

# DRAFT

**Richmond Memorial Library  
Board of Trustees  
March 11, 2025**

The March meeting of the Library Board of Trustees was held on Tuesday, March 11, 2025. President Leslie Moma called the meeting to order at 6:04 pm.

Members present: Leslie Moma, Kristi Evans, Catrina Lasher, Richard Beatty, Felipe Oltramari, and Rebecca Oshlag

Also present: Director Beth Paine and Deputy Clerk Debra Levins, and Jill Feine

Excused: John Roach

## **Approval of Minutes**

President Leslie Moma declared the minutes of the February 11, 2025 meeting approved with a minor revision.

**Public Comment - None**

## **Presentation from Jill Feine**

Jill Feine began her presentation by showing the board the following artifacts from our local history section:

- Rules & Regulations of the Batavia Fire Department 1948
- Rules & Regulations of the Batavia Police Department 1946
- The Elector's Guide 1835
- How to Analyze People on Sight – The Five Human Types 1921 by Elsie Lincoln Benedict and Ralph Paine Benedict

She then gave an update on the Local History section.

## **Library Director's Report**

### **February 2025 Librarian Reports**

Director Paine answered questions regarding the 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 Coordinator Lucine Kauffman.

### **Friends of the Library**

Director Paine gave an update of the February 13<sup>th</sup> Friends of the Library meeting.

### **Professional Development for February:**

Director Paine attended the following webinars in February 2025:

- Disaster Preparedness Basics: People, Policies, Practices, and Procedures
- Library Greenscapes
- Sustainable Library Programs for Every Kind of Library
- Funding Environmental Action at your Library
- Innovation in Employee Benefits
- Libraries Working with Vulnerable Patrons
- Freedom of Information Law Information Session
- Building Community: Strategies for Coming Together
- Legal Landscape of Librarianship Forum

### **ALA LibLearnX Conference Report**

B. Paine attended the ALA LibLearnX Conference in Phoenix, AZ. She gave a full report of the conference to the Board.

### **Tax Cap**

The Tax Cap filing is ready and will be submitted as soon as the 2025-2026 budget is approved.

**Microfilm Machine**

The old microfilm reader machine that was stored in our library basement due to disuse, was donated to SUNY Brockport. They had been looking for one since their machine was no longer working. The rep from Brockport was very grateful for the donation and we were happy that it was going to a place where it would get use.

**E-Rate updates**

The e-rate forms were accepted by Universal Service Administrative Co. (USAC). We are asking for proposals for internet and hotspot service for the 2025-2026 fiscal year. Proposals will be reviewed at the end of March, and our choices will be submitted to USAC at that time.

E-rate project technical issues were discussed. They are currently being resolved.

**Foundation update**

The Richmond Memorial Library Foundation met on February 20th for their Annual Meeting. Director Paine gave the Board an update. Their Treasurer position is currently empty and they are looking for a replacement.

**Genesee County Career Center**

The Director approached reps of the Genesee County Career Center with the idea of holding multiple career fairs at our library throughout 2025. These could possibly start in May, and run the opposite months that the Career Center hosts theirs.

**Patron Suspensions**

Two youth patrons were suspended in February and two had their suspensions extended due to violating their current suspension.

## **Committee Reports**

### **Finance Committee meeting**

Finance Committee Chairperson K. Evans gave an update on their February 24<sup>th</sup> meeting.

Changes made to the 2025-26 fiscal year proposed budget were reviewed.

R. Oshlag made a motion to approve the 2025-26 fiscal year proposed budget. R. Beatty seconded it; motion carried.

### **Executive Session**

K. Evans made a motion to enter into Executive Session at 6:57 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 7:09 pm. F. Oltramari seconded it; motion carried.

## **Financial Reports**

K. Evans made a motion and R. Oshlag seconded to approve the following financial reports:

- Disbursement Status Report, **February 2025**
- Revenue Status Report, **February 2025**
- Bank Reconciliations, **February 2025**
- Board Warrant for Payment

Motion carried.

## **Approval of Budgetary Transfers**

K. Evans made a motion and R. Beatty seconded to approve the following Budgetary Transfers:

\$10,000 from Professional Salaries to Para-Professional Salaries.  
\$20,000 from Part-Time Salaries to Clerical Salaries.  
\$1,000 from Worker's Compensation to Flex Benefit Expense.  
\$210 from Processing to Flex Benefit Expense.  
\$902 from Telecommunications to NYS Retirement.  
\$16,000 from Medical Insurance to Health Insurance Deductible.  
\$2,000 from Conference Expenses to Health Insurance Deductible.  
\$1,000 from Mileage to Health Insurance Deductible.  
\$3,000 from Travel to Health Insurance Deductible.  
\$4,000 from Equipment to Health Insurance Deductible.  
\$5,000 from Capital Improvement to Health Insurance Deductible.  
\$4,000 from Library Programs to Health Insurance Deductible.  
\$2,500 from Publicity to Health Insurance Deductible.  
\$1,200 from Fuel – gas to Health Insurance Deductible.  
\$1,000 Security System to Health Insurance Deductible.  
\$900 from HR Fees to Health Insurance Deductible.  
\$400 Telecommunications to Health Insurance Deductible.  
\$60 from Professional Dues to Unemployment.  
\$4,600 from Processing to Unemployment.  
\$1,500 from AV to Unemployment.  
\$600 from Accounting Fees to Unemployment.  
\$800 from Processing to Microfilm.  
\$3,000 from Library Programs to Imagination Library.  
\$128 from Telecommunications to Insurance.  
\$430 from Custodial Supplies to Postage.  
\$70 from Telecommunications to Postage.  
\$1,800 from Fuel - gas to Other Contract Expense.  
\$2,000 from Fuel - gas to Water/Sewer.  
\$2,000 from Publicity to Computer Equipment.  
\$1,200 from Webpage to Software.  
\$1,200 from Accounting Fees to Legal Fees.  
\$200 from Accounting Fees to Other Professional Services.

Motion carried.

**Communications****FFRPL Grant notification**

Director B. Paine received notification that we received the FFRPL grant again this year in the amount of \$16,671.12.

**Unfinished Business****Construction Grant**

The proposal from CPL will be reviewed at the April board meeting.

**New Business****2024 NYS Annual Report**

The 2024 NYS Annual Report has been submitted to NIOGA for review. It then gets submitted to NYS Library.

R. Beatty made a motion to accept the 2024 NYS Annual Report with stipulated corrections. F. Oltramari seconded it; motion carried.

**Executive Session**

R. Oshlag made a motion to enter into Executive Session at 7:46 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 8:45 pm.  
F. Oltramari seconded it; motion carried.

**Adjournment**

K. Evans made a motion to adjourn the meeting at 8:46 pm. R. Beatty seconded it; motion carried.

Respectfully submitted,  
Beth Paine, Clerk

Next Board Meeting: Tuesday, April 8, 2025 - immediately following  
the 6:00 pm Public Hearing, Gallery Room