

The February 11, 2026 meeting of the Library Board of Trustees was called to order at 5:00 p.m. Members present were Lora Allen, Michael Iten, Lynda Lowe, Tracy Martorana, and Mary Young. Also present was Betsy Halvorsen.

**Public Comment:** Nikki Calhoun, President of the Garden Club of LeRoy, was present to discuss handing over the task of decorating the Library for the holidays back to the Library.

**Executive Session:** No executive session.

**Minutes:** The minutes of the January 14, 2026 meeting were approved on a motion by Lora Allen, seconded by Tracy Martorana, and carried unanimously.

**Treasurer's Report:** Attached.

**Approval of Bills:** Bills for February, totaling \$19,909.74 were approved on a motion Michael Iten, seconded by Lynda Lowe, and carried unanimously.

**Director's Report:** Attached.

### **Old Business:**

- **Facilities:** Betsy Halvorsen reported that cleaning was hit or miss. Certain areas of the library seem to get forgotten. There was also a flood in the back entrance from water seeping in from the windows. It was remediated.
- **Review of Construction:** Passero is working with Dig Safe to see if there are any utility maps available related to the property. Based on what they receive, they will price out hiring a company to do utility mapping.
- **ADP/RPM:** The board reviewed proposals from ADP and RMP to replace Paychex as the Library payroll company. The board made a motion to switch payroll to ADP on a motion made by Tracy Martorana, seconded by Michael Iten, and carried unanimously. Betsy Halvorsen is waiting to hear back from NYS retirement and then will start the process of switching things over.

### **New Business:**

- **Snow Closure Policy Review:** The board approved the revised Snow Closure Policy, allowing staff to use sick time in addition to vacation time if they're unable to make it in due to weather. The policy was approved on a motion by Lora Allen, seconded by Michael Iten, and carried unanimously.
- **Budget 2026-2027 Draft:** Betsy Halvorsen shared a draft budget with the board. Insurances are all increasing significantly. Minimum wage will go up again. Betsy will make adjustments for the March meeting.

### **Other**

- The March board meeting has been changed to Thursday, March 12 at 4:00 PM.

The meeting was adjourned at 6:10 pm on a motion by Tracy Martorana.