

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 5/20/2024

Attendance

Absent: Krystine Leo

Guest: Brian Hildreth from STLS

Community Observers: none

Lyn called the meeting to order at 7:16 p.m.

Heather moved to accept the meeting agenda, Karen seconded the motion, and the motion was carried.

After a review, Heather motioned to approve the minutes from the 4/15/24 library board meeting, Karen seconded the motion, and the motion was carried.

After a review, Heather motioned to approve the bills to be paid as presented, Joanne seconded, and the motion was carried.

President's Report

At last week's Village Board Meeting, it was decided to remove monetary assets from NY Class and work closely with Lyons National Bank (LNB) to invest funds there in the form of CDs and Money Market. As LNB is going to be our local bank and NY Class is not FDIC insured, Lyn will work with Jeannie at the Village Office and representatives from LNB to see how to best invest our funds. Hopefully, LNB representatives will be able to attend our next Library Board Meeting so we can make sound decisions and begin the process.

Brian gave feedback on our insurance needs and helped to clear up questions of what we need and how to attain certificates for the insurance we are currently paying. Mandatory insurance includes commercial general liability to guard against events like slips and falls, workers compensation and disability, and insurance on the contents of the library such as books, computers, and furniture, etc. We do not need to have insurance on the building itself right now because we do not own the building. Dodi can ask Mandy at STLS for a new assessment for the amount we need based on everything that is barcoded. Recommended insurance companies that are

library friendly include Traveler's Insurance, Erie, or Utica Insurance. Paid family leave insurance for the library director and library clerk is recommended to have and is handled through employee contributions. Brian also recommended that carrying unemployment insurance, although not mandatory, is cheaper to pay right along rather than waiting until an employee leaves and trying to set it up then.

There was a great deal of discussion concerning what we currently have through Beaumont & Stork Insurance in Penn Yan and the New York State Insurance Fund with whom disability claims would be filed. Aly Catlin currently pays our insurance bills quarterly. We need to provide Insurance Certificates on what we currently have with Beaumont & Stork and the New York State Insurance Fund, and Brian said they should be able to provide us with those through their contact information and to ask Aly for that as she is sending them payments. Karen said she would follow up on an insurance inquiry notice for workman's compensation and continue to work with our insurance agents and Aly. Brian remains willing to advise us and recommended an insurance broker called Shelter Point that does provide their clients with insurance certificates should we decide to switch agencies. Next, Brian went over the New York State Library Application for Library Registration and how to complete it. The documents and policies required under Item 42, "Minimum Public Library Standards Compliance," ideally go up on our website once adopted, and STLS can provide templates to help construct them, which need to be board approved, time stamped, and included in our minutes as they are completed. Brian recommends we select three goals and objectives for the Strategic Plan. Lyn will email the STLS templates. Once we have the Library Registration completed, we can work on the construction aid and building project.

At this point, it is unclear where the Village Board and Mayor Rilands stand on the actual library and the property on which it stands, as to whether they want to retain it or sell it to us at an affordable price. If the village board agrees to sell us the library and its grounds, Brian recommends we should buy it and assume ownership, and the library board agrees.

Brian Hildreth is very pleased with the progress we have made so far in transitioning from a reading center to a public library.

Library Director's Report:

- The library received any anonymous gift for \$150.00.
- The First Congregational Church of Rushville donated \$500.00, and a thank you note will be sent.

- Dodie and Dawn will be attending the Spring Continuing Education event hosted by STLS at the Radisson Hotel in Corning on June 14th, so the library will be closed that day.
- Library staff have secured the use of a flatbed trailer to create a float representing the theme “Adventures Start at Your Library” for the Memorial Parade to be held in Middlesex on May 27th.
- Our next meeting will be held June 17 at 7:15 p.m. in the Rushville Methodist Church.

Old Business:

Creating a form letter to request donations from organizations in Yates and Ontario Counties for the library has been placed on hold due to the work needed to complete the formal Library Registration Application.

Karen reports her new email address is karensprentall70@gmail.com.

With no further business to discuss Joanne motioned the meeting end, seconded by Heather. Lyn ended the meeting at 8:34 p.m.

Respectfully submitted by Joanne Le Clair, co-secretary

Addendum to information requested during the 5/20/24 Library Minutes:

The following email exchange between Lyn and Brian is taken directly from an email sent 6/03/24 to board members. Brian’s responses to Lyn’s question appear in red font

Hi Brian, Question regarding our need for Worker's comp, disability and paid family leave: With each paycheck for Dodie and Dawn, we do have \$ taken out for all these things.

The library is responsible for paying the full cost of workers' compensation and disability on behalf of the employee. There shouldn't be any money that comes out of the employees' paychecks to cover these costs. This is NYS law. The library just pays the quarterly bill to the State and all your employees are covered. Paid Family Leave is a little different. It is up to the library to determine if the library pays this premium or the employee pays. This is also NYS law. Most libraries pay for Paid Family Leave on behalf of the employee and consider it an added benefit to the employee. If the Library pays, then you pay as you have been to NYS and take no deductions out of the employees' paychecks. If the employee pays, then the Library pays the whole premium to NYS, and takes the money out of the employee's paychecks. I advocate that the Library pays these premiums on behalf of the employee without taking deductions from their paychecks. The most you are paying for your employees per year is about \$75 per employee (\$150 total). This puts a little more money in their pocket and helps the bookkeeper with payroll.

The bookkeeper pays the State quarterly based on these deductions plus unemployment.

Yes, this is the way you are supposed to do it. Sounds like everything is set up as it should be.

So, does this mean that we have the insurance, and they are covered?

It sounds like you have the insurance, and employees are covered. I would still confirm with the State for some proof of coverage as we discussed when I visited for your board meeting. There

must be a contact number the bookkeeper can locate. The State should be able to provide some type of certificate of insurance.

And by whom are we covered if there is a claim?

NYS covers the claim because the library has been paying premiums on a quarterly basis.