

*Approved by the Library Board of Trustees January 13, 2026*

**Richmond Memorial Library**

**Board of Trustees**

**December 9, 2025**

The December meeting of the Library Board of Trustees was held on Tuesday, December 9, 2025. President Leslie Moma called the meeting to order at 6:00 pm.

Members present: Leslie Moma, Richard Beatty, Felipe Oltramari, John Roach, Rebecca Oshlag, and Marcia Bohn

Also present: Director Samantha Stryker, Deputy Clerk Debra Levins, and Justin Bentley

Excused: Meg Chilano

**Audit Overview- Justin Bentley, Allied CPAs, PC**

Justin Bentley, Allied CPAs, PC gave an overview of the library's 2025 audit via Zoom.

**Approval of Minutes**

R. Oshlag made a motion to approve the minutes of the November 18, 2025 meeting. F. Oltramari seconded it; motion carried.

**Public Comment – None**

**Library Director's Report**

**November 2025 Librarian Reports review**

Reports from Library Director Samantha Stryker, Assistant Library Director Laura Dumuhosky, and Librarians Elizabeth Beardslee, Matthew Hoople, Jill Feine; Library Assistant Ellen Caton, and Library Visits Program Coordinator Lucine Kauffman were reviewed.

### **Library Programs**

Director Stryker hosted an Office for the Aging Book Discussion on Wednesday, 11/5/2025.

### **Dolly Parton Grant**

The NYS Department of Library development will not be administering a DPIL grant for 2026.

### **BCSD Board Meeting**

The director attended the Batavia City School Board Meeting on Monday, November 17. She shared updates about the boiler, the Ralph C. Wilson Grant as well as the NYS Construction project application.

### **Book Drop**

S. Stryker updated the board on repairs to our damaged book drop. Bill Schutt donated his time and materials to fix it.

### **Author's Note Partnership**

The library is partnering with Author's Note, a book shop in Medina, for some of our book vendor services including large print books. Bulk ordering will continue to be done by Ingram.

### **Friends of the Library Update**

The Friends of the Library have scheduled a special extra sale book sale on Saturday, December 13 from 9 am – 1 pm. The November sale netted \$1,103.00.

### **FOIL Request Update**

A FOIL request was received, and information was provided.

### **Webinars and Meetings**

Director Stryker participated in the following:

- Wednesday, November 12, met with Kevin Michki from NIOGA to discuss some opportunities/challenges regarding NIOGA and the ILS.

Kevin was also here to train on circulation to see what the system looks like from the library perspective.

- Met with Genesee County directors and Genesee County NIOGA reps on November 19.
- Also on November 19, gave a presentation and tour to 4 Leadership Genesee Participants as part of their Education and Lifelong Learning Day.

### **Committee Reports - None**

### **Financial Reports**

F. Oltramari made a motion and R. Beatty seconded to approve the following financial reports:

- Disbursement Status Report, November 2025
- Revenue Status Report, November 2025
- Bank Reconciliations, November 2025
- Approval of Board Warrant for Payment

Motion carried.

### **Communications – None**

### **Unfinished Business**

#### **Security Cameras**

An update was given on the security cameras. Plans are still in process.

### **New Business**

#### **Review of Service Agreement, JL Thom, CPA, PC**

M. Bohn made a motion to approve the Service Agreement with Jennifer Thom, CPA for the 2026 Calendar year. J. Roach seconded it; motion carried.

**Review of Management Representation Letter, Allied CPAs, PC**

J. Roach made a motion to accept the Management Representation Letter from Allied CPAs PC. M. Bohn seconded it; motion carried.

**Approval of 2026 Library Budget Vote Calendar**

J. Roach made a motion to approve the 2026 Library Budget Vote Calendar. M. Bohn seconded it; motion carried.

**Adjournment**

R. Oshlag made a motion to adjourn the meeting at 6:54 pm.

R. Beatty seconded it; motion carried.

Respectfully submitted,

Library Director Samantha Stryker

*Next Board Meeting: Tuesday, January 13, 2026 @ 6:00 pm, Gallery Room*