

Mabel D. Blodgett Memorial Library
35 South Main St., Rushville, NY 14544
(585) 554-3939

Trustees: Lyn Magill, President; Krystine Leo, Vice President; Heather Bassett, Co-Secretary; Joanne Le Clair, Co-Secretary; Karen Sprentall, Treasurer

Staff: Dodie Baker, Reading Center Director; Dawn LeMay, Library Clerk

LIBRARY BOARD MINUTES FOR 3/18/2024: Organizational Meeting

The meeting was called to order by President Lyn Magill at 7:30 p.m. at the Village Office.

All members and library staff, as listed above, were present except Karen Sprentall.

Village community residents signed in to observe: Chandra Gilman, Edward Gilman.

Approval for the adoption of the agenda was put in motion by Heather Bassett and Krystine Leo seconded the motion; motion carried. Krystine motioned to approve the minutes from the 3/11/24 joint meeting with the Village Board and Heather seconded the motion; motion carried. A motion for the election of the officers as listed above was made by Joanne Le Clair, who noted the duty of secretary would be shared by herself and Heather. Krystine seconded the motion; motion carried. It was noted that the swearing in of the officers would occur on April 15, 2024, at 6:45 p.m. at the Village Board meeting.

Beginning with our May 20, 2024, meeting we will be switching our trustee meeting times to begin at 7:15 p.m. and continues as such (tentatively at the Methodist Church, in the Community Room) for the rest of our meetings this year scheduled for May 20, June 17, July 15, August 19, September 16, October 21, November 18, and December 16, 2024. The meeting schedule is posted on the door of our library and on our Facebook Page.

President's Report:

Regarding our Absolute Charter, Lyn reported the State gives us 5 years to complete this process and fill out the appropriate applications/paperwork. On December 12, 2023, we completed the request for our own Tax ID Number and must wait for this to be assigned before we can submit paperwork for the Absolute Charter. Also, once the Tax ID number is assigned to us, Jeannie Kesel, Village Clerk, had reported previously to this meeting that the NY Class Funds for the library, currently in the care of the Village, can be changed over to the library accounts.

We must file an IRS 990 Not for Profit form each year at the end of the tax year; there is a short easy form/postcard for this; file date is May of 2025. Concern was expressed over the need for a CPA. Krystine has experience doing this and can train Karen Sprentall for this duty.

We are also responsible for making an Annual Update Report (AUR) to the Office of the Comptroller. Jeannie Kesel has also told us we have time to file this report, and she will get back to us when it is time to do so. It is time to begin working on a proposed library budget for 2025 to be submitted to the Marcus Whitman School District in time for the annual District voting in May 2024. Concerns were expressed over the possible need to increase the budget in order to start the process required with building an addition and taking on existing building repairs. Luckily, now that we are chartered, we are eligible for grants from various organizations and clubs, which we will discuss at future meetings.

Moving on to Finances:

Heather made a motion to pay bills due to NYSEG, Constellation, Spectrum, and Intuit. Motion was seconded by Joanne; motion carried. Trustees reviewed the 2023 spreadsheet listing: Actual \$47,646.00 in Total Revenues to Budget \$48,500.00 with a Variance of \$859.00 and Total Expenses \$37,331.48 to Budget \$47,737.00 with a Variance of \$10,405.52; the 2022 Cash balance was \$9,890.78. It was noted that our Fiberoptics bill will go to STLS, who will bill us quarterly. We will get our first invoice for April – June billed in July. March will not be charged because we are still in the process of connecting to the system. Federal E-Rate funding for all STLS members will increase about \$15.00 a month. We will have added services through the program, still delivered by Spectrum, and improved broadband connectivity. We will still get a phone bill from Spectrum.

Lyn read the fiber optic contract to be billed quarterly for trustee approval. Joanne made a motion to approve the contract; Krystine seconded; motion carried.

When reviewing the monthly expenditures spreadsheet, it was noted we should add a line item for “Training & Seminars.” This was approved after we discussed required state training for library trustees and our preference to complete a two-hour group training to satisfy the requirement for 2024.

With regard to starting the lengthy process to propose an addition to be built for the library, we expressed an interest in the Cornell University student program utilized and procured by Mayor Le Clair to develop the Village Park. It is hoped the Village of Rushville proceeds with the plans developed by this program, so we can also apply and be seriously considered for free assistance when it is time to design our addition.

We discussed the matter of carrying insurance and are waiting for quotes from Mitchell Joseph Insurance (Naples, NY) with regard to Director’s and Officer’s Insurance, as well as quotes from Beaumont & Stork for renter’s insurance to protect the contents of the building.

Library Director Dodi Baker gave her Library Board Report (Short version here; see Dodi for detailed version shared at the meeting, if needed):

- Library is Fiber Optic connected
- New Website address is rushvillelib.org
- Sponsoring an Eclipse Watch at the village park with eclipse glasses to hand out, activities and refreshments
- Dodi and Dawn continue to attend job-related workshops to further their knowledge
- Dodie will virtually attend the Directors Advisory Council meeting on 3/27/24
- Participated in STLS wide advocacy campaign for all our libraries
- Adult craft was offered in March; more to come
- Take-home crafts for children are available
- Erika, from STLS, assisted with our NY State Annual Report for the library to ensure statistics are correctly recorded on daily basis
- A MWCS senior class member is volunteering as part of his Government class.
- Thanks to members for being an active part of our board

Public Questions and Answers sprang up several times as the meeting progressed and were addressed then instead of after the Director’s Report, as indicated on the agenda.

With no further business and satisfied with the progress made this evening, Heather motioned the meeting be adjourned; motioned seconded by Joanne; Lyn adjourned the meeting at 8:25 p.m.

Submitted for review, additions, and corrections by Joanne Le Clair

Approved as written by the Library Board of Trustees on April 15, 2024