

# RED JACKET COMMUNITY LIBRARY



Board of Trustees Special Meeting  
Wednesday - May 6, 2026 - 6:30 P.M.  
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.

## **DISCUSSION WITH PUBLIC OR EMPLOYEES**

1. Public Comment -nothing to report.

## **APPROVE AGENDA**

A motion was made by H. Baxter/C. Andrews to approve the agenda for the May 6, 2026 Special Board Meeting. Motion carried unanimously.

## **NEW BUSINESS**

1. Budget Vote and Trustee Election Ballot

A motion was made by K. Honchen/C. Persson to approve the ballot and military ballot for the June 2, 2026 Election and Budget Vote as presented.

Motion carried unanimously.

2. Budget Vote and Trustee Election

A motion was made by C. Persson/H. Baxter to order the Director to open the ballot box on June 3, 2026 and to destroy all voted, spoiled, voided, rejected, and unused ballots from the June 3, 2025 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 unanimously.

A motion was made by K. Honchen/C. Andrews to designate Jordan Schneider as Clerk of the Election for the Special District Meeting to be held on June 2, 2026.

Motion carried unanimously.

A motion was made by N. Johnsen/C. Persson to designate Kathleen Honchen as chairperson of the Special District Meeting to be held on June 2, 2026.

Motion carried unanimously.

A motion was made by H. Baxter/C. Andrews to designate Lisa Spencer, Dorcas Lynch, Lisa Schaertl, Susan Smith, Kim Porter, Nicole Schuler, Rich Honchen, and Randy Ott as election inspectors of the Trustee Election and Budget Vote on June 2, 2026.

Motion carried unanimously.

A motion was made by K. Honchen/C. Persson to designate Randy Ott as the chief election inspector of the Trustee Election and Budget Vote on June 2, 2026.

Motion carried unanimously.

A motion was made by N. Johnsen/H. Baxter to set the rate of pay for election inspectors at \$16.00 per hour.

Motion carried unanimously.

## **OLD BUSINESS**

Evaluation Forms- presented by K. Adams.

Kerry distributed Library Director Performance Appraisal forms and Board Self-Evaluation forms to be returned at the May 27, 2026 regular board meeting.

Facility Update-presented by K. Adams.

Kerry received an email from the engineer, Andrew Spencer, that included the Letter of Intent, Environmental Assessment Form, VofM Planning Board application and the site plan drawing. Kerry will get clarification on the \$800,000 estimated cost listed on the VofM Planning Board Application.

The next VofM Planning Board meeting will be Tuesday, June 2, 2026.

Kerry will be contacting a possible candidate for the open board seat.

## **ADJOURNMENT**

A motion was made by H. Baxter/C. Persson to adjourn the meeting at 7:22PM with no objections.

Respectively submitted by K. Honchen, Secretary.