

Approved by the Library Board of Trustees May 8, 2023

Richmond Memorial Library

Board of Trustees

April 10, 2023

2023-24 Proposed Budget Presentation

A Public Information meeting of the Board of Trustees of Richmond Memorial Library for the 2023-24 Proposed Budget was held on Monday, April 10, 2023. President Gregg McAllister called the meeting to order at 6:30 p.m.

Trustees Present: Gregg McAllister, Norm Argulsky, Kristi Evans, Jessica Ecock Rotondo, Leslie Moma, and Catrina Lasher

Excused: Rebecca McGee

Also present were: Library Director Beth Paine, Deputy Clerk Debbie Levins, John Deleo, Richard Beatty, RaeAnn Engler, Kathleen Facer, Dave Sullivan, and Brian Quinn

Welcome

President Gregg McAllister welcomed everyone to the 2023-24 Proposed Budget Presentation.

Library Review/Budget Presentation

Director Beth Paine presented the proposed budget for fiscal year 2023-24. The Board of Trustees has voted to not raise the tax levy for the 2023-2024 fiscal year. It will remain at \$1,381,469. Therefore, there will not be a budget vote this year, only a trustee election.

Public Comment

Richard Beatty is the sole candidate running for the trustee seat for fiscal year 2023-24. He introduced himself and said he has been a resident of the area for 24 years, and has always been a huge supporter of libraries. He has been a volunteer for our Books Sandwiched In program as well as many other organizations within the community.

John Deleo praised the Library Board of Trustees, our new Library Director Beth Paine and our staff for continued outstanding service. He stated that our library is a “gem” in the community; “or better yet, a diamond”.

Adjournment

With no further public comments or questions, President Gregg McAllister thanked those in attendance and adjourned the meeting at 6:40 p.m.

Regular Meeting

The regular April meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 10, 2023. President G. McAllister called the meeting to order at 6:41 p.m.

Members Present: Gregg McAllister, Norm Argulsky, Kristi Evans, Jessica Ecock Rotondo, Leslie Moma, and Catrina Lasher

Excused: Rebecca McGee

Also present were: Library Director Beth Paine, Deputy Clerk Debbie Levins, Richard Beatty, and John Deleo

Approval of Minutes

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, the minutes of the March 13, 2023 meeting were approved. All members voted yes. Motion carried.

Public Comment – None

Library Director's Report**March 2023 Librarian Reports**

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Basile, Elizabeth Beardslee, Felicia Cecere, Deborah Wood, and Children's Librarian Sue Potera.

Library Statistics – February 2023

The February 2023 Statistic Report was reviewed.

Patron Suspensions

There were two adults and two minors suspended per Director Paine as of 4/05/23. All four received letters of suspension that includes the date of the suspension, length of suspension, the reason for the suspension, and how they may appeal the decision.

E-rate

Since our library is unable to piggyback on the BCSD's e-rate due to different filtering systems, Director Paine is in the process of contacting Nioga to discuss

either applying for it separately or asking them to research getting an umbrella policy for the system that would cover all our libraries.

Personnel

Beth has continued with her 1-on-1 meetings with staff and has finished all but the Pages.

Monthly Staff meetings will begin on April 13, 2023. These meetings will happen every second Thursday at 10:00 am and 2:00 pm so that the majority of the staff has the ability to attend one of the meetings. Librarian and Clerk meetings will continue.

Security System/Building& Grounds

Two local security systems have been contacted - ADT Security Systems and Doyle Security. Appointments will be scheduled to get quotes to update and/or add to our current system. Staff input will be needed as part of the security committee.

Parking Lot

Potholes in our shared parking lot with St. Joseph's Church (Resurrection Parish Church) continue to get worse. Most recently both a patron and a staff member have had car damage/issues due to the deep holes. Trustee Norm Argulsky will talk to staff at the Church about this concern.

Building Contents Appraisal

Industrial Appraisals was able to move our building contents appraisal up to April 12, 2023. Once the appraisal is finished, Director Paine will contact our insurance company for a quote.

Unfinished Business – Director

Beth decided to use Google Sheets for staff scheduling instead of purchasing software.

Committee Reports – None

Financial Reports

Summary of Revenues and Appropriations, March 2023

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to approve the March 2023 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, February 2023

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to approve the February 2023 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to approve the manual checks on Warrant 58 for March Dental Insurance by Solstice and March Health Care Costs by Proflex Administrators LLC in the total amount of \$6,928.81. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to approve the payment of \$1,099.86 on Supplemental Warrant 52. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to approve the payment of \$16,299.08 on Supplemental Warrant 56. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to approve the payment of \$32,191.39 on Warrant 60. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to approve the following transfer:

\$10,000 from On-Line Resources to Other Expenses/Computers for continued shortfall on this budget line.

All members voted yes. Motion carried.

Communications - None**Unfinished Business**

Upon the motion of C. Lasher, seconded by L. Moma, the Richard F. Seymour Bequest of \$75,000.00 and Life Insurance Policy were accepted with extreme gratitude and are to be transferred to the Foundation to manage it. All members voted yes. Motion carried.

New Business**Fine Free Policy**

Each Board of Trustees in the Nioga System is voting separately on whether or not to discontinue the Fine Free Policy or to make it permanent. Director Paine said that from the input she has received from staff, the trial period has been well received. She states “Many libraries in the country have gone fine free, and it has been proven that overdue fines create a barrier to library access because when patrons are unable to pay fines, they are less likely to visit the library.”

Upon the motion of K. Evans, seconded by C. Lasher, the Fine Free Policy for Richmond Memorial Library will be permanent. All members voted yes. Motion carried.

Scheduling Meetings

Director Paine will contact the different committees to schedule meetings.

B. Paine will contact Treasurer Kim Mills about the last payment cycles in the Fiscal Year and let the Board know if an extra board meeting at the end of June will be needed to approve any final transfers and final checks of the budget year.

Other

The Director is interested in attending the town hall meeting at 6 pm tomorrow night (April 11, 2023) hosted by State Senator George Borrello. She invited any interested Trustee(s) to join her.

Executive Session

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to enter into Executive Session at 7:28 p.m. for discussion related to employment of a particular person. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by N. Argulsky, it was resolved to exit Executive Session at 8:15 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to adjourn the regular meeting at 8:18 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Beth Paine, Clerk

Next Board Meeting: Monday, May 8, 2023, 6:30 pm, Gallery Room