

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; Laurie Adams, Jennifer Hubbard

Staff: Dodie Baker, Library Director; Dawn LeMay, Library Clerk

Library Board Meeting for: November 17, 2025

Attendance:

Absent: Dodie on medical leave, Jennifer Hubbard; no outside observers

President Lyn Magill called the meeting to order at 7:20 p.m. at the Rushville Methodist Church. Joanne Le Clair made a motion to approve the agenda, seconded by Karen Sprentall; *motion carried*. Karen Sprentall then made a motion to accept the minutes from the October 20, 2025, meeting, seconded by Krystine; *motion carried*.

TREASURER'S REPORT 11/17/2025

Bills pd prior to meeting:

Spectrum November	\$50.00
NYSEG November	\$259.96
QB Payroll Taxes 10/24/25	\$287.11
QB Payroll 10/24/25	\$271.08
QB Payroll 10/24/25	\$630.54
QB Payroll Taxes 11/7/25	\$77.52
QB Payroll 11/7/25	\$837.14
QB Monthly Fee – October	\$271.08
STLS – 3rd Qtr. Internet invoice (July, Aug., Sept.)	\$345.00

Bill to be approved:

Bookkeeper Christina's Pay: 10/6 – 10/19/25 1 hr. 26 min.	\$50.16
Bookkeeper Christina's Pay: 10/20 – 11/2/25 2 hrs. 28 min.	\$86.35

VISA Charges:

Dollar Store 10/22/25 - Halloween supplies	\$77.50
Ollie's Outlet 10/22/25 - Christmas supplies	\$67.80
Amazon purchases 11/4/25	\$48.38

Amazon purchases 11/4/25 \$588.60
Krystine Leo made a motion to approve the bills as noted, seconded by Heather Bassett; *motion carried.*

Deposits:

11/03/25 – Cash donation from Irene White	\$40.00
11/03/25 – Check from Yates Co. Youth – balance of grant	\$65.34
11/12/25 - Cash donations for Christmas in Rushville	<u>\$150.00</u>
TOTAL	\$255.34

LNB Balances as of 11/16/2025:

Checking Acct.	\$ 5,893.88
Savings Acct.	\$109,508.37
(3) 6 mos. CDs	\$ 53,010.99
	<u>\$106,021.93</u>
TOTAL	\$380,457.10

Other Business:

Four Thank You notes sent for donations previously deposited:

Donald Case - \$5000.00 in 2024
Tom & Cheryl Vis - \$100.00 in 2024
1st Congregational Church - \$500 in 2025
Irene White - \$40 in 2025

Respectfully submitted by Karen Sprentall; Joanne made a motion to accept the Treasurer's Report, seconded by Krystine; *motion carried.*

Note: Staff and trustees continue to work on the 2027 budget draft in keeping with the prescribed schedule.

PRESIDENT'S REPORT

Status of Property Transfer: Our attorney believes the transfer should be closed this week because everything has been sent to them. Members of the Village Board of Trustees have discussed charging the library additional closing costs to include past expenses, such as lawn

mowing and snow removal incurred this past year before signing. Lyn disputed this, wishing to remain true to the closing costs previously agreed upon because the Village of Rushville was still the landlord, in effect, and owned the property.

Going forward, Cory Clark gave us the following quotes:

- \$35 per mow, weekly or only when needed from late April through the last leaves falling
- \$40 per snow clearing when needed; this includes shoveling sidewalks

Karen made a motion to accept a contract with Cory Clark stating these rates and provisions, seconded by Joanne; *motion carried*. This will go into effect December 1, 2025.

At this point we will also be hiring, as needed, our own contractors for plumbing, electrical, and carpentry, etc. repairs and maintenance.

Obtaining our Tax-Exempt Number: We are a 501C3, according to our Charter, so we need Brian Hildreth's (STLS) advice as to which form we need to file with the government. The 990 Form was turned in, and Federal government officials rejected it, stating they didn't need this. Krystine will contact IRS to see what we need to file instead. The Federal Determination Letter states what type of organization we are, which determines the 501C3; Brian is going to discuss this with Dawn and determine the next steps with IRS after he sees what documents we already have on file with them; however, we should be our own governing body accordingly. A request was made for Joanne to copy more ST119.1 tax exempt forms for Dawn; one should be kept as a master copy form to print as needed, or they can also be obtained online.

Staffing Needs: As Dodie is out on medical leave, we need to get a substitute assistant clerk to help Dawn, who has had to perform the role of Library Director. We will establish this position at \$17.78 per hour and offer this position to one of our volunteers, who is already familiar with our programming and system. Dawn also took a moment to state that if Dodie does not return to the role of Director, she intends to resign her position as Library Clerk in April 2026.

Christmastime in Rushville Update: We need to find someone with a tall ladder, who would be willing to loan/help decorate the Christmas tree in time for December 5th.

DIRECTOR'S REPORT, Dawn LeMay, Acting Library Director

The next Wee Wonders Storytime with Dawn is scheduled for Nov. 25th, 10-11 a.m.; the adult Book Chats are canceled until further notice. We will revisit the idea in 2026.

About 150 Trick or Treaters came through the library on Halloween, 6 – 8 p.m., despite the bad weather conditions. Karen, Laurie, and volunteers assisted Dawn that evening.

A number of items were donated/collected for the Yates County Humane Society during the Great Give Back, and staff from the Southern Tier Library System (STLS) delivered them for us.

Christmastime Updates: Volunteers gathered at the library to wrap children's presents and make bows for the tree, which will be delivered Nov. 21st or 22nd. We are in need of at least 4 net lights to replace those that only partially work. The Toy Raffle raised \$115 to fund Christmastime in Rushville. A discussion was raised as to whether some of this money could be used to buy replacement lights? *Unanimous agreement and permission was given by the board of trustees for this purchase. Also, Laurie Adams contacted her sister who is downsizing her seasonal decorations, and she will also donate net lights to the library.* The library is once again sponsoring a coloring contest for all ages: up to 7, 8-12, 13-17, and 18+, each group receiving an age-appropriate design. Judging will take place on Dec. 4th, and winners will be announced/awarded at the event on Dec. 5th. The library will once again purchase cocoa, marshmallows, hot cups, and cookies to serve that night.

Staff Training: Dawn attended a virtual meeting this morning on setting up an Amazon Business Prime Account for the library. With Prime, we would get free shipping, and there are many benefits and discounts we could have with a business account. There are a few items that need to be addressed beforehand, one includes setting up an email address for the library to use for this new account.

Please note that the library will be closed for Thanksgiving on November 27-28, 2025.

PUBLIC EXPRESSION

N/A, no outside observers this evening

NEW BUSINESS, FURTHER DISCUSSION/CLARIFICATION

Information was shared among the staff and trustees as to where we could send cards and visit Dodie. Our next meeting is December 15, 2025, 7:15 p.m., at the Methodist Church.

ADJOURNMENT

With no further business to discuss, Lyn adjourned the meeting at 8:52 p.m. to unanimous approval.