

DRAFT

**Richmond Memorial Library
Board of Trustees
May 13, 2025**

The May meeting of the Library Board of Trustees was held on Tuesday, May 13, 2025. President Leslie Moma called the meeting to order at 5:57 pm.

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

Also present: Assistant/Interim Director Samantha Stryker and Deputy Clerk Debra Levins, and Children's Librarian Matthew Hoople

Excused: Rebecca Oshlag

Approval of Minutes

R. Beatty made a motion to approve the minutes of the April 8, 2025 meeting. J. Roach seconded it; motion carried.

Public Comment – None

Summer Reading and Children's Room Update- Matthew Hoople

Children's Room Librarian Matthew Hoople gave an update on plans for the 2025 Summer Reading Program.

Mr. Hoople left the meeting at 6:15 pm.

Assistant Director's Report

April 2025 Librarian Reports

Assistant Library Director Samantha Stryker answered questions regarding the department reports. The reports were from Samantha and

Librarians Elizabeth Beardslee, Laura Dumuhosky, and Matthew Hoople; Library Assistant Ellen Caton; and Library Visits Program Director Lucine Kauffman.

BCSD MOU Update

A paper/cardboard recycling bin will be supplied by the BCSD in accordance with the MOU.

Patron Suspensions

Samantha Stryker is working with the police chief to arrange for the SRO to drop in after school on occasion, as available. The SRO will be kept in the loop on library suspensions of BMS students.

2025-2026 Salary Adjustments

Adjustments/corrections were made to the 2025-2026 projected salaries. This will not have an impact on the budgeted amount for salaries.

Civil Service Job Description

The Civil Service job description for Library Assistant II was reviewed.

Building Contents Update

Our building contents list was updated and given to our appraiser – Industrial Appraisal Company.

Committee Reports

Finance Committee

The Finance Committee met on April 17th. They discussed salary adjustments for three employees.

Financial Reports

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

- Disbursement Status Report, April 2025
- Revenue Status Report, April 2025

- Bank Reconciliations, April 2025
- Board Warrant for Payment

Motion carried.

Credit Card Update

The credit card account information is updated.

Budget Transfers

K. Evans made a motion and C. Lasher seconded to approve the following Budgetary Transfers:

\$2,000 from AV to Legal Fees to cover recently incurred legal fees.

\$3,000 from Books to Legal Fees to cover recently incurred legal fees.

\$3,000 from Professional Salaries to Imagination Library to cover deficit DPIL funding.

\$1,000 from Staff, Part-Time Salaries to Imagination Library to cover deficit DPIL funding.

Motion carried.

Communications - None

Unfinished Business

NYS Grant Process/ Clark Patterson Lee & BCSD agreement

Assistant Library Director Sam Stryker met with Hector Garrido, AIA, NCARB from Clark Patterson Lee Architecture, Engineering & Planning Firm (CPL) on April 17th regarding the status of the NYS Grant project.

E-rate

The Library received confirmation of an e-rate grant totaling \$1,835.78. This will fund library internet service July 2025-June 2026.

New Business

Clark Patterson Lee & BCSD agreement

F. Oltramari made a motion to approve Batavia City School District's agreement with CPL Architecture, Engineering & Planning Firm.

K. Evans seconded it; motion carried.

2025-26 Budget Vote Results/Trustee Election

The 2025-26 Budget passed 179 to 49.

Congratulations to our newest Board Trustee Marcia Bohn.

Incumbents Leslie Moma and Rebecca Oshlag were elected for another 3 years.

Accept Community Approved 2025-2026 Library Budget

J. Roach made a motion to adopt the 2025-26 Library Budget that was approved by the May 1, 2025 library budget vote. R. Beatty seconded it; motion carried.

Appointment of Interim Library Director

K. Evans made a motion to appoint Assistant Library Director Samantha Stryker as Interim Director for the duration of 6 months.

F. Oltramari seconded it; motion carried.

R. Beatty made a motion to set the salary of Interim Director Samantha Stryker at \$75,076. C. Lasher seconded it; motion carried.

R. Beatty made a motion to make the \$75,076 salary for Interim Director Samantha Stryker retroactive effective April 1, 2025. K. Evans seconded it; motion carried.

Appointment of Clerk

K. Evans nominated Interim Director Samantha Stryker as Clerk to the Board of Trustees. R. Beatty seconded it; motion carried.

Appointment of Deputy Treasurer

K. Evans nominated Laura Dumuhosky as Deputy Treasurer to the Board of Trustees. R. Beatty seconded it; motion carried.

Designation of Bank Signatory

K. Evans nominated Treasurer Jennifer Thom, CPA, as a Bank Signatory for Richmond Memorial Library. R. Beatty seconded it; motion carried.

Designation of Payroll Certifier

K. Evans nominated Interim Director Samantha Stryker as Payroll Certifier for Richmond Memorial Library. R. Beatty seconded it; motion carried.

Designation of Deputy Payroll Certifier

K. Evans nominated Laura Dumuhosky as Deputy Payroll Certifier for Richmond Memorial Library. R. Beatty seconded it; motion carried.

Approval of Library Assistant II position

F. Oltramari made a motion to add the position of Library Assistant II as approved by Genesee County Civil Service. R. Beatty seconded it; motion carried.

Salary Approval for Library Assistant II position

K. Evans made a motion to set the salary for the recently created position of Library Assistant II at \$25.00/hour. J. Roach seconded it; motion carried.

Salary Approval for Librarian II

K. Evans made a motion to approve a salary increase to \$57,876 for Laura Dumuhosky retroactive to November 14, 2024 to reflect promotion to Librarian II. F. Oltramari seconded it; motion carried.

Approval of 2025-2026 Check Run & Meeting Schedule

R. Beatty made a motion to approve the 2025-26 Check Run & Board Meeting dates. J. Roach seconded it; motion carried.

Community Engagement/Volunteering

In an effort to increase library engagement and get word out of our summer reading programs, library staff and volunteers will be participating in local summer activities. These programs include Ramble, Juneteenth, Pride, and the Concert in the Park.

Security Camera Discussion

Camera placement adjustments were discussed.

Donation of enhanced vision machine

Estate of Lenore Aey Battaglia bequeathed our library an enhanced vision machine.

National Science Foundation Event

Interim Director Stryker shared information about the National Science Foundation Event that was held on May 10th. A representative from Sci Starter presented this program.

Executive Session

F. Oltramari made a motion at 7:17 p.m. 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. J. Roach seconded the motion. The motion passed unanimously.

J. Roach made a motion to exit Executive Session at 7:38 pm. F. Oltramari seconded it; motion carried.

R. Beatty made a motion to go back into regular session at 7:39 pm. F. Oltramari seconded it; motion carried.

J. Roach made a motion to accept Kelly March's resignation effective May 14, 2025. R. Beatty seconded it; motion carried.

Adjournment

J. Roach made a motion to adjourn the meeting at 7:41 pm. F. Oltramari seconded it; motion carried.

Respectfully submitted,
Interim Director Samantha Stryker, Clerk

Next Board Meeting: Tuesday, June 10, 2025 @ 6:00pm, Gallery Room