

Bell Memorial Library Board of Trustees Minutes.

December 18, 2025

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

Absent: Julie Simone

Community Forum: None

Convene: Jeff Long called the meeting to order at 6:37pm.

Minutes: The motion to accept the Minutes of November 20, 2025, was made by Jeff Long, seconded by Pete Piraino. Carried.

Treasurer's Report:

11.17 Fines-Books}
11.17 Video. } Reviewed and discussed these items since the amount for each item is
11.17 Sales-Books} the same for October and November. Patty Galbraith will look into the
11.17 Copier. } situation to determine if they are correct.
11.14 Donations. }
12.2. Library Clerk-Jill} The amount earned is the same for October and November. Patty Galbraith stated she worked additional hours.

With the above noted, the motion to accept the Treasurer's Report was made by Margaret Grosse, seconded by Pete Piraino. Carried.

Director's Report:

Jennifer Damon, Deputy Director of Human Resources, Livingston County, sent an email to Ron Kirsop, OWWL Executive Director stating "I did have a call back from NYS Civil Service to clarify that we can edit job specifications, if we choose. You previously provided a census number. Can you tell me how that was computed?" In Mr. Kirsop's answer he quoted the Census Reporter and Commissioner's Regulation 90.8. Board discussion ensued including contact with the County Board of Supervisors.

Tammy Hart remains interested in the Library Clerk position but noted possible vacation plans.

LibCal is a computer program used to post information on a library's website. Jeff Long directed Patty Galbraith to sign the contract. Ann Rangere will maintain LibCal.

Ann Rangere's pay will increase to \$35.00 per month beginning January 2026.

John at Intergrated System, Victor, NY, called to discussed an alternative telephone system. There would be two telephones with a separate fax number at no extra charge; cost of \$1500.00 for installation/setup; monthly charges {amount unknown at this time}. The company would work with Frontier to complete the changeover. Dansville Library is satisfied with their changeover. Patty Galbraith will check with other libraries about their phone service. Jeff Long and Ellyn Hotchkiss had positive remarks concerning this topic.

FFRPL (Friends and Foundation of the Rochester Public Library) previously called Timmons Fund, submitted funding application to be signed by Jeff Long and Patty Galbraith; form to be returned by February 15, 2026. If the money is received, it will be forwarded to OWWL for ebook purchases.

Bell Memorial Library Board of Trustees Minutes
December 18, 2025
Page 2

Director's Report continued:

Received an IRS letter pertaining to the 990 report. Rob Baldwin BB\$, advised to wait and IRS will forgive the penalty.

Ellyn Hotchkiss signed the 'Whistle Blower Policy Acknowledgement/Certification.

Old Business: None

New Business:

Jeff Long, Ellyn Hotchkiss, Margaret Grosse, Pete Piraino, Patty Galbraith attended a meeting with Patty Brown, M&T Bank Manager, December 10, 2025, to discuss the Sweep Account since she anticipates the interest rate declining. Jeff Long explained to the Board, the reasoning and options to change the Sweep Account. Discussion ensued. Jeff Long made the motion, Ellyn Hotchkiss seconded the motion to do the following: 1. transfer the monies from the Sweet Account to three (3) CDs worth one hundred thousand dollars (\$100,000.00) each; a fourth (4th) CD worth the remaining monies; 2. ninety thousand dollars (90,000.00) will remain in the checking account; 3. use of a debit card will be terminated, only a credit card will be used for purchases. Carried.

The next scheduled Board meeting will be January 15, 2026, at 6:30pm.

Adjourn: The motion to adjourn was made by Pete Piraino, seconded by Ellyn Hotchkiss. Carried. Adjourned at 7:50pm.

Respectfully submitted,

Margaret Grosse, Secretary