Rushford Free Library Board Meeting **August 13, 2025**

Call to Order: 7:08 p.m.

In Attendance:
Marty Sabato, hereinafter M.S.
Amy Chiu, hereinafter A.C.
Jessica Hoxie, hereinafter J.H.
Becky Cole, hereinafter B.C.
Kristin Barber, hereinafter K.B.
Kate Drum, hereinafter K.D.

Absent:
Allison Barnes, hereinafter A.B.
Amy Stromberg, hereinafter A.S.
Sandy Gustafson, hereinafter S.G.
Megan DeRum, hereinafter M.D.

July 2025 Board Meeting Minutes:

- Minutes previously circulated for review.
- Motion to approve minutes by A.C. Motion seconded by J.H. Motion carried.

President's Report:

- M.S. contacted counsel re: access to VanGuard account. Process in motion to secure 3 current Board members with authority to access the VanGuard account. Determination that President, Vice President and Treasurer should all be named with authority to access the account. Accordingly, motion to appoint Martha Sabato, Amy Chiu and Jessica Hoxie as authorized agents of the Rushford Free Library VanGuard account was made by K.B.; seconded by K.D; motion carried.
- Discussion ensued about securing a financial advisor to assist in future investment decisions.

Library Director Report:

- Report circulated for review. Updates include statistics for circulation and club attendance.
- Book Sale set up volunteers will be needed on August 21 and August 22. Sign up sheet was circulated.
- Motion to approve Library Director Report by A.C. Motion seconded by K.D. Motion carried.

Treasurer and Bookkeeper Reports:

- Reports previously circulated for review. Updates include current membership total is $2,105.00 and Raffle ticket sales are $1,020.00.
- The Bookkeeper report shows blanks for the month of August. Will get an updated report from Bookkeeper for next month.
- In September, the Budget committee needs to set a meeting to review budget.
- Motion to approve the reports, with the understanding that the August report needs to be updated by K.D. Motion seconded by K.B. Motion carried.

Program Coordinator Report:

- Report circulated for review.
- Intention to coordinate future events with Starbridge.
- Request for programming ideas. Brainstormed ideas such as: Adult CPR class; Tax preparation class; Jim Pomeroy Moss Lake Tour; Coffee & Bagels event; Plant exchange; Bike Rodeo.
- Motion to approve the Report by J.H. Motion seconded by A.C. Motion carried.

Old Business:

- Labor Day Raffle: Currently $1020.00 (2024 total was $3,050.00).
- Starbridge Baseball game was a big success. A big thank you to the Reynolds family for their donations of time, space, equipment and volunteering. Reynolds family expressed interest in making this an annual event.
- Building Project:
    - Temporary Location – B.C. spoke to owners next door and that location will not be available for our use. S.G. spoke to owner of

building at the end of the street. Potential still exists there. Discussion about securing a temporary trailer to use on site. M.S. will research options for renting a trailer.
    - No update on land purchase from Town.

New Business:

- Library will host a booth at the Labor Day Fair. Previous email circulated to Board members to staff the booth. The Booth will include craft activities for kids, book give-a-away and raffle ticket sales. K.B. has a tailgate tent to provide for the booth.
- Review of Required Policies
    - Financial Controls Policy: Modified language to specify that "regular" audits include every year for internal audits and every 3-5 years for external audits. Motion by K.B. to accept as modified. Motion seconded by A.C. Motion carried.
    - Personnel Policy: Discussion ensued about adding Holiday Pay, Bereavement Leave and accrual of Paid Time Off. Motion to table approval of Personnel Policy pending further research on these issues by K.B. Motion seconded by J.H. Motion carried.

Motion to adjourn the meeting at 8:24 p.m. by A.C. Motion seconded by K.D. Motion carried.

Next meeting September 10, 2025 at 7:00 p.m.
(K.B. will be absent)
Request for attendance availability will issue in email prior to meeting.