

**Honeoye Public Library Board of Trustees  
Minutes for the Meeting of October 8, 2025**

**Janelle Specca, Janet Dys, Thelma Mattice, Jen Manitone, Kate Aghaghiri and Cynthia Langkamp.**

**Guest: Teresa Robinson, Financial Advisor at Sage Rutty.**

Call to order - Meeting was called to order at 6:00PM

**Adoption of Agenda** - Kate made a motion to accept the agenda from August, seconded by Janet. Motion was passed unanimously.

**Approval of prior meeting minutes** - Janet made the motion to accept the minutes from June, seconded by Thelma. Motion was passed unanimously.

**Period of Public Expression** - We purchased a car jump start machine. We have needed to use this several times already.

Consider buying a cart from downstairs to move books and other heavy items around easier.

**Treasurer's Report** - Paid bills totaling \$5,811.26 for July.

Treasurer's report for July - Expenses totaling \$14,658.64

Paid bills totaling \$5,796.54 for August.

Treasurer's report for August - Expenses totaling \$13,949.89

Janet made a motion to accept paid bills for September totaling

\$10,139.54, seconded by Jen. Janet made a motion to accept the

Treasurer's report for September with expenses totaling \$15,217.14 seconded by Thelma. Motion was passed unanimously.

**Old Business**

**Construction Aid through OWWL 2025**

Fleming is working on which units we need to properly heat and cool our building. \$22,898.00. Sent ½ deposit to get units on order. We will need two separate units. Duct work is included with this price. Units will be suspended from the ceiling.

**Continued Education:** Fall classes - Web design and development begins August 18th through December 8th.

**Trustee training** - Please complete logs. Will download a webinar for Trustee training in October. **There is also a trustee handbook webinar on November 18th on Building an Effective and Impactful Board Culture.**

**New Business:**

**Budget - Cynthia** - Will have the information for a 2026 Budget for the next meeting. We need to decide how much of an increase we will be asking for 2027.

Sign update - This is now part of the construction aid for 2026.

### **Construction Aid for 2026 - Update**

Aid will be covering 75% - \$53,249.00 out of \$70,326.00. We will need to cover \$17,077.

**Memorial Donation** - Teresa Robinson was here from Sage Ruddy to answer any questions we have in regards to Donation from Tom Good.

School tax bills received September 2nd - Invoice sent October 6th

**2026 Holiday Closings** - Jen made a motion to accept new Library Holiday Closing, seconded by Janet. Motion was passed unanimously.

Trustee Education - Jen

**Minimum Standards Compliance Policy** - All libraries must meet minimum standards.

### **Policy Updates :**

**Public Expression Policy** - Janet made the motion to accept the Public Expression Policy with noted change to give persons five minutes to address the board. A change from three minutes.

Motion was seconded by Jen. Motion was passed unanimously.

**Code of Conduct** - Motion made the motion to accept the Code of Conduct, as written, seconded by Janet. Motion was passed unanimously.

### **Maintenance:**

Fire inspection by town - September 8th

Fire inspection by SG - August 25th - this is done once a year.

Vacuum replacement - September 9th. Vacuum cleaner was 15 years old.

Plowing estimate from Luke at LMB - \$2,250 unlimited plows

And salt. Waiting for an updated insurance copy.

**Next Trustee Meeting - November 12, 2025 @ 6:00.**

Adjourned 8:05

Respectfully Submitted,

Cynthia Langkamp