

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

Trustees: Lyn Magill, President; Jennifer Hubbard, President-elect; Krystine Leo, Vice President; Heather Bassett, Co- Secretary; Joanne Le Clair, Co-Secretary; Karen Sprentall, Treasurer; Laurie Adams

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

Library Board Meeting for: December 15, 2025

Attendance: Dodie Baker on medical leave; Krystine Leo, absent; Lyn Magill attended via phone; Guest David Le Clair to present estimates for building expansion project

President Jennifer Hubbard called the meeting to order at 7:23 p.m. The agenda was amended according to needs, *Heather motioned to approve the amended agenda, seconded by Joanne, and motion carried.* Karen then made a motion to accept the minutes from the November 17, 2025, Board of Trustees Meeting; Heather seconded the motion; *motion carried.*

It was noted that Heather is resigning her position on the library board of trustees, as she will no longer reside in the Marcus Whitman School District. Lyn has agreed to stay on as a trustee.

NEW BUSINESS: David Le Clair gave quoted estimates for a site plan of \$1,390.00 that will require a variance for zoning. An additional quote for the necessary Architectural Design to be given to a contractor was quoted as \$2,700.00. A drawing of what had been discussed between library staff, Dave, and the engineer was shown, and it was generally felt by all that the space designed was probably too large. Dawn stated programming needs would eventually require more space, but the consensus is we need to take our time and determine how many people are going to utilize the space, and a Library Director needs to be present to make certain staffing is stabilized before attempting an expansion. Dawn is planning to resign her position as Library Clerk around April 2026 but is willing to come in when needed to help. Trustees unanimously agreed to keep the expansion discussion alive but not rush into it this year. We then discussed advertising positions using local venues. Dawn will compile a job description of the clerk's position for us. Dawn, Jennifer, Joanne, and Lyn will have a planning meeting in January to discuss placing help wanted ads and selecting forms for job applications next month.

TREASURER'S REPORT 12/15/2025

Bills blanket approved:

Spectrum November	\$ 50.00
NYSEG November	\$259.96
QB Payroll Taxes 12/5/25	\$183.82
QB Payroll 12/5/25 `	\$740.48
QB Payroll Taxes 11/21/25	\$144.89
QB Payroll 11/21/25	\$600.79

Bills pd. - To be approved:

Bookkeeper Christina's Pay: 11/3 – 11/16/25 2 hrs. 3 min.	\$ 71.76
Bookkeeper Christina's Pay: 11/17 – 11/30/25 1 hr. 10 min.	\$ 40.85

VISA Charges:

QB Monthly Fee – November	\$271.08
12/1 – Five Below - Xmas in Rushville	\$ 26.88
12/2 – Amazon – Office Supplies	\$ 32.12
12/2 – Oak Hill Bakery - cookies for Xmas party	<u>\$129.60</u>
Total VISA	\$459.68

12/5/25 – Tom Linden (Santa for Xmas in Rushville)	\$150.00
12/11/25 – Yates Co. Clerk – check issued for Deed transfer	\$325.00

Donations from 2025 Toy Raffle and how it's been spent so far:

Received cash donations amounting to **\$115.00** from the Toy Raffle, as discussed in our November 2025 board minutes. With donations of Christmas lights from the community, there was no need to purchase replacements as planned.

Purchased Prizes for giveaways, food, water, and supplies for Christmas in Rushville amounting to **-\$111.39**, which left a balance of **\$3.61** cash put in the donation bag. Next, Dawn paid cash for one cookie tray left over from the Christmas in Rushville event in the amount of **+\$ 30.00**, which was put in the donation bag.

That leaves a **cash balance of \$ 33.61** in the donation bag.

LNB Balances as of 12/12/2025:

Checking Acct.	\$ 2,192.31
Savings Acct.	\$109,818.44
(3) 6 mos. CDs**	\$ 53,187.87

\$106,375.69

\$106,375.69

TOTAL

\$377,950.00

Other Banking Business:

**3) CDs maturing 12/21/2025 – they will let me know what the new rate is and then roll them over.

We need to change the signers on our Checking, Savings and CDs. Lyn's name will be removed, and Jennifer Hubburd will be added as a signer. They need a customer information form completed and returned to LNB for their records.

2025 Expenses, 2025 Budget (attached in another email), and 2027 Budget draft to review (bring hard copies).

Regarding expected increases expected for the 2027 Budget Draft, Joanne suggested we start by estimating 5% increase to reflect future costs of living and product inflation and to accept the Treasurer's Report. Heather seconded the motion; *motion carried*.

Respectfully submitted by Karen Sprentall

PRESIDENT'S REPORT:

Jennifer signed the deed for the library transfer from the village.

A recommendation was made, as in past years, to propose an override to the tax cap in case it is needed; the override was unanimously passed tonight.

Brain Hildreth (STLS) sent information to Lyn on STLS References and Resources, which was forwarded to each of us. They want Directors to fill out a survey.

There is an increase in Property Insurance. Fees to be filed at the Yates County Clerk's Office will be announced; the attorney will notify Lyn, and Stork Insurance will bill us accordingly.

OSC Online Services for the State of New York Comptroller's Office has submitted questions on the Annual Financial Report for 2024. This had been submitted by the Village Office back then, but Karen will have to address this and refile within 30 days or everything we updated will be lost.

We need to use the term *Municipal Library* in our dealings with the government.

Karen has not yet received an invoice for plowing services, and Heather sent the Clarks a request for one, as Cory has plowed our facility 4 times this month. They will mail us an invoice this month.

DIRECTOR'S REPORT (from Dawn LeMay, Acting Library Director)

December Schedule reminders: Wee Wonder Storytime with Dawn is Dec. 30th, 10 – 11 a.m.; the library is closed Dec. 24-26, and 31, 2025.

The 10th Annual Christmastime in Rushville experienced a low attendance, but those there received hot cocoa, cookies, crafts, books, hats, mittens, stuffed animals, and gifts from Santa. The coloring contest did not have many contestants, so each one received a prize, and the remainder will be saved for next year. Dodie suggested calling previous participants next year and reminding them of the contest, as she had in the past.

The library now has an Amazon Business Prime Account, and Dawn is working on the tax-exempt status and pay by invoice feature offered.

The library has its own email address, rushvillelib@gmail.com that is separate from our Google Card email.

From Brian Hildreth (STLS) regarding upcoming STLS Trustee Academy training:

- Learning Event Jan. 27 at 5 p.m.
- Freedom of Information Law Feb. 10 at 5 p.m.
- Additional online training at your leisure

Interested trustees should contact Dawn at lemayd@stls.org to receive Brian's email with the specific information.

Update on Dodie: doing much better eating, gaining strength and doing PT; she is always thinking of the library and wanting to share take-home crafts with everyone she meets.

BOARD MEETINGS SCHEDULED FOR 2026:

Feb. 23, Mar. 16, Apr. 20, May 18, June 15, July 20, Aug. 17, Sept. 21, Oct. 19, Nov. 16, and Dec. 21. There is no Board of Trustees meeting for the month of January.

With no further business to discuss, Heather made a motion to adjourn, seconded by Karen; motion was carried and the meeting was adjourned at 8:50 p.m.