

Approved by the Library Board of Trustees January 14, 2025

**Richmond Memorial Library
Board of Trustees
December 10, 2024**

The December meeting of the Library Board of Trustees was held on Tuesday, December 10, 2024. President Leslie Moma called the meeting to order at 6:00 pm.

Members present: Leslie Moma, Kristi Evans, Richard Beatty, John Roach, and Felipe Oltramari

Also present: Rebecca Oshlag, Director Beth Paine and Deputy Clerk Debra Levins

Excused: Catrina Lasher

Leslie Moma introduced Rebecca Oshlag. Mrs. Oshlag is interested in filling the current board vacancy.

Mrs. Oshlag has always been an avid reader, and has been a library patron for approximately 40 years. She noted that she would welcome the opportunity to serve in an institution that she has such a great respect for. She sees libraries as extremely important and books as an essential part of life. When traveling, Mrs. Oshlag always visits libraries. She will finish out the term of Becky Lefevre which runs through June of 2025. If she decides to run for re-election, she will be on the library ballot in May of 2025 for a 3 year term.

She pioneered the first special education class in the Genesee-Wyoming BOCES District and later taught at the State School for the Blind. After retiring in 2008, she started a storytelling duo called StoriesGalorious with her daughter. Mrs. Oshlag entertained for approximately 12 years. She enjoys gardening and currently keeps busy lending a hand to babysit

her two grandchildren while her daughter continues the storytelling venture.

R. Beatty made a motion to approve Rebecca Oshlag to fill the board vacancy left by Becky Lefevre. F. Oltramari seconded it; motion carried.

Approval of Minutes

President Leslie Moma declared the minutes of the November 12, 2024 meeting approved.

Public Comment - None

Library Director's Report

November 2024 Librarian Reports

The Board of Trustees reviewed previously emailed monthly department reports. The reports were from Librarians Samantha Stryker (Assistant Director), Elizabeth Beardslee, Laura Dumuhosky, Matthew Hoople, Library Assistant Ellen Caton, and Library Visits Program Director Lucine Kauffman. Director Paine answered questions.

Friends and Foundation Reports

Director Paine and Assistant Director Sam Stryker attended the Friends meeting on November 14th. Beth attended the Foundation meeting on November 26th and also met with Foundation Treasurer Pam Meyer. The Foundation requested to have a joint meeting with the board regarding funding.

2023-2024 Financial Audit

The auditors from Allied were here on December 3rd and 4th to work on our 2023-24 financial audit. They agreed that the changes we have made make tracking our funds much easier than in previous years.

NYS Construction Grant Update

Ms. Paine spoke with Hector Garrido, Senior Architectural Project Manager from the CPL architecture firm, about the NYS Construction Grant.

Professional Development

Director Paine attended the following webinars:

- Directors and Officers Insurance
- Navigating Google Drive
- Sustainable Libraries Initiative Collective Impact Meet-up
- Accommodations in the Library: Employee Edition
- Building Community in a Changing Climate
- Representing Your Library: Advocacy Training for Legislative Meetings
- 2025 E-Rate for Libraries

Beth registered for the ALA LibLearnX conference in Phoenix this January. She is looking forward to attending the many sessions offered and networking with other library personnel from all over the country.

Suspensions

Some students from Middle School were suspended due to consistent bad behavior and disobeying staff's requests.

Annual Staff Performance Reviews

Staff Performance reviews will be conducted during the month of January.

Committee Reports

Policy Committee – Open Meetings Policy

J. Roach made a motion to approve the Open Meetings Policy as written. R. Beatty seconded it; motion carried.

Financial Reports

J. Roach made a motion and R. Beatty seconded to approve the following financial reports:

- Disbursement Status Report, November 2024
- Revenue Status Report, November 2024
- Bank Reconciliations, November 2024
- Board Warrant for Payment

Communications

Estate of James M. Batt

We received a letter from The Whiting Law Firm regarding the Last Will and Testament of James Batt. Mr. Batt has bequeathed the remainder of his estate after all his debts and funeral expenses are covered.

Unfinished Business

Memorandum of Understanding

Director Paine is waiting for an update from our attorney regarding the MOU with BSCD.

Local History and Genealogy Collection

Beth has been in contact with Tyler from Holland Land Office Museum and has sent him sample Local History Policies. She is using his feedback and finishing up plans.

New Business – None

Executive Session

F. Oltramari made a motion to enter into Executive Session at 7:10 pm for discussions related to employment of a particular person. R. Beatty seconded it; motion carried.

J. Roach made a motion to exit Executive Session at 8:08 pm. K. Evans seconded it; motion carried.

R. Beatty made a motion to go back into public session at 8:09 pm.
F. Oltramari seconded it; motion carried.

Supervisor Work From Home Policy

F. Oltramari made a motion to approve the Work From Home Policy as proposed effective 12/10/24. K. Evans seconded it; motion carried.

Adjournment

K. Evans made a motion to adjourn the meeting at 8:21 pm.
F. Oltramari seconded it; motion carried.

Respectfully submitted,
Beth Paine, Clerk

Next Board Meeting: Tuesday, January 14, 2025 @ 6:00 pm, in the
Gallery Room