

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: June 16, 2025

ATTENDANCE: all present; Guests: Brian Hildreth (STLS liaison, providing trustee training this evening), Christina Sobolewski (bookkeeper for our library), and David Le Clair
President Lyn Magill called the meeting to order in the Rushville Methodist Church at 7:20 p.m. and welcomed our guests. Joanne made a motion, seconded by Karen to accept the meeting's agenda; *motion carried*. Heather then motioned to accept the minutes from the May 19, 2025 meeting, seconded by Krystine; *motion carried*.

Brian provided training for us this evening regarding application for building/expansion projects for libraries in the STLS. This year 12-16 libraries in the system made the June 2025 application deadline for construction grants. Brian explained that all those whose applications meet the qualifications will receive some money; those requesting less than \$100,000.00 would receive 75 cents on the dollar; those requesting more than \$100,000.00 would get some money but not at the high 75% rate as those requesting the lesser amounts.

Proposing a Phased Building Approach is best, and the phases would need to be completed within 5 years. You would not need to wait the full five years before applying for grant money to begin the next phase, etc. For example, these four phases could be presented as such:

Phase 1 – excavation and laying the foundation with plumbing and electric layouts in mind

Phase 2 – building the exterior, setting plumbing and electric

Phase 3 – finish the interior, walls, furnishings

Phase 4 – outside trim, signage, parking, pavements, and whatever may have been forgotten

For example, you have 5 years to complete the first phase above from July 2026 to July 2031. Even if phase 1 isn't completed, you may apply for the second phase in the 2nd year. Brian has templates and forms for this type of work and is willing to come out to help staff through this process.

The first step is to get the design, phase plan, and a contractor quote for that portion of the project. Also, the library must hire someone to make/secure a survey map through our attorney.

Dave, who is overseeing the building of an addition, estimates the cost would be at least \$500 - \$600 thousand. According to Brian's information on the grants, maybe we should ask for \$99,000 for each phase to qualify for 75 cents on the dollar. First, we should secure a survey map of the property, a site plan, and contact an engineer to help review.

Conversation then led to organizations and people that could possibly help us in our building project endeavors. Krystine suggested contacting the Chamber of Commerce for

both Yates and Ontario Counties. Brian suggested contacting our Senate Representatives and Assembly Representatives by sending them plans along with letters of intent. There is state money for Municipal Projects. Brian said the Dundee Library has a grant writer, and we should contact them for information to help us in this process.

With regards to obtaining trustees for the library board, Brian said it's always a good idea to have interested people "waiting in the wings" in case someone needs to resign. Currently, we have four residents who may be interested in serving as a trustee for our library as a result of our recent canvassing effort placing posters at prominent gathering spots in the school district. The requirement is that a trustee resides in the Marcus Whitman School District. Dodi provided us with a breakdown of the terms of office with the current board as follows:

Lyn Magill - Jan. 2023, expires Dec. 2025

Karen Sprentall – Jan. 2023, expires Dec. 2025

Joanne Le Clair – Jan. 2025, expires 2029

Heather Bassett – Jan. 2025, expires 2029

Krystine Leo – Jan. 2024, expires Dec. 2028

Lyn, Joanne, and Karen will interview the candidates interested in the upcoming openings at some point after the July 4th holiday to present those who would be best fit to serve the positive goals and programs we have initiated and present those names to the Village Board for formal appointment.

TREASURER'S REPORT 06/16/2025

Bills Pd. prior to mtg. – need approval:

5/29/25 – ShelterPoint Insurance (DBL & Pd Family Leave) \$252.70
(7/15/25 - 7/15/26)

Bookkeeping services - Christina Sobolewski :
(5/19/25 – 6/1/25 = 4 hrs. 51 min.) \$169.79

5/22/25 – QB Payroll \$1,470.07

6/6/25 – QB Payroll \$841.79

6/6/25 – QB Intuit service fee for payroll \$280.35

Utility payments previously blanket approved:

May Spectrum \$50.00

May NYSEG (Now on Budget Billing - \$259/mos.) \$0.00 (no paymt. for this month)

Approval to pay the following expenses:

VISA Credit Card – Mthly. Fee for QB online service \$54.23

Dodie Voucher for program supplies \$58.19

Dawn Voucher - (will update at Meeting)

Christina Sobolewski – 6/2/25 – 6/16/25)

As of 6/15/2025 LNB account balances:

Business Checking = \$5,322.97

Nonprofit savings = \$127,672.34

(3) 6 mos. CDs = \$260,651.69

TOTAL BALANCE= \$393,647.00

Other Business:

5/29/25 - Christina completed the migration of our accounts to QB Online services. Thank you for completing this!

6/16/25 - Spoke with LNB regarding our CDs maturing on 6/21/25. They believe these should not change by the 21st.

Rates currently as follows: 6 mos. = 4% 9 mos. = 3.75% 12 mos. = 3.75%. I will notify them of our decision.

Respectfully submitted by Karen Sprentall

PRESIDENT'S REPORT

- Our attorney has been given the go-ahead to secure the survey needed for our deed to the library and for our building project.
- For now, our General Liability Insurance is covered through the Village because they still own the property, so there is no need to pay again for this now.
- Discussion on filling two possible seats on the board of trustees has already been discussed.
- Both the review of our By-Laws and our Mission Statement have been tabled for the July meeting. Please be sure to review both prior to July 21st.

DIRECTOR'S REPORT

- Our Library Levy Vote, as part of the Marcus Whitman School District Budget, passed 475 to 96.
- Dodie made a presentation to the Lions Club prior to tonight's board meeting to inform them of library activities for the purpose of getting more people to participate throughout December, including the 10th Annual Christmastime in Rushville.
- Caroline, from Cornell Cooperative Extension (Yates Co.), brought in assorted vegetable and flower plants, donated by a local organic farmer to distribute to library patrons on May 22nd and May 30th. This is the second year for this popular program,
- Dawn, Dodie, and volunteer Allysha Teeter completed the planning for the Summer Fun Program, "Color Our World," to be held each Tuesday during the month of July from 10 a.m. – Noon. Program volunteers include Lann (Cumming Nature Center), Bridget (Folk Art Guild), and Caroline (Cornell Cooperative Extension. For the first time children can be registered for the 5-week program by scanning a QR code on the fliers. There is also a sponsored Bookmark Design Coloring Contest for all ages. A few more adult volunteers are needed to help set up the programs at 9:30 a.m. and to help clean up after the sessions end at noon.
- Continued monthly activities are as follows: Dawn and Dodie completing online webinars as part of their continued training and implementation of new programming; Book Chat scheduled for June 21st at 1 p.m.; Wee Wonders Storytime June 24th 10 – 11 a.m.; monthly take home craft kits for children of all ages.

PUBLIC EXPRESSION – none

NEW BUSINESS AND FURTHER DISCUSSION/Clarification

- Krystine suggested adding a decorated Christmas Car Parade, possibly to join the firetruck that delivers Santa to the Library; she also will help with the possibility of getting some donated toys for Santa to hand out at this event.
- Dan Paddock, who organizes the Memorial Day Parade, may have helpful suggestions to help Dodi and Dawn participate in that event. Dave Le Clair offered the use of his trailer to be hitched to a vehicle that they may decorate to promote the Summer Fun Program as they have in the past.

THE NEXT BOARD OF TRUSTEES MEETING IS JULY 21ST, 7:15 P.M. AT THE RUSHVILLE METHODIST CHURCH.

With no further business to discuss, Heather moved to adjourn the meeting at 9 p.m., seconded by Krystine; *motion carried.*

Respectfully submitted by Joanne M. Le Clair, Secretary