

*Approved by the Library Board of Trustees January 9, 2023*

**Richmond Memorial Library**

**Board of Trustees**

**December 12, 2022**

The December meeting of the Library Board of Trustees was held on Monday, December 12, 2022. President Gregg McAllister called the meeting to order at 6:34 p.m.

Members present: Gregg McAllister, Norm Argulsky, Rebecca McGee, Jessica Ecock Rotondo, Leslie Moma, and Catrina Lasher

Also present: Interim Director Diana Wyrwa and Deputy Clerk Debra Levins

Excused: Kristi Evans

**Approval of Minutes**

President G. McAllister declared the minutes of the November 14, 2022 meeting as approved.

**Public to be Heard - None**

**Library Director's Report  
(Interim Director's Report)**

**Emergency Connectivity Fund (ECF) Application Decision**

The Board reviewed an ECF Funding commitment decision letter which included the funding status, services ordered, the certification form, rules and requirements. Eric Stockmeyer is our contact person for this technology grant of \$186,564.00 which is to give laptops and hotspots in the community that cannot afford or receive Internet access. There would be 300 chrome books and 300 hotspots. MRA is doing the equipment. T Mobile is providing the hotspots.

**Briefly discussed**

Santa story time was a big hit. This was the first in person December Santa story time since the pandemic. A building tour was conducted with director candidates. HR works – job descriptions will be given by staff. The fine free pilot was a success. Diana will check to see if continuing is a Nioga or board decision.

C. Lasher arrived at 7:00 pm.

### **November 2022 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.

### **September & October 2022 Statistics**

The September & October 2022 Statistic Reports were reviewed.

### **Committee Reports**

Personnel Committee business will be discussed in Executive Session.

### **Financial Reports**

#### **November 2022 Summary of Revenues and Appropriations**

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the November 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

#### **October 2022 Bank Reconciliations**

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the October 2022 Bank Reconciliations. All members voted yes. Motion carried.

#### **Approval of Invoices for Payment**

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the manual checks on Warrant 32. The amount of \$3,989.27 was received by Proflex Administrators LLC for November Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$11,798.31 on Supplemental Warrant 29. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$78,034.38 on Supplemental Warrant 33. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$38,598.72 on Warrant 34. All members voted yes. Motion carried.

### **Request for Budgetary Transfer**

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the following transfers:

\$200.00 from Other Expenses – Marshall Grant to Materials & Supplies – Marshall Grant because Materials & Supplies line is running low.

\$647.61 from Other Expenses to Microfilm for Shortfall on budget line to pay for vault storage of microfilm for Jan. 1, 2023 – Dec. 31, 2023.

All members voted yes. Motion carried.

### **Communications - None**

### **New Business**

#### **Wilson Grant – 2023 Caregivers Competitive Grant Application**

Review of the Library Visits Program application for the continuation of the Wilson Grant that was first received last year.

#### **General Liability Insurance Policy**

This topic will be further reviewed at the January board meeting. Interim Director Diana Wyrwa will survey other Nioga libraries on this topic.

### **Unfinished Business**

#### **Executive Session to Discuss the Appointment of a Person**

Upon the motion of J. Ecock Rotondo, seconded by R. McGee, it was resolved to enter into Executive Session at 7:28 p.m. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by C. Lasher, it was resolved to exit Executive Session at 8:18 p.m. All members voted yes. Motion carried.

### **Adjournment**

Upon the motion of C. Lasher, seconded by L. Moma, it was resolved to adjourn the meeting at 8:20 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Diana Wyrwa, Clerk

Next Meeting: Monday, January 9, 2023, 6:30 pm, Gallery Room