

Present: Jeff Long, Elyn Hotchkiss, Carol Thompson, Pete Piraino, Margaret Grosse

Community forum: None

Convene: Jeff Long called the meeting to order at 6:28pm.

Minutes: The motion to accept the Minutes of August 28, 2025, was made by Elyn Hotchkiss, seconded by Carol Thompson. Carried.

Treasurer's Report: The motion to accept the Treasurer's Report and the Bills of the Evening was made by Margaret Grosse, seconded by Pete Piraino. Carried.

Director's Report;

Anne Rangere has agreed to update and maintain the Library's website. She will be paid \$25.00 per month. She will have a website zoom meeting with Kelsey Hubbard-Baker of OWWL.

The August 16th Book Sale earned \$541.15. David and Georgia Page delivered the unsold books to Goodwill, Geneseo.

Melissa Vrooman will continue to prepare the Library's payroll through December 31, 2025. Justin Bennett, BB\$, offered a quote for Payroll Services, with or without automatic payments, with an additional charge for paper invoicing. The motion was made to hire Justin Bennett, BB\$, to provide payroll services without paper invoicing and to have access to Bell Memorial Library's M & T Bank checking account. The motion was made by Pete Piraino, seconded by Elyn Hotchkiss. Carried.

Currently the Library subscribes to a free Adobe computer program. Patty Galbraith requests a three (3) month trial period of the Adobe Acrobat Pro. The cost is \$29.99 per month which may be cancelled at anytime. In December, she will make a recommendation to continue or to terminate the program.

The Library received another letter from the IRS stating that the 990 Report has not been received. The letter included late payment interest. Rob Baldwin, BB\$, via text, stated that since he received the report in a timely manner, he will pay any late fees and interest. Rob Baldwin's text will be saved.

Rob Kirsop, OWWL, stated that there is \$650,000.00 available for construction in 2026. Copies of the Sweep Account and construction quotes have been resent to him. He will meet with Jeff Long and Patty Galbraith on September 24, 2025, to update the plans. The controlling authority is DASNY (Dormitory Authority of the State of New York). The motion to continue the Library construction plan was made by Pete Piraino, seconded by Elyn Hotchkiss. Carried.

A couple on the 2025 OWWL Library Tour stopped to see the Library. As they walked around the outside, they saw bees on the east side at the building's roof line. John Gordimer was called; if they are honey bees, he will take them.



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6:55pm. Julie Simone arrived. She stated that she is unsure if she will be at the October Board of Trustees meeting. If her daughter is deployed from San Diego, CA, she will be here; if her daughter is not deployed then she will not be here.

**Old Business:**

Patty Galbraith and Margaret Grosse continued to review the Bell Memorial Library Policies. Policies reviewed, discussed, and updated this month are:

- Quarantining Materials Plan
- Record Retention Policy
- Sexual Harassment Policy
- Sexual Harassment Complaint Form
- Tobacco Use Policy
- Trustee Education Policy
- Trustee Education Self-Assurance Activity Completion

The motion to accept the above named Policies was made by Carol Thompson, seconded by Julie Simone. Carried.

**Continued discussion of Library Manager position:**

1. Ron Kirsop stated that the position did not need to be advertised
2. Pay offered by other libraries
3. Health insurance is a single-person coverage if needed
4. Civil Service exam needs to be taken
5. Candidate will be invited to an interview on September 27, 2025, at 7:00pm at the Library

**New Business:**

Patty Galbraith stated that she received the Report of Personnel Change to the Livingston County Personnel Office which she will be submitting.

Tammy Hark, retired school teacher, stopped in asking about a job. The Library Clerk position will be available in the future.

7:23pm. Ellyn Hotchkiss left.

The next scheduled Board meeting will be October 16, 2025, at 6:30pm.

Adjourn: The motion to adjourn was made by Pete Piraino, seconded by Carol Thompson. Carried. Adjourned at 7:32pm.

Respectfully submitted,

Margaret Grosse, Secretary