

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

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 Meeting for 4/15/2024

The regular meeting of the Library Board of Trustees was called to order at 7:15 p.m. at the Rushville United Methodist Church in their meeting/dining hall. All board members and staff listed above were present. No community guests were in attendance as observers, as the Village Board of Trustees was holding their organizational meeting at the same time. At the Village Board Meeting at 7 p.m., our Board of Trustees, as listed above, were sworn in to serve the Mabel D. Blodgett Memorial Library in the Village Hall.

The first order of business was to review and discuss the minutes from the 3/18/2024 meeting of the library board of trustees. It was noted we need clarification about what is under consideration in the "990 Post Card." * After discussion and clarification of the document, a motion was made by Karen to accept the minutes as written, seconded by Krystine, and the motion was carried.

After reviewing the agenda for 4/15/24, Heather motioned to approve the agenda, Karen seconded, and the motion was carried.

President's Report

The application process for obtaining a credit card with Lyons National Bank will be on hold until our money is transferred from Village accounts. It is likely this process will extend past May 2024.

The duties and salary contract for bookkeeping services, not an employee position, was reviewed and adjusted in the interest of retaining a qualified person to perform this work monthly. Lyn had researched comparable rates and determined we could reasonably request a bookkeeper to provide a quarterly report, handle payroll and daily activities but nothing that was government tax related. As such, we could increase the payment for a qualified bookkeeper \$900.00 this year from Variable Funds, which would be \$3,900 annually and paid in bi-weekly installments for 2024. Karen made a motion to this effect, seconded by Krystine, and the motion was carried. Aly Catlin will submit a voucher as such, and a contract will be drawn up for her bookkeeping services.

Treasurer's Report

Lyn proposed that for the library to pay its recurring monthly bills *on time* that we make a resolution to pre-approve the monthly expenses, such as public utilities, NYSEG, Spectrum, Constellation Energy, those paid electronically, etc. needed to maintain the building and services to library patrons. It was noted our bookkeeper pays all the bills for the library as bookkeeper. Krystine made the motion to preapprove all recurring monthly bills, seconded by Karen, and the motion was carried. In addition to paying April's monthly bills electronically, the following bills were also presented for board approval:

- Aly's retroactive pay for Feb. – Mar. 2024 in the amount of \$468.75; Aly's pay beginning 3/25 – 4/7 in the amount of \$150 (Total = \$618.75); motion to pay the total of \$618.75 was made by Krystine, seconded by Heather; motion was carried.
- Dodie's voucher for 4/2 - 4/11 covering the Eclipse Watch Party in the Park supplies and cleaning supplies totaling \$70.19; Heather motioned to pay this amount, and Krystine seconded; motion was carried.

At this point the Proposed Library Budget for 2025 (to be voted on in the Marcus Whitman School Budget presented in May 2024) was presented and discussed. It was noted that at this point, the Village of Rushville was currently in the process of adopting its budget, so we do not know if we are renting the library building from them, contracting lawn mowing or snow removal from them, or whether the village was paying insurance to cover the contents of the library. * We will gather information and follow up as needed.

Heather reported her brother, Cory Clark, is willing to volunteer his services for lawn mowing and snow removal on library grounds. We accept his generous offer, especially since we have no idea if the Village Board has presented library lawn mowing and snow removal as part of their budget considerations tonight.

A Line Item was added to the budget proposal under "Administrative" to include an estimated amount of \$1,000 for insurance for the contents of the library. * We will follow up to see if any contents insurance is already being paid by the village and again discussed getting quotes from Beaumont & Stork, as well as STLS.

After discussion, additions, and corrections made to the document, the following totals were established for the 2025 budget proposal: Total income of \$59, 205; Total Staff Expenses: \$32,963; Total Collections and Programs Cost: \$6, 994; Total Facilities Cost: \$6,017; Total Technology Costs: \$4,600; Total Administrative Costs: \$8,361; with everything amounting in Total Expenses for \$59,205. A more detailed line-by-line account comparing to the 2024 budget may be obtained from the library. Heather made a motion to accept the proposed 2025 budget with the additions and corrections discussed, Krystine seconded the motion, and the motion was passed.

Director's Report (A more detailed report may be obtained at/from the library.)

- The Eclipse Watch Party in the park was April 8, 2024, attended by 43 people who received special eclipse glasses, free snacks, and played games. (Undamaged Eclipse Glasses will be recollected at the library to be reused/recycled.)
- The library is now internet Fiber Optic connected (Phone is still with Spectrum.) and STLS will switch us over to their phone service in early summer.
- As reported last month, the new website is rushvillelib.org and you can connect to the STARCAT catalog to find and hold items you would like to borrow from us or the other 48 libraries in the STLS system, as well as connect to the library's Facebook Page.
- Dawn and Dodie will attend the Spring Continuing Education event on June 14, 2024, in Corning, NY, hosted by STLS.
- Wee Wonders Story Time will be Tuesday, April 30th, from 10 – 11 a.m.
- The next Library Board Meeting will be at the Rushville Methodist Church on May 20th at 7:15 p.m.

Further Discussion:

- Krystine brought up additional fundraising ideas. In Penn Yan, the Elks Club likes to help nonprofit organizations raise money and help with donations. If we are interested, we need to draft a form letter explaining what the library needs and how they would use any money donated to the library.
- Krystine said she would contact the Chamber of Commerce in Penn Yan to get a list of organizations that donate to Yates County, and we should also contact those in Ontario County, since we serve both communities.
- Joanne suggested all trustees and staff come up with lists of what they would like to see in this form letter that would be sent to organizations, including what money would be put toward. We agreed to have these lists for the next board meeting and begin to outline/draft the form letter then. Krystine said it would be better to send this letter out in June or July to avoid the typical holidays when these same organizations are hit up by others seeking donations for Christmas and Easter.

With nothing further to discuss at this time, Heather motioned to adjourn the meeting, Karen seconded, and all approved. Lyn adjourned the meeting at 8:27 p.m.

***Addendums to the Meeting, 4/16/2024**

- Krystine sent a clarification of the IRS 990 Post Card under \$50,000 in gross receipts to file for 2025, due in June at the end of our budgeted year. Gross receipts are the total amounts the organization received from all sources during its annual accounting period without subtracting any cost or expenses.
- Lyn followed up on the insurance for the contents of the library this morning. The Village does have insurance on our contents, but it is an old assessment valued at \$19,400. The agent said we are probably well undervalued. Also, because we are now a separate entity, we do need to ensure the contents of the library at its current value. We will get that value approximated by STLS soon.

Respectfully submitted for review by: Joanne M. Le Clair, Co-secretary