

Bell Memorial Library Board of Trustees Minutes. October 16, 2025

Present: Jeff Long, Carol Thompson, Margaret Grosse

Absent: Julie Simone, Elyn Hotchkiss

Community Forum: None

Convene: Jeff Long called the meeting to order at 6:39pm.

Minutes: The motion to accept the Minutes of September 18, 2025, and the Minutes of September 25, 2025, was made by Carol Thompson, seconded by Pete Piraino. Carried.

Treasurers's Report: It is requested that Carol Thompson's surname be spelled correctly on the Bills of the Evening. With this noted, 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:

There are honeybees at the east side of the Library's roofline. John Gordimer looked at the situation, no decision made. Jeff Long will ask Valerie Griffing to look at the situation and possibly Chris or Rod Cox to look at the situation.

Ron Kirsop, OWWL, met with Jeff Long and Patty Galbraith on September 24, 2025, to complete the construction grant application and to submit the application to the controlling authority, DASNY (Dormitory Authority of the State of New York).

In error, the bill for the new printer in the main library included tax. Patty Galbraith had the tax removed. The bill was paid.

Tim Ellsworth covered the air conditioner for winter.

Sam Vogt fixed the handrail, repaired the corner on the ramp, caulked between the concrete squares of the ramp, and caulked between the east side of the ramp and the building.

The Library received the tax check payment collected by Keshequa Central School.

On October 1, 2025, Elyn Hotchkiss, CFO, and Patty Galbraith submitted the tax cap form to OSC (Office of State Comptroller).

The Library did not receive another IRS letter re: interest due to late 990 report. To date, Patty Galbraith and other computer specialists have been unable to transfer the text from Rob Baldwin, BB\$, to the library's computer stating that he would pay any late fees and interest.

The Trustees present signed the Tax Cap Override Resolution.

Anne Rangere worked extra time in September and was paid accordingly.

Frontier service personnel, Shawn, will change telephone lines from meter service to Frontier Business Voice on October 24, 2025. It is estimated that the bill will be less than currently paid because there will be no charge for cell phone calls and perhaps, there will be no need to keep telephone log of outgoing calls.

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Julie Simone will read Halloween stories on October 25, 2025, Apple cider and donuts will be available.

Patty Galbraith will receive an OWWL award on November 12, 2025. Carol Thompson will attend the meeting with her.

Old Business:

Discussed civil service provisional appointment of Jill Pepe to the Library Manager position. Jennifer, Livingston County Civil Service Office stated the Library Manager exam will be given March 26, 2026. Discussed annual salary saturating at \$45,00.00; unclear if she is interested in hospital/medical insurance coverage. The motion to accept the above was made by Pete Piraino, seconded by Carol Thompson. Carried.

Reviewed 'Resolution Regarding Employment of Library Manager and Oversight of Relative' document. The motion to accept the above was made by Carol Thompson, seconded by Pete Piraino. Carried. Form signed by Board of Trustees President and Secretary as required.

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

- Long Range Plan 2025 - 2030
- Volunteer Application
- Volunteer Policy
- Whistle Blower Policy
- Whistle Blower Policy Acknowledgement/Certification

The motion to accept the above named policies was made by Jeff Long, seconded by Carol Thompson. Carried. Jeff Long said Thank You

New Business:

Patty Galbraith will check with Livingston County Civil Service Office to see if there is a Library Clerk Civil Service list.

Adjourn: The motion to adjourn was made by Pete Piraino, seconded by Margaret Grosse. Carried. Adjourned at 7:37pm.

Respectfully submitted,

Margaret Grosse, Secretary