

DRAFT

**Richmond Memorial Library
Board of Trustees
July 8, 2025**

The July (Reorganizational) meeting of the Library Board of Trustees was held on Tuesday, July 8, 2025. President Leslie Moma called the meeting to order at 6:00 p.m.

Members present: Leslie Moma, Richard Beatty, Felipe Oltramari, and Marcia Bohn

Also present: Interim Director Samantha Stryker and Deputy Clerk Debra Levins

Excused: Rebecca Oshlag, John Roach, and Catrina Lasher

R. Beatty made a motion to approve the minutes of the June 10, 2025 Board Meeting and the June 25, 2025 End of Fiscal Year Financial Meeting. F. Oltramari seconded it; motion carried.

Board members present signed the Conflict of Interest Agreement.

Public Comment – None

Board Organization for Fiscal Year 2025-26

Election of President and Vice President

F. Oltramari nominated Leslie Moma as President and R. Beatty as Vice President. M. Bohn seconded it; motion carried.

Appointment of Clerk

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

Appointment of Deputy Clerk

F. Oltramari nominated Debra Levins as Deputy Clerk. R. Beatty seconded it; motion carried.

Appointment of Treasurer

F. Oltramari nominated Jennifer Thom, CPA as Treasurer to the Board of Trustees. R. Beatty seconded it; motion carried.

Appointment of Deputy Treasurer

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

Designation of Library Attorney

F. Oltramari nominated Stacey Trien of Adams Leclair LLP as Library Attorney. R. Beatty seconded it; motion carried.

Designation of Auditing Firm

F. Oltramari nominated Allied CPAs, PC as Auditing Firm for Richmond Memorial Library. R. Beatty seconded it; motion carried.

Designation of Official Bank Depository

F. Oltramari nominated Five Star Bank as the Official Bank Depository for Richmond Memorial Library. R. Beatty seconded it; motion carried.

Designation of Bank Signatories

F. Oltramari nominated Board President Leslie Moma, Treasurer Jennifer Thom, CPA, Interim Director Samantha Stryker, and Deputy Treasurer Laura Dumuhosky as Bank Signatories for Richmond Memorial Library. R. Beatty seconded it; motion carried.

Designation of Payroll Certifier

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

Designation of Deputy Payroll Certifier

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

Designation of Petty Cash Funds

F. Oltramari made a motion to approve a Petty Cash amount of \$200 for the Richmond Memorial Library and \$100 for the Library Visits Program. R. Beatty seconded it; motion carried.

Tentative Appointment of Subcommittees for 2025-26

(The Board President is an ex officio of all committees)

Personnel

Leslie Moma
Catrina Lasher
John Roach
Marcia Bohn

Building, Grounds & Safety

Catrina Lasher
Felipe Oltramari
John Roach
Marcia Bohn

Finance

Richard Beatty
Leslie Moma

Policy

Richard Beatty
Felipe Oltramari

Interim Library Director's Report

June 2025 Librarian Reports review

Interim 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 Coordinator Lucine Kauffman.

MOU- Recycling

We have received a recycling bin from the district in accordance with the terms of the MOU.

Revaluation

Our annual appraisal revaluation has been completed through Industrial Appraisal. There are no significant changes.

2025-2026 Insurance Premium

Our premium through Utica National has increased for 2025-26.

Community engagement updates

Interim Director Stryker and Board President Leslie Moma attended the Juneteenth event on Saturday, June 14 from 12 pm– 4 pm. They gave away library information, swag and books. Friends President Kathy Zipkin brought library dog Tilly.

Two RML employees helped with the craft at Drag Storytime at the Pride Festival. About 7 people from our library were in the parade. We were also joined by folks from the OWWL library system.

Concert in the Park- July 2 at Centennial Park

Approximately 5 staff members represented RML at the Concert in the Park at Centennial Park on July 2. Our library dog in training, Mindy, was also present.

Organizational Chart

An organizational chart reflecting current staff positions was reviewed. Suggestions were made to include staff photos and to draft a similar guide with board members names and photos for staff reference.

End of Year reporting

We are closing out our fiscal year with our accountant along with end of the year financial reporting for the NYS Comptroller's Office.

Committee Reports

Personnel Committee

L. Moma and R. Beatty met on June 25th to go over the Library Director III job description. Trustees discussed timelines.

Financial Reports

M. Bohn made a motion and R. Beatty seconded to approve the following financial reports:

- Revenue Status Report, June 2025
- Appropriations Status Report, June 2025
- Bank Reconciliations, June 2025
- Approval of Invoices for Payment

Motion carried.

Communications - None

Unfinished Business

Ralph C. Wilson, Jr. Grant Application

Interim Director S. Stryker presented an application and letter that she drafted for the Ralph C. Wilson, Jr. Grant. The focus will be on after school, recreation, and parks and trails by creating a "Library of Things." The "Library of Things" would be for loaning equipment/games, and making the carriage house available for storage with door replacements and shelving.

NYS Construction Grant Project

Information for the NYS Construction Grant was sent out.

E-Rate Grant

The hotspot grant still has not gone through for e-rate.

New Business

Library Director Search

(This was discussed above.)

Cash register purchase

Interim Director Stryker discussed the possibility of purchasing a cash register for the circulation desk.

MOU- Genesee County Senior Volunteer Program

(Previously AmeriCorps Senior Program)

F. Oltramari made a motion to approve the Memorandum of Understanding with the Genesee County Senior Volunteer Program.
R. Beatty seconded it; motion carried.

Appointment of FT Library Assistant

R. Beatty made a motion to approve the appointment of Mary Marks to the position of full-time Library Assistant. M. Bohn seconded it; motion carried.

Adjournment

F. Oltramari made a motion to adjourn the meeting at 7:20 pm.
R. Beatty seconded it; motion carried.

Respectfully submitted,
Interim Director Samantha Stryker

Next Board Meeting: Tuesday, August 12, 2025 @ 6:00 pm, Gallery Room