

DRAFT

**Richmond Memorial Library
Board of Trustees
October 8, 2024**

The October meeting of the Library Board of Trustees was held on Tuesday, October 8, 2024. President Leslie Moma called the meeting to order at 6:07 p.m.

Members present: Leslie Moma, Kristi Evans, Catrina Lasher, Richard Beatty, and Felipe Oltramari

Also present: Director Beth Paine, Deputy Clerk Debra Levins and Dr. John (Chong Hwan) Wee

Excused: John Roach

Public Comment

Dr. John (Chong Hwan) Wee expressed his concern about his previous library ban being on his record. Dr. Wee left the meeting at 6:18 pm.

The board will discuss his concern and follow up with a letter to him.

Approval of Minutes

President Leslie Moma declared the minutes of the September 10, 2024 meeting approved.

Library Director's Report

Resignation of Board Member

K. Evans made a motion and R. Beatty seconded to regretfully accept the resignation of Board Member Becky Lefevre; Motion carried.

September 2024 Librarian Reports

The Board of Trustees reviewed previously emailed monthly department reports. The reports were from Librarians Samantha Stryker (Assistant Director), Elizabeth Beardsley, Laura Dumuhosky, Matthew Hoople, and Library Assistant Ellen Caton. Director Paine was available to answer questions.

Board members praised the CR and Teen staff for the recent increase in activities and programs. They also commended clerical staff for their cross training efforts.

Annual Staff Training

The library will be closed on Friday, October 25th, for staff training. The board received a schedule of events in their board packet. They are welcome to join in all or part of the staff training events. They will need to contact the library director to enter the building.

QuickBooks

B. Paine said the switch to the online version of QuickBooks is complete. After the initial transition, it is much easier to see all of our information and to create our own reports.

Professional Development

Director Paine will begin to include her professional development trainings in her monthly reports. In September she attended the following webinars: Caring for Yourself and Your Colleagues in Times of Stress; Effective Library Advocacy: Engaging Representatives Locally and in Albany; 5 Common HR Challenges and How to Solve Them with Mineral; Budgeting with Excel: Tips to take the headache out of budgeting; and An Introduction to the Sustainable Libraries Initiative.

Emergency Plan

During one of the webinars, there was discussion about having an Emergency Plan for the library. Since one cannot be located, the director will work the Head Custodian Casey Stockwell and Assistant Director Sam Stryker to come up with a plan to submit to the Board as soon as possible.

Sustainability

The sustainability webinar was very useful as it is a part of the Library's long range plan. The director applied for and received our membership with the sustainable library initiative. We are working on attaining the sustainable libraries certification.

Personnel

Casey Stockwell was approved by Civil Service for the permanent appointment of Head Custodian.

R. Beatty made a motion to accept the resignation of Part-time/Substitute Librarian Deborah Wood effective September 18, 2024. F. Oltramari seconded; motion carried.

Committee Reports

Building, Grounds, and Safety

Since B. Lefevre was the Building, Grounds, and Safety chairperson, another one will need to be appointed. This will be tabled until her trustee position is filled.

Update from meeting with BCSD; Architect discussion

Trustees Becky Lefevre, Richard Beatty, and Library Director Beth Paine met with BCSD Superintendent Jason Smith, Director of Facilities Chad Bliss, and Business Administrator Andrew Lang to discuss the Capital Project. The Director Paine will be meeting with BCSD's architect and BCSD reps at 1 pm on October 17th.

Financial Reports

K. Evans made a motion and F. Oltramari seconded to approve the following financial reports:

September 2024 Revenue & Appropriations/Profit Loss Report/Cash Disbursements/Receipts

September 2024 Manual Verifications

September 24, 2024 and October 8, 2024 Bill Payments for All Vendors

Reconciliations ending September 30, 2024

Motion carried.

Communications

Letters from Kathleen Facer and the Holland Land Museum were received regarding our local history collection. Director Paine reached out to both parties to clarify what is happening with the collection. At this time, we are only assessing the collection.

Unfinished Business**Memorandum of Understanding**

An updated copy of the MOU was sent to BCSD. We are waiting for a response.

Employee Handbook

The final version of the employee handbook is edited and complete. It is on the A:drive for staff to view prior to staff training day.

Building Audit

The building audit report was received and reviewed.

E-rate

We are still waiting on the final decision from USAC about our e-rate application for the big update project. We were told it is in the final review stage. As soon as we get the go ahead, Info Advantage will get to work immediately. There might be some connectivity issues in the library intermittently, but we will be prepared for that.

New Business**Local History and Genealogy Collection**

We are in the process of assessing the local history and genealogy section of the library. County Historian Michael Eula, Holland Land Office Executive Director Ryan Duffy, and Curator Tyler Angora have come in to look over the collection and give us feedback. They all recommended removing duplicates and moving items that were more suited for the museum or archives. Director Paine will reach back out to them as soon as our next steps are in place.

With the resignation of Deborah Wood, staff member Matt Clark will take over genealogy appointments. Jill Feine will finish the update and organization of the local history project. She predicts it will take 3-6 months. Jerianne Barnes will continue working on family files. Board Member Richard Beatty volunteered to be the liaison and oversee the project.

Executive Session

C. Lasher made a motion to enter into Executive Session at 7:15 pm for discussion related to employment of a particular person. K. Evans seconded it; motion carried.

R. Beatty made a motion to exit Executive Session at 7:40 pm. K. Evans seconded it; motion carried.

Adjournment

R. Beatty made a motion to adjourn the meeting at 7:41pm. K. Evans seconded it; motion carried.

Respectfully submitted,
Beth Paine, Clerk

**Next Board Meeting: Tuesday, November 12, 2024 @ 6:00pm,
Gallery Room**