

*Approved by the Library Board of Trustees March 11, 2025*

**Richmond Memorial Library**

**Board of Trustees**

**February 11, 2025**

The February meeting of the Library Board of Trustees was held on Tuesday, February 11, 2025. President Leslie Moma called the meeting to order at 6:09 pm.

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

Also present: Director Beth Paine and Deputy Clerk Debra Levins

Excused: Rebecca Oshlag, Catrina Lasher

**Approval of Minutes**

President Moma declared the minutes of the January 14, 2025 meeting approved.

**Public Comment – None**

**Presentation from Jill Feine regarding the Local History update**

The Local History update will be presented by Jill Feine at the March meeting.

**Library Director's Report**

**January 2025 Librarian Reports review**

Director Paine reviewed and answered questions about 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 Director Lucine Kauffman.

Laura Dumuhosky will be taking over Sam Stryker's Books Sandwiched In program.

### **Professional Development**

Director Paine attended the following webinars in January 2025:

- HR Fundamentals
- Building Community
- HR Insurance Essentials

Per the director's request, she attended the ALA LibLearnX conference in Phoenix, AZ. She will give a full report of the conference at the March meeting.

### **Performance Reviews**

The performance reviews are complete for the 2024 calendar year.

### **Accounting**

Jenn Thom started as our new accountant in January. Everything is going smoothly.

### **Tax Cap**

Director Paine has started the New York State Tax Cap filing.

### **Dolly Parton Imagination Library**

We have applied for a grant from NY State Library for assistance in funding our Dolly Parton Imagination Library Program. Our membership continues to grow and the costs are skyrocketing. Any financial assistance would be a big help in keeping the cost lower.

### **Dates of late openings and early closures**

We opened late on January 22nd (11:00 am) and January 28th (10:00 am) and closed early (6:00 pm) on the 28th due to severe weather conditions.

## **Committee Reports**

### **Financial Committee meeting**

The Financial Committee met on February 4th to go over the proposed budget for the 2025-2026 fiscal year. Chairperson K. Evans briefed the Board on details of the meeting, spreadsheets were reviewed, and questions were answered by the library director.

### **Financial Reports**

K. Evans made a motion, and F. Oltramari seconded to approve the following financial reports:

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

Motion carried.

### **Update on Library Credit Card**

Director Paine gave an update on issues that we had with the Library's credit card. The issues have been resolved.

## **Communications**

### **Email from Estate Attorney**

An email was received from an attorney who is dealing with an estate that left possible funds for the library. He did not give a name for this person. B. Paine will keep the Board updated.

### **GO ART! Grant**

We received a grant from GO ART! to have the Shake on the Lake theater come to our library for a performance on July 17<sup>th</sup> @ 6:30 pm. The performance will be outside, but will be moved into the Reading Room if there is inclement weather.

## **Unfinished Business**

### **E-Rate**

Final work on the e-rate project will be completed on February 14<sup>th</sup>.

### **MOU with BCSD**

The final signed copy of the Memorandum of Understanding with BCSD was received from our library attorney.

## **New Business**

### **Federal mileage reimbursement increase**

J. Roach made a motion to accept the federal mileage reimbursement rate increase from \$0.67/mile to \$0.70/mile effective 1/1/25. R. Beatty seconded it; motion carried.

### **Weather related late opening/early closing**

The Board discussed guidelines regarding weather-related library closures.

The Board has requested that a checklist be created as a guide in making library closure decisions. Director Paine will have this ready for the March Board meeting.

### **Resolutions pertaining to the Library Budget Vote/Trustee Election**

F. Oltramari made a motion to accept the following Resolutions pertaining to the upcoming May 1, 2025 Library Budget Vote/Trustee Election: Appointment of Vote Board of Registration, Notice of Special District Residents Meeting, Notice of Time and Place of Registration of Voters, Notice of the Filing of Registers, Rules and Regulations Governing Proof of Identity of New Voters, Appointment of Election Inspectors. R. Beatty seconded it; motion carried.

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

Trustees Leslie Moma, Kristi Evans, and Rebecca Oshlag have terms that expire June 30, 2025.

**Executive Session**

K. Evans made a motion to enter into Executive Session at 7:30 pm for discussions related to employment of a particular person. J. Roach seconded it; motion carried.

R. Beatty made a motion to exit Executive Session at 8:45 pm.  
F. Oltramari seconded it; motion carried.

F. Oltramari made a motion to go back into regular session at 8:45 pm.  
J. Roach seconded it; motion carried.

R. Beatty made a motion for the board of trustees to engage in an attorney for board related business. K. Evans seconded it; motion carried.

**Adjournment**

J. Roach made a motion to adjourn the meeting at 8:49 pm.  
F. Oltramari seconded it; motion carried.

Respectfully submitted,  
Beth Paine, Clerk

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