

**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: September 15, 2025

ATTENDANCE: Lyn Magill (via phone), Karen Sprentall, Joanne Le Clair, Heather Bassett, Dodi Baker, Dawn LeMay

Community Observer: David Le Clair

Lyn called the meeting to order at 7:25 p.m. The meeting agenda was expanded to allow Dave Le Clair a time slot to go over a Timeline Draft for the Library Addition he had put together to meet STLS application deadlines for the State to announce awards funding for October – December 2026.

Heather made a motion to adopt the minutes as presented for the August 18, 2025, meeting; Karen seconded the motion; motion carried.

Library Addition Timeline: Dave handed out copies of a timeline draft, as determined by STLS guidelines, which included the necessary requirements before the Notification of Intent to Apply packet (due 8/23/2026), and the library would need to take ownership of the building and property no later than October 2025 to be awarded State library funding by December 2026. Dave will meet with Art Rilands to determine where the current septic tank is located. We will need to make an application to the Village Zoning Board for setback variances from Bassett and S. Main streets, which shouldn't be a problem with regards to other existing buildings on both streets, which also are that "close." When it is time to approach contractors for bids, we should be sure to reach out to Ken Newswanger, who proved to be an excellent source when working on the Village Park project this past year. Dave's proposed timeline is as follows:

Library Addition timeline – DRAFT September 15, 2025

Applications: Need to make an application to STLS by June 14, 2026

- Notification of intent to apply- packet required
- Contractor Bids
- Facility Plan

- State Historic Importance Preservation Office (SHIPO) Approval if over 50 years old- 35 S. Main is 47 years old

Applications to be submitted by August 23, 2026

Approval and Design Process

Library needs to be the legal owner ASAP

Utilities need to be located and considered in the proposed design of the site plan.

Dave will meet with Art and establish where the existing septic tank is located and determine if it needs to be moved

September 26, 2025 – Dave to meet with the Design Professional to obtain a quote to prepare the site plan and architectural design. This could take 2 months to get a final plan.

October 2025- Library needs to take ownership of the property

November 2025- Make an application to the Village Zoning Board for an area Variance for front set-back – Bassett St, and S. Main Street. 10 feet proposed, 35 feet required

December 2025- Obtain final site plan and Architectural drawing from the Engineer in a 3-Phase design approach to coincide with grant funding.

December 2025- Application to the Village Planning Board and County Planning board

January- February 2026- Obtain all Board approvals from the village and county.

March-May 2026 – Review construction bids for all 3 phases – NOTE: this is difficult as contractor typically don't need the work and are sluggish at providing feedback and quotes. That is why it is very important to move quickly in September – October 2025 to gain ownership.

May 2026- Library to determine affordability of the project. Work with Brian Hildrith on final cost vs available grants in 2026-2030.

June – December- 2026- Application adjustments and modifications based on STLS input.

October-December 2026- State Announces awards / funding

Discussion following Dave's report: *Dodi requested that a copy of the property site map be kept in the library. Lyn said the library deed must be filed with Yates Co. Our closing is in process, but she has no idea how long it will take.*

TREASURER'S REPORT 09/15/2025

Bills Pd. – blanket approved:

Bookkeeping services - Christina Sobolewski :

(8/11-8/24/25 – 1 hr. 56 min.)	\$ 67.66
(8/25-9/7/25 – 1 hr. 16 min.)	\$ 44.32
8/29/25 – QB Payroll Tax payment	\$405.53
8/29/25 – QB Payroll	\$371.42
8/29/25 – QB Payroll	\$625.24
9/12/25 – QB Payroll Tax payment	\$308.89
9/12/25 – QB Payroll	\$321.64
9/12/25 – QB Payroll	\$318.28
VISA Monthly Charge for QB fee (pay by 7th of each mos.)	\$ 77.99
VISA Sept. Charges	\$363.54
Library Business cards	\$33.46
QB Live service monthly fee	\$330.08

(The QB Live service was offered as a free trial, but the trial period has expired and we have not needed it. Christina will unsubscribe from this \$330.08 monthly fee.)

Utility payments:

Spectrum invoice	\$ 50.00
NYSEG (Budget Billing – 8th of each month)	\$259.96
Approval for Expenses incurred this month:	
8/20/25 – Utica National	\$2,430.23
(Library Liability insurance 8/20/25 – 8/20/26)	
Wimodaughasian (Canisteo) Library book purchase	\$ 10.00

Dodie Baker Sept. Voucher Expenses for Youth program,

Office supplies, Book Chat \$ 47.25

As 9/14/2025 LNB account balances:

Business Checking =	\$ 3,028.70
Nonprofit savings =	\$113,818.57
(3) 6 mos. CDs =	\$263,323.20*
TOTAL BALANCE=	\$380,170.47

*(3) CDs: \$52,664.66; \$105,329.27; \$105,329.27 = \$263,323.27 (interest rate currently 3.9223% maturing 12/21/25)

Joanne made a motion to accept the Treasurer's Report; Heather seconded the motion; motion carried.

Other Business:

We will need to change signers on LNB accounts before Lyn retires. Discussion: *included under the President's Report.*

Respectfully submitted by Karen Sprentall

PRESIDENT'S REPORT

Status of deed transfer: closing in process but no idea when it will be completed

Review/Approve changes to Mission Statement and Bylaws as discussed at last month's meeting: According to our new bylaws, which state the number of library trustees may include 5-7 members, means our newly Village appointed members, Laurie and Jennifer, are fully vested, voting trustees. As such, Jennifer, who has stated a willingness to be our board president when Lyn retires early 2026, will be added by Karen as a signer for library checks in December.

DIRECTOR'S REPORT

Continuing Monthly Programs: Book Chat scheduled for Sept. 20, 2025, at 1 p.m.; Wee Wonders Storytime and Craft the last Tuesday of each month; Family Craft kits- there are still a few Sun Catchers from last month available.

The Toy Raffle Kick-off has started and tickets as described last month will be sold now through November 3rd, with the drawing to occur on November 7th.

Our new Library Business Cards have been printed and delivered; they look great.

The Great Give Back with STLS takes place 9/24/25 – 10/18/25; participation is NOT mandatory. STLS does the legwork for this volunteer project, and this year's theme is Paws for a Cause, bringing help to animal shelters through the Humane Society. More information with ideas on how to help is coming on September 22nd. Target date for project completion is Oct. 18th, but work may be done before and after this date as needed.

Ribbon Cutting Ceremony for the new additions and dedication to the Village Park will be Sat., Sept. 27th. Dodi will be speaking briefly on how the park was used for the Summer Fun Reading Program this year.

The Youth Bureau Report is done, and work will begin on other requirements as they come in and are due.

PUBLIC EXPRESSION: N/A

NEW BUSINESS AND FURTHER DISCUSSION OR CLARIFICATION:

We need to keep on top of our attorney and get the property and library signed over a.s.a.p. We never had a formal agreement with Karen Gorton over the shared driveway, so we needed to speak with her to continue this arrangement once property is transferred from the village to the library. Karen said to keep things as they were and to go ahead and get the transfer signed. The formal shared driveway agreement can be signed and filed after the transfer.

According to our review of the Bylaws, 8, letter d: We need to have a preliminary budget for 2026 ready to work with in October, so we can begin tweaking it as needed to meet requirements and needs with the intention of the board of trustees passing it in November (as stated in Bylaw 8, letter e). We use the 2025 budget as our preliminary starting point, and Karen will work with the library staff to put things together so we may begin work on this to present to the Marcus Whitman School District, meeting their deadlines.

Our next meeting is October 20th, 2025, at 7:15 p.m. at the Rushville Methodist Church.

With no further business to discuss, Heather made a motion to adjourn the meeting at 8:20 p.m.; seconded by Joanne; motion carried.

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