

Approved by the Library Board of Trustees September 11, 2023

Richmond Memorial Library

Board of Trustees

August 14, 2023

The August meeting of the Library Board of Trustees was held on Monday, August 14, 2023. President Jessica Ecock Rotondo called the meeting to order at 6:33 p.m.

Members present: Jessica Ecock Rotondo, Leslie Moma, Norm Argulsky, Kristi Evans, Catrina Lasher, and Richard Beatty

Also present: Director Beth Paine, Deputy Clerk Debra Levins, and Cheryl Kowalik

Approval of Minutes

President Jessica Ecock Rotondo declared the minutes of the July 10, 2023 meeting approved.

Public Comment - Cheryl Kowalik

Patron Cheryl Kowalik inquired about a book on tape that she claimed to have returned through the book drop and is being charged for. The board will contact her after discussing the matter.

Library Director's Report

July 2023 Librarian Reports

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

Personnel approvals; new titles

Library Page Isabel Conlin resigned as of 8/29/23. We have added Librarian II and Assistant Director III as new titles. Director Paine would also like to add Library Clerk II.

Upon the motion of C. Lasher, seconded by R. Beatty, it was resolved to approve \$14.20 per hour/minimum wage for new Library Pages Monica Colantonio and Peyton Woeller. All members voted yes. Motion carried.

Training updates

The following topics will be part of the staff training day: Diversity, Equity, and Inclusion; Sexual Harassment training; Narcan training; Batavia City Police Department training; discussion of updated policies, and how to handle certain challenges and situations. Staff suggestions were also encouraged.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to change the staff training day from September 28, 2023 to October 27, 2023, thus making the library open on the long hour day of September 28th and closing instead on the short hour day, October 27th. All members voted yes. Motion carried.

HR Works

The Director gave a brief update on HR Works.

Genesee County Legislature Meeting

Our Director attended the Genesee County Legislature meeting on August 7th with three other Genesee County library directors. Funding will remain flat for the upcoming year and is uncertain for the future.

Committee Reports

Policy Committee

-Collection Development Policy

The Board tabled the decision on proposed changes to the Collection Development Policy until the September board meeting so they have the opportunity to view the proposed changes with the current version. Director Paine will send the copies via email.

-Circulation Policies

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the changes as edited to the following Circulation Policies:

The Circulation Policy, The Circulation Policy – Non-Residents, and The Circulation Policy – Organization (Institutional Library Cards). All members voted yes. Motion carried.

Financial Reports

Summary of Revenues and Appropriations, July 2023

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to approve the July 2023 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, June 2023

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to approve the June 2023 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to approve the payment of \$20,164.62 on Warrant 7. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 9 for July Dental Insurance by Solstice and July Health Care Costs by Proflex Administrators LLC in the total amount of \$3,539.44. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of K. Evans, seconded by R. Beatty, it was resolved to approve the following transfers:

\$5,000 from Professional Services to Insurance to pay balance of annual invoice to Utica National Insurance Group.

\$4,938.04 from Publicity to Insurance to pay balance of annual invoice to Utica National Insurance Group.

All members voted yes. Motion carried.

Examples of possible changes to reports

All board members liked the examples of the changes to the financial reports that Director Beth Paine proposed to simplify the interpretation of data.

Communications - None

Unfinished Business

Possible Change of Board Meeting time

The Board tabled making a decision about the possible change to the board meeting time.

New Business

Part-time employee sick time

Since Richmond Memorial Library is a not-for-profit establishment, Director Beth Paine has been researching to see if our part-time employees have been eligible to accrue sick leave since September 30, 2020. This is when part-time employees at most not-for-profits were eligible for the Paid Sick Leave Program as

part of the NYS Labor Law change. Discussion followed. The Board advised Director Paine to pursue legal advice regarding NYS the Paid Sick Leave Program on behalf of the library.

Update Mission Statement

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to change Richmond Memorial Library's Statement of Mission to:

"The Richmond Memorial Library's mission is to connect our community with diverse resources that educate, enrich, and engage." All members voted yes.

Motion carried.

501c3 v. nonprofit

Director Paine asked the Board about the possibility of our Library becoming a 501c3. Per Ms. Paine, this status would give the Library much better grant opportunities. The Board agreed that it was something that would be worth her looking into.

Executive Session

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to enter into Executive Session at 8:22 p.m. for discussion related to employment of a particular person. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to exit Executive Session at 9:04 p.m. All members voted yes. Motion carried.

One-time Bonus*

Upon the motion of K. Evans, seconded by C. Lasher, a one-time bonus of \$2,500 was awarded to Director Beth Paine. All members voted yes. Motion carried.

Adjournment

There being no further business, President Jessica Ecock Rotondo adjourned the meeting at 9:05 p.m.

Respectfully submitted,
Beth Paine, Clerk

*Amended Copy * = Added*

Next Board Meeting: Monday, September 11, 2023 @ 6:30 pm, Gallery Room