

*Approved by the Library Board of Trustees March 10, 2026*

## **Richmond Memorial Library**

### **Board of Trustees**

**February 10, 2026**

The February meeting of the Library Board of Trustees was held on Tuesday, February 10, 2026. 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 and Deputy Clerk Debra Levins

Excused: Meg Chilano

### **Approval of Minutes**

R. Beatty made a motion to approve the minutes of the January 13, 2026 meeting. M. Bohn seconded it; motion carried.

**Public Comment - None**

### **Library Director's Report**

#### **January 2026 Librarian Reports review**

Reports from Library Director Samantha Stryker, Assistant Library Director Laura Dumuhosky, and Librarians Elizabeth Beardslee, Gabriel Fox, and Matthew Hoople were reviewed. Reports from Library Assistant Ellen Mangiavellano, and Library Visits Program Coordinator Lucine Kauffman were also discussed.

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

The January book sale netted \$811, upstairs sales netted \$238.30, and sales via Thriftbooks netted \$32.59. The Friends will host another Saturday sale in February.

### **Staff Evaluations**

Library Director Samantha Stryker conducted staff evaluations in January.

### **Middle School Evacuation plan**

The Library is the site for emergency evacuations for the Middle School in the event they cannot bus students to another location. Along with the Middle School, we have developed a plan for these evacuations.

### **Cleaner Vacancy**

Over a dozen applications were received for the cleaner position. Interviews are currently underway.

### **Annual Report**

Libraries are still awaiting the new reporting platform from NYS. The library director has begun compiling data based on last year's report requirements.

### **Webinars and Meetings**

Director Stryker recently attended the following Webinars and Meetings:

- 1/13/26: Met with new City Police Chief and Assistant Chief, along with Assistant Library Director L. Dumohusky, to discuss shared goals and communication.
- 1/14/26: Attended a Zoom call with WNYLRC and NIOGA libraries that are eligible for the Ralph C Wilson grant.
- 1/21/26: Attended the webinar Giving Effective Feedback from Niche Academy.
- 2/04/26: Hosted Mystery Readers Monday.

## **Committee Reports**

### **Policy Committee**

The policy committee met and revised policies which will be up for board approval.

### **Finance Committee**

The finance committee met and worked on the 2026-2027 preliminary budget.

## **Financial Reports**

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

- Disbursement Status Report, January 2026
- Revenue Status Report, January 2026
- Bank Reconciliations, January 2026
- Approval of Board Warrant for Payment

Motion carried.

**Communications** - None

## **Unfinished Business**

### **Security Cameras**

Director S. Stryker talked to Doyle Security about upgrade options to include blind spots and move existing cameras to get better overall coverage.

## **New Business**

### **2026-2027 Budget**

The Proposed 2026-2027 Budget was reviewed.

## **Review of Library Policy Amendments, New Library Policies and Employee Handbook Amendments**

Updates on existing library Policies, new library policies and employee handbook changes were discussed.

M. Bohn made a motion to approve the following revised and new policies and employee handbook amendments:

Circulation Guidelines - Organizations; Circulation Guidelines; Computer and Internet Use Policy and Rules for Visitors; Computer and Internet Use Policy and Rules; Library Displays, Exhibits and Bulletin Boards; Patron Code of Conduct; Room Booking Policy; Safe Child Policy and Wi-Fi.

New Library Policies: Inclement Weather and Emergency Closing; Lost and Found; Photography and Filming

Employee Handbook Amendments: 6.06 Emergency Closing; 5.05 Violence in the Workplace; 4.01 Holidays

F. Oltramari seconded it; motion carried.

### **Resolutions pertaining to the 2026 Trustee Election and Budget Vote**

J. Roach made a motion to accept the following Resolutions pertaining to the upcoming May 7, 2026 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.

### **Executive Session**

F. Oltramari made a motion at 7:03 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. R. Beatty seconded the motion. The motion passed unanimously.

J. Roach made a motion to exit Executive Session at 7:23 pm. R. Beatty seconded it; motion carried.

**Adjournment**

M. Bohn made a motion to adjourn the meeting at 7:23 pm.

R. Beatty seconded it; motion carried.

Respectfully submitted,

Library Director Samantha Stryker

*Next Board Meeting: Tuesday, March 10, 2026 @ 6:00 pm, Gallery Room*