

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 8/19/2024

Absent: Krystine Leo

No Observers or Guests

President Lyn Magill joined in from her cell phone and called the meeting to order at 7:25 p.m.

Heather made a motion to accept the night's agenda; Joanne seconded the motion; motion carried.

Minutes from the July 2024 Board of Trustees Meeting had been read and reviewed. Karen made a motion to accept the minutes; Heather seconded; motion carried.

Treasurer's Report:

Bills to be paid pending approval from 7/19/24 - 8/19/24:

Addison Public Library – Adult book	\$18.88
STLS Crucial P3 Plus 55GB – Reimbursement	\$ 44.99
STLS Quarterly. Invoice Internet \$115 ea. Apr., May, June	\$345.00
Bookkeeping Services – Aly Catlin: 7/15/24 – 7/28/24	\$150.00
Bookkeeping Services - Aly Catlin: 7/29/24 – 8/11/24	\$150.00
Dodi's voucher for supplies	\$49.86

Bills paid electronically pending approval from 7/17/24 - 8/2/24:

NYS DTF WT	\$104.90
NYS DOL UI	\$249.89
Quickbooks (QKBK) Payroll services (7/23 for 2 weeks)	\$1093.36
QKBK Payroll services (8/2 for 2 weeks)	\$1114.95
Monthly QKBK Intuit fee to process payroll	\$173.88

Heather made the motion to approve the bills to be paid as listed above; motion seconded by Joanne; motion carried.

Utility payment previously blanket approved: Spectrum 8/1/24 \$54.99

Treasurer's Other Business:

- All polices required for NYS Registration, going through STLS, have been completed and uploaded to the library's website; they will need to be forwarded to Brian Hildreth at STLS to continue the process.
- The Disaster Preparedness Policy was reviewed, and missing information was supplied. Lyn will contact Jillian Spencer, our broker

for Beaumont & Stork Insurance, for a copy of our policy so we can add the policy number to this document.

- The NYS Comptroller's Office has requested us to set up an online account with them. Our username and password will be stored at the library so our bookkeeper can access it when required reporting is to be completed with them. The Comptroller's Office was requesting our 2023 Annual 2023 Financial Report (AFR) because they saw the March 2024 board minutes on our website, discussing our budget numbers for 2023. This report was completed by the Village of Rushville, as they were still holding our funds. Jeannie Kiesel, Village Clerk, has supplied the OSC with the 2023 and 2024 reports completed through May 31 of each year. At the end of 2024, we will be required to file this report ourselves, which will cover June 1, 2024 – Dec. 31, 2024. Beginning Jan. 2025, we will be reporting the entire year.
- The July Board Meeting Minutes were supplied to Lyons National Bank as proof of approval for attaining credit cards for the library. Processing can now be completed to get these cards for both Dodie and Dawn when purchasing supplies and materials for the library.

Joanne made a motion to accept the Treasurer's Report; Heather seconded; motion carried.

President's Report:

One outstanding task remaining in our NYS Registration process is updating insurance for the contents of the library. Dodi said she still needs to estimate the cost of replacing the bookshelves, which can be researched online. She will get this information and send the entire report to Lyn for approval, and then this may be sent to Jillian at Beaumont & Stork.

Dodi mentioned the State is requiring an Annual Report to the Community to be sent with the Registration Application and posted on the website. It has been determined that Dodi will be able to complete this report, covering the period of 6/1/24 – 21/31/24 by the beginning of next week. It will be posted on our website, and Lyn will send the completed application to Brian at STLS for submission to the state.

Lyn would like to see our completed NYS Registration Application sent to Brian at STLS by the end of this week.

Director's Report:

The Summer Reading activities for the month of July concluded with a family parade-style march down the Moody Trail, a picnic and games. We had very small groups this year, no teenagers, but we hope that the fun activities that were enjoyed are passed along from the participating families to others, which will encourage additional community participation next year.

The Adult Book Chat on Sat., July 27th, had two participants (1 new patron); the one held Sat., Aug. 17th had five attendees (2 were new). The next Chat will be held on Sat., Sept. 14th at 1 p.m. We will investigate the possibility of holding a Book Chat during a weekday to see if additional people are able to attend then instead of the weekend, to increase community participation.

Something New: "Teams Video Chat"

A patron, who does not have a computer, requested help to video chat with a brother in Hospice Care located in North Carolina. Dodi set up a time to help them when the library was not open for other patrons, so they could have some privacy. Dodi stayed to operate the computer, and we are hoping to set up another video chat for them.

Dodi thanked the Board for her vacation, and Dawn for taking on all her hours.

Old Business:

Training for trustees: When discussing times that we would be available, it was determined that 5 p.m. would allow people time to arrive after they leave their employment for the day. Joanne offered to provide a light supper of sandwiches, etc. so the presenters and attendees would not be hungry during the training event. Dodi will contact Brian Hildreth for a suitable program, and Lyn will check into the availability of the Methodist Church for this event, hopefully before winter snow and ice arrive, as STLS presenters would be coming from Corning, NY. If that fails, we will need to set up a video training conference to meet NYS requirements.

The next meeting for the Board of Trustees at the Rushville Methodist Church will be Sept. 16th, 2024, at 7:15 p.m.

With no further business to discuss, Lyn motioned to adjourn this meeting at 8:11 p.m.; Heather seconded the motion; motion carried.

Respectfully submitted by Joanne Le Clair, co-secretary