

**NEWMAN RIGA LIBRARY**  
**Board of Trustees Meeting**  
**September 22, 2025**

**Present:** Director Lynn Brown, Monica Blank, Kari Cameron, Linda Branch, Martin Zess, Pamela Kissel, Francis Schwalm, Ann-Marie Dean, Debra Landers

**Absent:** Joan Hawthorne, Mary Christina Jones, Sandra Willson

**Call to Order:** President Monica Blank called the meeting to order at 5:59 pm

**Adoption of Agenda:** Amendments made to Agenda. **Motion to adopt the amended agenda made by Pamela Kissel 2<sup>nd</sup> by Ann-Marie Dean-unanimously approved.**

**Public Comment:** Ken Kuter, the Town Board liaison to the library, asked and spoke about the amount of the request that was submitted to the Town budget.

**Approval of Prior Meeting Minutes:** **Motion to approve the July 2025 minutes made by Ann-Marie Dean, 2<sup>nd</sup> by Pamela Kissel-unanimously approved.**

**Treasurer's Report:**

Main Checking	\$5,670.94
Business Savings	\$51,223.39
Bullet Aid	\$17,096.72

**Budget Status Reporting:** All Board Members were provided with a written summary of the portfolio. Also, a copy of the Profit & Loss Budget Performance sheet was provided to the Board Members.

**Director's Report:** Director Lynn Brown reported on Programming, Collection Development, Financial, Building and Maintenance, Meetings Attended, and Circulation Statistics. A written copy of this report was provided to all Board Members.

**Fundraising and Community Engagement Committee Report:** Kari Cameron reported the Art Show is currently in progress. The Gingerbread House competition will be coming up soon. A wine tasting is tentatively scheduled for November.

**Old Business:** The Board was provided a copy of the written renovation estimate submitted by Speedwell Builders. **Motion to accept the renovation costs submitted by Speedwell Builders made by Martin Zess, 2<sup>nd</sup> by Pamela Kissel-unanimously approved.**

**New Business:**

- Director Lynn Brown met with Albert Rivera from Paychex to discuss the cost of having them continue to do the payroll. He stated he would update our package to the "Enterprise" level and waived the \$500 set-up fee.
- Director Lynn Brown reported that long time Trustee Sandra Willson has resigned from the Board. The Board will need to find a replacement for her position.  
Discussion and decision made to purchase a gift card based on past practice.

**Motion to adjourn made by Martin Zess, 2<sup>nd</sup> by Ann-Marie Dean-unanimously approved.**

**Dates for Future Board Meetings**

Nov. 17, 2025