

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

[rushvillelib.org](http://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: April 21, 2025**

**ATTENDANCE:** Everyone present, Lyn Magill via phone; there were no outside observers.

President Lyn Magill called the meeting to order at 7:23 p.m. at the Rushville Methodist Church. Joanne motioned to accept the agenda for the meeting, seconded by Karen; motion carried. Karen motioned to accept the minutes from the 3/24/25 Board of Trustees meeting, seconded by Krystine; motion carried.

**TREASURER'S REPORT 04/21/2025**

Bills Pd. prior to mtg. – need approval:

Bookkeeping services - Christina Scholewski:

(3/10/25 – 3/23/25 = 1.85 hrs.)	\$64.75
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(3/24/25 – 4/06/25 = 3.48 hrs.)	\$121.94
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4/9/25 – QB Payroll (retroactive pay for Jan-March) *	\$500.59
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4/10/25 – QB  
Payroll  
\$986.52

4/14/25 – US Treasury IRS Payroll Taxes - 1st Qtr. 2025	\$1092.02
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4/16/25 – QB Intuit service fee for payroll	\$239.76
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*Joanne made a motion to approve these payments, seconded by Heather, and the motion was carried.*

4/16/25 - Penalties for late filing Form 941- 4th Qtr. 2024	\$58.82
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(Fed Payroll Taxes for 4th Qtr. 2024 were due by Jan. 30, 2025. [Karen] was away until mid-Feb. No one else was able to sign this payment, so they didn't get paid until Feb. 20, 2025, which accrued the penalties.) \*\*

4/16/25 - Dundee Library –purchased new book from them \$14.50

4/21/25 – NYS DOL UI Taxes \$292.61

4/21/25 – NYS DTF WT Taxes \$136.67

Utility payments previously blanket approved:

March Spectrum (\$5 Discount for Autopay) \$50.00

March NYSEG (Autopay) \$  
558.30

For Approval - Bills need to be paid:

STLS – 1st qtr. Internet charges through their system \$345

Lyn Magill – reimburse charge for submitting our IRS 990EZ form \$99.90

Tax Year 2024, Return Number 4C0010725156542-1, Order Number T990-260303-3606462, payment date and time 4/18/25 at 10:17:33 AM [ET] receipt received.

*Joanne made a motion to approve the payments as listed above, seconded by Heather; motion carried.*

As of 04/21/2025 LNB account balances:

Business Checking = \$7,426.09

Nonprofit savings = \$131,824.78

Three 6 month CDs = \$259,761.54

Total: \$399,012.41

\*The hourly rates for both Dodie and Dawn were not increased to the proper amount beginning in Jan. 2025. My mistake for not notifying Christina of the rates, so she did retroactive pay to cover Jan – March for both employees. They are now set at the proper pay rates.

\*\*These late fees should not happen again, as Christina will be an additional signer on our LNB accounts, along with Lyn and myself. Christina is taking care of it this week, then, she will be able to pay the bills by check or online in a timely manner.

#### Other Business:

1. Christina will be able to set us up on QB Online after payroll is processed this week. She is verifying how much it will cost but believes it to be \$882 for the first three months.
2. Addendum to Treasurer's Report 4/24/25 from Karen Sprentall: Christina has informed Karen that the QKBK Online fees will be \$114.50 per month for the 1<sup>st</sup> three months. After that, it will be *about* \$230 per month. She will know the exact amount after she gets everything transferred over to QB Online.

Respectively submitted by Karen Sprentall

#### **PRESIDENT'S REPORT:**

There is no new progress on the library deed to report. As such with no deed, the General Liability Insurance policy cannot be written up at this time.

The 990ez, as stated in the Treasurer's Report above, was not accepted by the IRS because their automated system did not recognize the Mabel D. Blodgett Memorial Library as a tax-exempt institution. Lyn will forward the appropriate IRS phone number to Dodi and Karen so they may work together with them to complete the process to rectify this matter so these taxes may be filed.

The search for new library trustees continues. Krystine designed a poster which will be sent electronically to the three schools in the Marcus Whitman School District, and members of the board took printed copies to be placed in key village locations.

#### **DIRECTOR'S REPORT:**

Dodie and Dawn met with David Le Clair to begin planning the expansion and floor plan for the addition to the library. Another meeting will be held in May to go over needs and goals. Dodie and Dawn are in the process of getting at least 3 quote estimates and digital mock-ups for the new library signs to be posted on the front and Basset St. sides of the building. Once we have this to view, we can vote on the design we like best.

The library staff, volunteers, and patrons are participating in the Memorial Day Parade to be held in Gorham this year on May 26, 2025. Anyone is welcome to participate and needs to let the staff know.

This year's Summer Reading Program is called "Color Our World," celebrating the various forms of art. One of the artists from the local Folk Art Guild would like to help with this project.

Events reported last month and still on schedule to occur include Annual Report to the Community training April 23 (to be reported to the Village Board and posted in May); STLS Continuing Education May 9<sup>th</sup> for Dodi and Dawn (Karen will open the library for them that day).

Regular Monthly Scheduled Programs continue: Wee Wonders Storytime with Dawn on April 29 (10-11 a.m.); Book Chat on April 19 with 4 participants reported a new favorite

series, *Gamache, Chief Inspector*; Puzzle Swap received a donation of a few children's puzzles; and monthly craft kits available for children and families.

With no New Business nor Public Expression, Joanne motioned to end the meeting at 8:10 p.m., Heather seconded the motion; motion was carried.

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