

**Springfield Library**  
Board of Trustees Meeting  
July 17, 2025  
Minutes

- I. Call to order and roll call of members  
The meeting was called to order by President Barbara LaCorte at 7:30 pm  
Present: Dennis Dorn, Susan Hargrove, Martha Heneghan (Via ZOOM), Barbara LaCorte, Jonathan Miller, Jack Raitt, Treasurer Debra Miller, Library Director Melinda Supp,
- II. Adoption of the Agenda  
Jack made a motion to adopt the meeting agenda. Susan seconded the motion. The Agenda was adopted.
- III. Approval of the March 27, 2025 Minutes  
Jon made a motion to approve the Minutes of the March 27, 2025 meeting. Jack seconded the motion. The Minutes were approved.
- IV. Public Comments: NONE
- V. Correspondence: NONE
- VI. Treasurer's Report  
Jon made a motion to accept the Treasurer's report. It was noted that interest income for May and June was not included. Dennis seconded the motion. The Treasurer's Report was accepted.
- VII. Director's Report:  
The Library Directory provided a written report. The Library Director is encouraged to keep acquiring more books to add to our collection. Melinda shared that our collection of DVDs remains popular; also 4 CLS charges fines on late media that belong to our collection. This is not deliberate, but rather a concern that should be corrected.
- VIII. Committee Reports
  - a. Policy: None
  - b. Facilities and Equipment
    - New flooring has been installed by the town throughout the building.
    - We should receive official notification of our construction grant in September. We expect to receive approximately 90% at first. We will need to get updated bids. We can focus on interior projects in the fall and winter; exterior projects will wait until spring.

- The outside book drop in its current location seems to be working out fine and will remain there until the new entrance is completed.
- The construction grant included an automatic door opener, but not a new door, but since our out-of-pocket costs has been reduced from \$30K to less than \$7K, we will have funds for a new door.

c. Finance and Fundraising

- Internal Audit  
Barbara, Jack and Debra will meet on 7/28 at 9 am.
- Annual Appeal Letter  
The Board agreed to have our annual appeal letter ready for approval at our October meeting. The Board discussed whether to request a 1.9% increase to the amount that we receive from the Cherry Valley Springfield Central School District. We must make this request before January 2026. We will discuss this further at our October meeting.

d. Community Outreach and Engagement

IX. Old Business

a. Charter

- Barbara will send a letter to NYS ED inquiring about the status of our Charter application.

b. Board Recruitment

c. Grants Updates

- The Board discussed a possible Home School Grant proposal to teach library skills to students in grade 4 – 12 based on NYS curriculum. One suggestion was to create a video or podcast and to involve students from the SUNY Cooperstown Graduate Program.
- The Board discussed continuing to offer a Family Pass to the Arkell Museum which has a special exhibition for the bicentennial celebration of the Erie Canal.
- Barbara will send an email thanking Stewart's Shops for their support of our Summer Reading Program presentations: Ron Cain Magic Show: The Magic of Color" and Pop Artist Michael Albert.

X. New Business

a. Acceptance of Katie Ilyin's resignation as our Substitute

The Board discussed and agreed that we need to find another substitute; Deb will reach out to someone she knows with library experience who might be interested. Melinda will inquire whether 4CLS would offer training.

b. Discussion of the Library as an Information Clearinghouse

XI. Public Comments: NONE

XII. The next meeting will be on 10/2/25 at 7 pm.

XIII. Adjournment

Susan made a motion to adjourn. Dennis seconded the motion. The meeting was adjourned at 8:53 pm.

Respectfully submitted by Barbara LaCorte