

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

**Trustees: Lyn Magill, President; Krystine Leo, Vice President; Heather Bassett, Co-Secretary; Joanne Le Clair, Co-Secretary; Karen Sprentall, Treasurer
Staff: Dodie Baker, Library Director; Dawn LeMay, Library Clerk**

Library Board Meeting for 7/15/2024

Absent: Heather Bassett

No Observers or Guests

President Lyn Magill called the meeting to order at 7:24 p.m. and presented the agenda. Joanne motioned to accept the agenda and Karen seconded; motion carried.

Read and reviewed the June 17, 2024, Board minutes and resolved to make the following corrections:

- Correct the date of the second Adult Book Chat to July 27
- Correct the spelling of Ali to Aly
- Add 8:34 p.m. as the time the meeting was closed

As such, Karen moved to accept the minutes with corrections and addition, Krystine seconded; motion carried.

President's Report:

Lyn cannot find who will give us the proof of worker's comp paid family leave, which we pay directly to the State, Businesses for NYS, Comptroller. A DB120.1 Form is needed, but only a broker can request this form. We are registered under Mabel Blodgett Memorial Library. (Christine Young can't accept a printout in this process.) Krystine will check with someone in Yates County to help clear this up.

Templates: Dawn and Karen have worked on all the templates for our registration, and they are all completed except for one. For "Disaster Recovery," we are taking what we had in place for the Village and are going to adapt/update it as needed. Regarding the library website, we will upload all the templates for our state registration. We discussed and reviewed all the information Dodie and Dawn need to put on the website to meet the requirements for NYS Application for Registration. We reviewed lines 40 – 41 that still needed to be filled in after clarification.

Lyn had drafted and presented a Mission Statement and Long-Range Strategic Plans, also needed for the registration process, which we can add to and edit

as needed as we meet these plans. Joanne made a motion to accept them as written, Karen seconded; motion was carried, and they will be added to the registration requirements and be uploaded to the website.

Treasurer's Report:

Bills to be paid:

Bookkeeping (Aly) 6/17/24 – 6/30/2024	\$150.00
7/1/ 24 payroll	\$150.00
Dawn – payroll	\$281.68

Dodie's voucher – 7/15/2024: \$26.93 changed to \$97.07

Bills paid prior to meeting:

Staples – 7/2/2024 for copier toner \$674.44

(Dodie paid for the toner w/Visa Bank card from LNB. When we get our tax-exempt number, they will reimburse the tax amount of \$49.96)

Blanket approval of utility company:

Spectrum – 6/25/2024 \$54.99

Federal Tax Return for April 1 – June 30 quarterly withholding is \$932.50

Joanne motioned to accept; Karen seconded; motion carried.

June 18, 2024, Lyn and Karen went to Lyons National Bank and had three \$100,000 six-month CDs set up for the Mabel D. Blodgett Memorial Library from the funds the Village of Rushville was holding for us.

With regards to getting LNB Credit Cards, the minimum amount of a credit line is \$3,000 and the Library Board needs to approve that and the designated signers for purchases, which will be Dodie and Dawn (Library Board Approved).

Karen has worked on most of the policy forms for Brian from STLS. The most complex is for disaster recovery, now resolved under President's Report.

Krystine made a motion to accept the Treasurer's Report, Joanne seconded, and the motion was carried.

Library Director's Report:

Dodie reviewed the Summer Reading Program's theme of Adventures for the two groups of registered children, which are three babies and one 5-year-old so far. Five adults showed up for the first Adult Book Chat on July 13th from the 9 who had signed up for the program, which went well. The next chat for this group is on Sat., July 27th. A review of the STARQuest reading program for all STLS libraries was presented which runs July 1 – September 30, 2024.

There was also a discussion of possibly adding a History Room to the proposed addition to the library. Community members who are currently members of the Rushville History Room are Nancy Cleveland, Nancy Elwell, and Don

Clark. While this is an interesting proposal, any further discussion must be tabled at this time.

Further Discussion:

Joanne inquired what plans were being made to provide annual trustee training from STLS. Dodie said she would contact Brian for information.

Lyn will be calling in to join our next Board Meeting scheduled for Aug. 19th at 7:15 in the Rushville Methodist Church.

This meeting was adjourned at 8:50 p.m.

Respectfully submitted by Joanne M. Le Clair, co-secretary