

Richfield Springs Public Library
Board of Trustees Meeting Minutes Approved
December 16, 2025, 4 PM

December 16, 2025

Present: Mindy Baker, Ron Frohne, Rebecca Seamon, Jackie Hinckley, Robin Moshier, Edward Keator, Jr.

Meeting called to order at 4:20 pm

November Minutes approved: Rebecca, Jackie

Financials: Abstracts 83: Rebecca, Jackie

Current Abstract 84: Jackie, Rebecca

Memorial Fund Balance approved: Jackie, Rebecca

Can we update or alter the Library Bylaws? - Per Steve Bachman, Director of 4 County Library System, "The bylaws can be changed as long as they don't conflict with established law (we had a library whose bylaws said they could meet with less than a quorum if they had to – that doesn't work). Sometimes bylaws include a procedure for their amendment. If that isn't in yours, then a simple vote of the board can amend the bylaws."

We need to update the library's mission statement and bylaws – work on policy updates.

The budget proposal petition can be signed by the village trustees as long as they are not the witnesses.
-Update petition to be on one page with signature for witness at the bottom of the page. Print enough for up to 50 signatures.

Ask Steve Bachman about the 'plan of service' mentioned in the MOU. – This is the library's long-range plan (required by the minimum standards for libraries).

Accounting system name for L7410.4 – Contractual Expenses or Other Expenses.

The MOU needs to be revisited every 3 years.

Set up a board adopted plan for computers and equipment. – Per the 4 County Library system, the computers should be updated or replaced every 3 – 4 years, five at the most, 3 – 4 years would prevent or avoid any emergency replacement need.

We need to update and replace furniture in the memorial room, specifically foldable work tables and chairs. This will be part of the contractual account and amount of \$10,000 requested for the replacement of Computers, furniture, printers, and other equipment needed for computers, such as monitors, keyboards, mice, ergonomics equipment, headphones, etc. Need a separate accounting line for this section?

During the Public Hearing meeting, set for January 13, 2026, at 4:30 pm, we will discuss the Memo of Understanding, Petition, Equipment Fund Budget, and Salaries.

The board approved an amount of \$600 for the acquisition of a laptop for use in the Memorial Room and, if needed, for work outside the library.

Next meeting January 13, 2026, 4 pm. With Public Hearing starting at 4:30 pm.

Motion to adjourn at 5:53 pm – Rebecca, Jackie