

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 11/18/2024

ATTENDANCE: all trustees and library staff members were present; no outside observers this evening

President Lyn Magill called the meeting to order at 7:16 p.m. Heather made a motion to approve the Agenda, seconded by Krystine; motion was carried. Karen made a motion to accept the Minutes from the October 21, 2024, meeting, seconded by Krystine; motion was carried.

Meeting Handouts: Copies of the 2025 Board Meeting Schedule were handed out; meetings will continue to be held on the 3rd Monday of each month at the Rushville Methodist Church at 7:15 p.m.; no meeting will be held in January 2025. We also received updated copies of 3 formal policies: Library Code of Conduct, Meeting Room/Public Usage of Library Space Policy, and the Internal Financial Controls Policy. Lyn made a motion to add these policies to our website, seconded by Heather; motion was carried.

Treasurer's Report:

Bills to be paid pending approval:

Bookkeeping Services / Aly Catlin for 10/21/24 - 11/3/ 2024	\$150.00
Bookkeeping Services / Aly Catlin for 11/4/2024 – 11/17/24	\$150.00

Krystine motioned to pay these bills, seconded by Heather; motion was carried.

Bills due/paid prior to approval:

QKBK Intuit processing fee for pay	\$237.60	
QKBK Intuit Payroll Services – 2-week period		\$990.05
QKBK Intuit Payroll Services – 2-week period		\$893.06
Monthly – QKBK Intuit fee for process payroll		\$173.88

Motion was made by Joanne to pay these bills, seconded by Krystine; motion was carried.

Vouchers for library supplies for approval:

Dawn		
LeMay		\$7.51
Dodie		
Baker		\$34.3
2		

Joanne made a motion to reimburse these vouchers, seconded by Heather; motion was carried.

Utility Payments previously blanket approved:

11/5/24 Spectrum	\$54.99
11/5/24 NYSEG	\$68.38

Reconciled LNB checking account

10/31/24 \$11,530.10

Other Business:

Lyons National Bank (LNB) notified us that our 3 CDs with them will be maturing 12/20/24. They will automatically add the interest earned to the principle and roll over to new CDs. We voted on whether to continue this investment with them; a 6-month rollover would mature in June 2025. Joanne motioned to continue the 6 mos. CDs investment, seconded Heather; motion was carried.

Insurance lines need to be added to the budget for Paid Family Leave.

Aly Catlin has submitted a maternity leave resignation effective February 2025. It was also pointed out that unforeseen increases for bookkeeping services have put us over budget by more than 10%, and we will need to discuss and approve a variance to balance our 2024 budget. We also need to review staff's cost-of-living payroll adjustments for the year 2025. *These issues require an executive session for discussion. As there were no outside observers in attendance, we decided to go into executive session at this time, and our library staff were asked not to participate.*

Executive Session: (10 minutes)

1. Krystine made a motion to increase Dodi's and Dawn's wages by 3% to cover the cost-of-living increases for 2025; Heather seconded the motion; motion was carried.
2. Upon reviewing current expenditures for 2024, we have NOT used all the money set aside for Line 29, Anticipate Building Needs, and can easily apply a variance to cover the \$1912.50 to balance the bookkeeping services paid in 2024; motion made for a variance as stated to balance this year's budget made by Joanne, seconded by Heather; motion carried.
3. To fulfill the need for a bookkeeper to replace Aly, we have decided to post the position on the STLS website, as well as contact FLCC's Business Department to notify their well-qualified senior students of this job opening. We will start the interview process as soon as possible.

At this point in time, the Executive Session ended, and the library staff were asked to return to participate in the board meeting.

President's Report:

There is no update on the Village deeding property to the library. Because of the Veteran's Day observation last week, they are having their meeting tonight as well.

There is a need to override the tax cap before a 2026 budget can be approved, and this will need to be done in December, as we have no meeting schedule for January 2025. The 2026 Budget is due in February. Brian Hildreth from STLS suggested a 2% increase to the cap now to handle any inflation in the following manner: *The Board of Trustees of the Mabel D. Blodgett Memorial Library voted and approved to exceed the tax levy limit by at least 60% of the board of*

trustees as required by state law on November 18, 2024. Joanne made the motion to increase the tax cap as stated by example, Krystine seconded the motion, and the motion was approved by 100% of the board of trustees. NYS Tax Cap Compliance forms will need to be filed. Lyn will do this with Brian Hildreth's (STLS) assistance.

Director's Report:

Dawn attended STLS's "Library Websites and NY State Minimum Standard Webinar" this afternoon. STLS used our Rushville.org website as an exemplary model displaying our bylaws, stating it was very easy to locate.

The final stats are in for STLS's StarQuest 2024 Tour:

- 6,012 library visits
- 105 participants visited 24 libraries
- 69 participants visited all 48 libraries
- Dawn and Dodie visited 26 member libraries

Rushville residents and military veterans, Cheryl and Doug Vadner, visited all 48 STLS libraries on the tour, and we are putting a commemorative photo on our website.

All reports and policies are complete and ready to post on our website to comply with NYS requirements, so we can send in our Absolute Charter. This also allows us to apply for the grant to expand our building. Brian Hildreth (STLS) will attend our Dec. 21, 2024, board meeting and have the board approve/sign the reports at that meeting, and Dawn will then be able to post them on our website.

A record number of children, 259 (and their parents, which increases that number) came to the library's Halloween festivities from 6-8 p.m. on October 31st. We normally have 140 children. Despite purchasing additional supplies, we ran out, but participants were still happy and enjoyed themselves.

Focus is now setting up for Christmastime in Rushville. Holiday lights are on the bushes, the Lions Club will deliver the tree November 23rd, and coloring contest pictures are available to pick up at the library; a weatherproof box will be outside to store pages for people to pick up who cannot make normal library business hours. This year the completed pages, to be turned in no later than Dec. 3rd, will be displayed and judged at the library. Christmastime flyers are being printed with those activities, as well as other Village happenings during the month of December.

Wee Wonders Storytime, offering stories, a craft, and a snack, will be held Nov. 26th from 10 – 11 a.m. in the library.

Our next adult Book Chat and refreshments will be held Sat., Dec. 21st at 1 p.m. in the library.

Next year's summer program will have a focus on art, so Dodie visited the Folk Art Guild in Middlesex to make connections, and one of their members is interested in being a community partner and possibly helping in some way.

We received a check in the amount of \$2,430.00 from the Yates Co. Treasurer, an amount lower than what we had requested, earmarked as youth programming funds. Due to all the time involved in filling out paperwork and supplying so much detailed information and proof of need, a discussion was raised at this time as to whether the funding was worth all the hours and difficulties spent preparing and applying for this fund. No decision was made to continue or drop this funding.

We currently do not have a Marcus Whitman senior completing any volunteer hours as part of his/her graduation requirement. It was noted we could once again use some adult volunteers.

Our next Library Board Meeting will be at the Rushville Methodist Church on Dec. 16, 2024, at 7:15 p.m.

After this last report there was no other business to discuss; Lyn made a motion to close the meeting, seconded by Karen, and the board meeting ended at 8:28 p.m.