

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 MINUTES FOR 3/24/2025:

ATTENDANCE: Everyone is present, Lyn via phone; **Observer:** David R. Le Clair
President Lyn Magill called the meeting to order at 7:42 p.m. at the Rushville Methodist Church. Joanne made a motion to accept the evening's agenda, seconded by Karen; motion carried. Heather made a motion to accept the minutes from the 2/17/24 board meeting, seconded by Karen; motion carried.

TREASURER'S REPORT:

Bills paid prior to meeting, needing approval:

Bookkeeping Services – Christina Scholewski

2/10/25 – 2/23/25 of 4.85

hours \$169.75

2/24/25 – 3/9/25 of 6.80

hours \$238.00

STLS “Go Daddy” renewal (website \$23.17 + \$10 late fee) \$33.17

2/16/25 – QB Intuit Service Fee for

Payroll \$239.76

2/27/25 – QB

Payroll \$1045.17

3/13/25 - QB

Payroll \$1066.70

3/16/25 – QB Intuit Service Fee for

Payroll \$239.76

2/24/25 US Treasury IRS

Taxes \$1080.28

Heather made a motion to accept and approve the bills paid prior to the meeting as stated;

Joanne seconded the motion; motion carried.

Utility payments previously blanket approved:

February 2025 Spectrum (\$5 discount for Autopay) \$50.00

February NYSEG online

payment \$506.89

It was noted the March 2025 bill came today, too late to be added into this report, so it will be presented at the April Board meeting. Karen will have Christiana contact NYSEG to see if we can get on their Budget Plan and if we can also be placed on their automated billing from our checking account.

Bills Requiring Approval to Be Paid:

3/24/25 – Dawn LeMay voucher – Acrylic paints for programs \$6.62

3/24/25 – Dodie Baker voucher – supplies for both programs \$39.74

Corporate Credit Card – supplies for 2025 Christmastime in Rushville \$83.78

Hammondsport Library book purchase – *To Die For* by David Baldacci \$10.00
4/1/25 – 4/1/26 Travelers Insurance for Liability
Coverage \$382.00

Krystine Leo made a motion to accept and pay the bills as presented; Heather seconded the motion; motion carried.

LNB Accounts Reconciled as of 3/24/2025:

Business Checking: \$2,778.24

Nonprofit Savings: \$141,351.16

Three 6-month CDs: \$258,844.91

Other Business: Once we have reached quarterly payroll for the year and the early taxes have been submitted, we can move to QKBK Online.

PRESIDENT'S REPORT:

There's no new progress regarding the library deed. State Education's legal department says our charter has nothing to do with deeding issues, so they will move the process forward. The attorney needs to draft the purchase/sale agreement and present it to the Village Board.

The 990ez, an annual IRS fulfillment, is in progress. Statistics, values of books and assets are due May 15, 2025. To make this less cumbersome in the future, we will need to create a balance sheet of assets that will allow us to track depreciation amounts and time schedules.

Stork Insurance gave us a quote for a little over \$2000.00 annually for General Liability Insurance. Once the deed is signed, Stork can write up a Gen. Liability Ins. Policy that day, as they have all our information.

Regarding trustee vacancies on our Board of Trustees, Heather will be selling her home to her son and his fiancé soon and will no longer be entitled to serve on our board. Lyn is not selling her home here in Rushville, but will be operating it as a rental property and will reside in CT. She will continue to call in to meetings and serve as an advisor. David Le Clair is willing to serve as President until a more permanent participant can be found. Since we are looking for two vacancies, Krystine is going to create a flier we can put up in various spots around the area for someone who resides in the Marcus Whitman School District that would be willing to serve. We need to make sure copies are placed in the schools and post notices in the Village newsletter as well online venues for the school district and the library.

DIRECTOR'S REPORT:

The **Annual Report to the State** has been completed. On April 23, 2025, Dodie will be attending an STLS online teaching webinar to learn how to do an **Annual Report to the Community**. This will allow her to present the report to the Village Board Meeting in May and post it on the library website.

An initial meeting between Dave Le Clair, Dodi, and Dawn will be scheduled in April to begin the process of building an addition to the existing library and applying for construction aid. A letter of intent must be sent to the state in June 2026. Before this can happen, we need to gather input, possibly through surveys, from the community and patrons for ideas regarding what they would like to have included.

Monthly adult and children's programs continue as scheduled with the Book Chat (4-6 participants) and Wee Wonders Storytime with crafts available for all ages who want

them. The Puzzle Swap is going well, but we need to get more children's puzzles, as we only have two of those.

Dodi has looked up the current board of trustee term limits and will remind us of anyone needing to be re-appointed by the Village Board.

Dodi asked for approval of outdoor sign updates and/or replacement, at least one for the Bassett St. side of the building and one on the front side. It was determined we can finance this project under Line Item 28 of the Library Budget for 2025, Anticipate Building Needs, pending approval from the Village Building Inspector, Tim Pagel, to adhere to village specifications. *Heather made a motion to spend up to \$400.00 per sign to begin work on this project; Karen seconded the motion; motion carried.*

NEW BUSINESS AND FURTHER DISCUSSION: Joanne asked if any action had been taken to apply for the Dolly Parton Imagination Library book grant, but Dodi tabled that until next year due to time constraints.

The next Trustee meeting will be April 21, 2025, and with no further business, *Heather motioned to close the meeting at 8:20 p.m.; Joanne seconded the motion; motion carried.*