

Approved by the Library Board of Trustees May 13, 2025

Richmond Memorial Library

Board of Trustees

April 8, 2025

2025-26 Proposed Budget Presentation

A Public Information meeting of the Board of Trustees of Richmond Memorial Library for the 2025-26 Proposed Budget was held on Tuesday, April 8, 2025. President Leslie Moma called the meeting to order at 6:03 pm.

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

Excused: Catrina Lasher

Also present: Assistant Director Samantha Stryker, Deputy Clerk Debra Levins, Marcia Bohn, Kathleen Facer, John Deleo, Rita McCormack, and Brian Quinn

Library Review/Budget Presentation

Assistant Director Samantha Stryker welcomed everyone to the 2025-26 Proposed Budget Presentation.

She presented the proposed budget for fiscal year 2025-26. The Proposition on the library vote will be to raise the tax levy for the 2025-26 fiscal year by \$27,905 to increase the annual appropriation from \$1,395,283 to \$1,423,188.

This year there are three trustee seats up for election. Leslie Moma will be running for her second term. Rebecca Oshlag (Appointed December 2024), and newcomer Marcia Bohn will also be running for election. Kristi Evans will not be running for re-election.

Ms. Stryker explained the spending proposal, our sources of funding, and answered questions.

Public Comment

County Legislator John Deleo thanked the library board, staff and volunteers. He referred to libraries as “diamonds” in the county.

Adjournment

With no further public comments or questions, President Leslie Moma thanked those in attendance and adjourned the meeting at 6:10 p.m.

Regular Meeting

The regular monthly meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 8, 2025. President Leslie Moma called the meeting to order at 6:11 p.m.

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

Excused: Catrina Lasher

Also present: Assistant Director Samantha Stryker, Deputy Clerk Debra Levins, and Marcia Bohn.

Approval of Minutes

F. Oltramari made a motion to approve the minutes of the March 11, 2025 meeting. R. Beatty seconded it; motion carried.

Public Comment - None

Library Director’s Report

Professional Development for March:

Director Paine attended the following Webinars in March 2025:

- The Whys, Whats, and Hows of Performance Evaluation
- Patrolling the Stacks: Responding to ICE & Other Law Enforcement at Your Library
- Cardholder Signup Policy
- Advancing Title II ADA Compliance

- Conversations About Climate Change

Tax Cap

The Tax Cap filing has been submitted to NY State.

E-Rate updates

The E-Rate Form 471's were submitted on March 27th. We chose to continue with Spectrum for our internet and it is at the same price as the current budget year. We have chosen T-Mobile as our provider of service for 100 hotspots. While AT&T had a lower price, they would not allow us to use the physical hotspot units that we already own and they would slow down service to the hotspots when they had used 50GB of data usage. If approved, we will get 90% funding again this upcoming fiscal year for our internet service (\$1,835.78 of \$2,039.76) and for 100 hotspots (\$12,927.60 of \$14,364). We should receive notification of the award sometime in April.

BCSD Art Show

The Batavia City School District held their annual art show at the library, with their Awards Night on Friday, March 28th at 6:30 pm.

Trustee Training folder

B. Paine added a Trustee Training folder to the Board of Trustees Google Drive to easily track the Board's annual training.

501c3

The director began the application process for the library to become a 501c3 through the federal government. If we are designated as a 501c3, it will allow the library to apply for more grants.

Assistant Director's Report

March 2025 Librarian Reports Review

Assistant Director Samantha Stryker answered questions regarding the department reports. The reports were from Samantha and Librarians Elizabeth Beardslee, Laura Dumuhosky, Matthew Hoople, Library

Assistant Ellen Caton, and Library Visits Program Director Lucine Kauffman.

Committee Reports – None

Financial Reports

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

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

Motion carried.

Communications

National Science Foundation Grant

Kelly March applied for a National Science Foundation grant and received confirmation that the library was one of eight libraries nationwide who received a \$2,000 grant. This funding must be used for a 2-hour event on May 10, 2025 to celebrate the 75th anniversary of the NSF.

NIOGA Annual Dinner

An invitation was received for the NIOGA annual dinner which is Wednesday, May 21st at White Birch Golf Course in Lyndonville, NY.

Patron Correspondence

Patron Don Weyer submitted a letter regarding library services.

Unfinished Business

Clark Patterson Lee Architectural Firm (CPL) Contract

This will be discussed after the board has had a chance to review it.

New Business – None

Friends of the Library

The Friends of the Library purchased a new podium in honor of former Library Director, the late Martha Spinnegan. The podium was delivered on 4/3/24.

The Friends have decided to no longer allow book scanning at their monthly book sales due to significant issues last month.

Circulation

Temporary Cards

We have started issuing temporary cards under the new policy and it seems to be working well for the purpose we created it for, in increasing access to library services.

F. Oltramari made a motion to approve slight changes to the Temporary Card Policy. R. Oshlag seconded it; motion carried.

Executive Session

J. Roach made a motion at 6:34 pm to go into Executive Session to discuss the nature of employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. F. Oltramari seconded the motion. The motion passed unanimously.

R. Oshlag made a motion to exit Executive Session at 8:19 pm.

R. Beatty seconded it; motion carried.

Adjournment

K. Evans made a motion to adjourn the meeting at 8:20 pm.

R. Beatty seconded it; motion carried.

Respectfully submitted,
Debra Levins, Deputy Clerk

Next Board Meeting: Tuesday, May 13, 2025, 6:00 pm, Gallery Room