

# DRAFT

**Richmond Memorial Library  
Board of Trustees  
January 14, 2025**

The January meeting of the Library Board of Trustees was held on Tuesday, January 14, 2025. 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: Director Beth Paine, Deputy Clerk Debra Levins, and CPA Justin Bentley

Excused: Catrina Lasher and Rebecca Oshlag

## **Approval of Minutes**

F. Oltramari made a motion to approve the minutes of the December 10, 2024 meeting. R. Beatty seconded it; motion carried.

**Public Comment - None**

## **Presentation of the 2023-2024 financial audit by Justin Bentley**

Justin Bentley, CPA of Allied Financial Services, presented a draft of our financial audit. Mr. Bentley reviewed changes from the previous year and answered questions. He said everything looked good and that there were no potential problems that could be foreseen. A final draft will be available for board approval at the March 2025 board meeting. Mr. Bentley left the meeting at 6:34 pm.

## **Library Director's Report**

### **December 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 was available to answer questions.

### **NYS Construction Grant update**

NYS Construction Grant work has begun with CPL Architects. We will need to fund the \$15,000 for the initial work.

### **Professional Development for December:**

- Climate change communication: How and why to do it in libraries
- Conversation in Community: HR Best Practices for a Festive and Productive Year End
- Partnerships and Building Relationships: How, Why, and Who

Director Paine will be attending the Legal Landscape of Librarianship (a three-day event in February), and multiple HR webinars sponsored by Empire State Library Network specifically geared toward libraries. These will take place from February through April.

### **Staff Performance Reviews**

Annual staff performance reviews have begun. They will be finished before the Director's conference in Phoenix.

### **Revaluation from Industrial Appraisal**

Industrial Appraisal did a revaluation report for the library. It was submitted to Tompkins for our insurance renewal.

## **Committee Reports**

### **Buildings and Grounds – meeting with Foundation members and school district**

Vice President Beatty and the Director met with BCSD Superintendent Jason Smith and BCSD Business Administrator Andrew Lang about the NYS Construction grant. The possibility of the Foundation funding some projects for the library as well as some great ideas from the library staff were presented to our Foundation members.

Mr. Beatty gave a recap of the Foundation meeting. Project funding suggestions were reviewed and revised.

## **Policy Committee**

### **Temporary Card Policy**

K. Evans made a motion to approve the Temporary Card Policy.  
J. Roach seconded it; motion carried.

## **Financial Reports**

F. Oltramari made a motion and R. Beatty seconded to approve the following financial reports:

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

Motion carried.

## **Update on Library Credit Card**

BCSD Treasurer Kim Mills was removed from the library credit card.  
Director Beth Paine was added.

## **Communications**

### **Agreement with NIOGA and Genesee County for funding**

We received notification and checks from NIOGA from this year's Genesee County funding.

## **Unfinished Business**

### **Memorandum of Understanding**

R. Beatty made a motion to accept the Memorandum of Understanding with Batavia City School District as presented. K. Evans seconded it; motion carried.

## **New Business**

### **Library Accounting Service & Treasurer Change**

J. Roach made a motion to switch our accounting from Ruppert Bookkeeping Services to JLThom CPA, PC. F. Oltramari seconded it; motion carried.

K. Evans made a motion to change our library Treasurer from Stephanie Ruppert to Jennifer Thom, CPA. F. Oltramari seconded it; motion carried.

### **2025-2026 Budget Vote/Trustee Election Calendar**

J. Roach made a motion to accept the 2025-2026 Budget Vote/Trustee Election Calendar as presented. F. Oltramari seconded it; motion carried.

### **Updated Board Contact and Committee Member list**

The updated Board Contact/Committee Member list was reviewed. No further updates are needed at this time.

### **Review Library Board of Trustees Vacancies to be filled by election of 2025**

Trustees Leslie Moma, Kristi Evans, and Rebecca Oshlag's terms will expire June 30, 2025. If they choose to extend their terms, they will need to run for re-election in May.

**Finance Committee**

The finance committee will be meeting February 4<sup>th</sup> @ 3 pm.

**Executive Session**

F. Oltramari made a motion to enter into Executive Session at 7:38 pm for discussions related to employment of a particular person. R. Beatty seconded it; motion carried.

R. Beatty made a motion to exit Executive Session at 8:15 pm.

F. Oltramari seconded it; motion carried.

**Adjournment**

R. Beatty made a motion to adjourn the meeting at 8:17 pm.

K. Evans seconded it; motion carried.

Respectfully submitted,  
Beth Paine, Clerk

Next Board Meeting: Tuesday, February 11, 2025  
6:00 pm, Gallery Room