19 Seasonal Cooling and Warming Support Policy - Used Sample Policy from Ron

400-12 Youth Worker Policy - used Sample policy (from BPL)

400-20 Brand Usage and Branded Materials Policy - used Sample policies (from BPL) and (from OWWL)

Volunteer Handbook - Sample Policy from OWWL - would replace our current Volunteer policy and Appendix 1N

Revised existing Appendix 1A: Incident Report

The board is to review the new policies listed above. They will be presented for first readings at the April board meeting.

Nominating – Kerry informed the board that the person recently considering joining the board, has declined. She asked the board to continue to canvas for potential trustees. Nominating petitions will be available on April 16th.

Finance – no report.

CORRESPONDENCE AND COMMUNICATION – next Regular BOT meeting is on Wednesday,
April 22, 2026 at 6:30PM.

OLD BUSINESS – presented by J. Schneider.

Trustee Training – Jordan reviewed how to enter trustee training hours into the Trustee Document and Training Record in the Trustee folder (#2) in Drive.

NEW BUSINESS – presented by J. Schneider and K. Adams

The Legal Notice for the 2026 Budget and Trustee Vote is ready for publishing.

Absentee ballots and trustee candidate packets will be available on April 16th.

Jordan will be canvassing for election workers at the April Friends meeting.

Kerry informed the board that library treasurers must take an annual Oath of Office. It is to be notarized and filed with the Ontario County Clerk.

The board discussed Kerry's concern that our memorial funds are being handled correctly. Kerry is going to email Ron Kirsop for clarification.



Kerry stated that if a board member is not at a prior meeting, they can still vote on any motions made at the following meeting. The only reason to abstain is if there is a conflict of interest.

ADJOURNMENT

A motion was made by C. Andrews/C. Persson to adjourn the meeting at 7:24pm without objection.

Respectfully submitted by K. Honchen, Secretary.