

Rushford Free Library Board Meeting January 8, 2025

Call to Order: 7:00 p.m.

In Attendance: Martha Sabato, hereinafter M.S.
Amy Chiu, hereinafter A.C.
Jessica Hoxie, hereinafter J.H.
Becky Cole, hereinafter B.C.
Allison Barnes, hereinafter A.B.
Kristin Barber, hereinafter K.B.
Amy Stromberg, hereinafter A.S. via Zoom

Absent: Deb Forkey, hereinafter D.F.
Sandy Gustafson, hereinafter S.G.

Approval of Reports and Minutes:

On January 5, 2025, M.S. emailed the following documents to all Board members for review: December meeting minutes; December Financial Report; and Working Groups documents.

December Regular Board Meeting minutes: Motion by A.C. to approve the December meeting minutes. Motion seconded by A.S. Motion carried.

Library Director's Report: Distributed to all Board members. Motion by K.B. to approve the Director's Report. Motion seconded by A.B. Motion carried.

Treasurer/Book Keeper Report: J.H. reports all credit card issues are resolved and she has a card. Need to get cards for B.C., and 2 additional cards.

J.H. reports \$2,265.00 in memberships (vs. previous year's at approximately \$1500.00). Increase attributed to the change in timing for solicitation.

Issues with Bookkeeper: Bookkeeper requests the library include "Rushford Free Library" in the subject line of our scan/faxes. B.C. will contact ACME to change the setting on our copy machine/scanner.

Payroll is not up to date. Payroll is currently being processed 1 month behind. In addition, B.C. reports issues with the amount and timing of her pay increase. Potential issue that Bookkeeper approves her own time and pay without any Board approval. NYS Dept of Taxation and Finance issued a letter to Library that the Library did not file its Q3 wage report. The letter was received on December 26, 2024. J.H. contacted Bookkeeper on 1/1/25. As of 1/8/25, Bookkeeper has not acknowledged or responded to this issue. B.C., J.H. and M.S. will have conversation with Bookkeeper to address these issues.

Motion by A.C. to approve November and December financial reports. Motion seconded by A.S. Motion carried.

Program Coordinator Report: Reviewed November and December reports. Motion by J.H. to accept reports. Motion seconded by K.B. Motion carried.

Old Business:

Discussed vacant Board position and some suggestions for applicants.

Building Project Update – A.C. met with Dennis from the Town Board and secured an oral offer to allow the library to purchase the current building and surrounding lots (as detailed in our correspondence to the Town) for \$1.00 on the condition the Library continues to house the Town History Room at its current size.

The Town Board must post a referendum to the Town to approve the sale.

Discussion about the Right-of-Way driveway with next door neighbor.

Motion by K.B. to accept the Town's offer to purchase the building and surrounding lots for \$1.00 and continue to maintain the Town History Room at its current size. Motion seconded by A.C. Unanimous approval by the Board to proceed with this purchase.

A.C. will report our acceptance to Dennis and report back the next procedural steps.

New Business:

Reviewed the Working Groups descriptions and members.

Advancement Group: Current member is A.B. M.S. will ask S.G. if interested to join this group.

Facilities Group: A.C.; K.B. and M.S. to continue in this group.

Personnel and Policies: A.C., K.B. and M.S. to continue in this group.

Finance: J.H., A.B. and M.S. to continue in this group.

Review of the Programs Group revealed it to be unnecessary given the work of the Program Coordinator.

Discussed Labor Day Raffle items - Audrey willing to do another quilt; M.S. willing to donate Bills tickets; will brainstorm a third item.

Discussed a Trip Raffle as a potential library fundraiser once construction begins.

Motion by A.B. to adjourn the meeting. Motion seconded by A.C. Motion carried.

Meeting ended at 8:24 p.m.

Next Meeting:

February 12, 2025 at 7:00 p.m.

Dates to Remember:

January 15, 2025 CookBook Club

January 17, 2025 Board Game Night

January 27, 2025 Adult Craft Night - book art