

Approved by the Library Board of Trustees January 8, 2024

Richmond Memorial Library

Board of Trustees

December 11, 2023

The December meeting of the Library Board of Trustees was held on Monday, December 11, 2023. President Jessica Ecock Rotondo called the meeting to order at 6:30 p.m.

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

Also present: Director Beth Paine, Deputy Clerk Debra Levins, and Stephanie Ruppert, E.A.

Excused: Norm Argulsky

Approval of Minutes

President Jessica Ecock Rotondo declared the minutes of the November 13, 2023 meeting approved as amended.

Public Comment - None

Presentation by Stephanie Ruppert, E.A.

Stephanie Ruppert, E.A gave a presentation. We will now be using Quickbooks for accounting. She will be training Beth, Jill and Alice.

Stephanie Ruppert left the meeting at 6:50 p.m.

Upon the motion of B. Lefevre seconded b K. Evans, as of 1/01/24, Stephanie Ruppert, E.A. was appointed as Accountant, Treasurer and Bank Signatory, Director Beth Paine as Bank Signatory, and Jessica Ecock Rotondo to continue as Bank Signatory. All members voted yes. Motion carried.

The Deputy Treasurer will be voted on at the January meeting.

Library Director's Report

November 2023 Librarian Reports review

The Board of Trustees were previously scanned the monthly reports from Librarians Samantha Basile, Elizabeth Beardslee, Ellen Caton, Laura Dumuhosky,

Sue Potera, and Deborah Wood. Director Paine was available to answer any questions.

Personnel

Decrease in Hours – Debra Levins

A letter from Secretary Debra Levins was received regarding her hours and the NYS Retirement cap being once again enforced after being paused during the Covid pandemic.

Upon the motion of C. Lasher, seconded by R. Beatty, as of January 1, 2024, the hours of Secretary Debra Levins will decrease to 25 and decrease as needed each year to stay under the NYS Retirement cap with her contribution to medical insurance increasing accordingly and the value of each holiday, vacation and leave day to consequently decrease appropriately. All members voted yes. Motion carried.

Health Insurance Stipend

Will get more info regarding opt out of health insurance stipend.

RPM Payroll

RPM is working with the Director and BCSD personnel during the payroll transition.

Community Surveys

There were many responses from the community survey. These will be reviewed at the January meeting.

Technology

We continue working on a major technology overhaul throughout the building. We are still waiting on the next delivery of three more new patron computers and continue working with Info Advantage to get any needed updates or replacements taken care of as quickly as possible.

Committee Reports - None

Financial Reports

November 2023 Summary of Revenues and Appropriations

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

Bank Reconciliations, October 2023

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

Approval of Invoices for Payment

Upon the motion of J. Ecock Rotondo, seconded by B. Lefevre, it was resolved to approve the manual checks on Warrant 32 for November Dental Insurance by Solstice and November Health Care Costs by Proflex Administrators LLC in the total amount of \$8,431.57. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo, seconded by B. Lefevre, it was resolved to approve the payment of \$18,031.55 on Warrant 35. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of J. Ecock Rotondo, seconded by R. Beatty, it was resolved to approve the following transfers:

\$40.00 from Other Expenses – Marshall Grant to NYS Retirement – Marshall Grant for a shortfall on the Marshall Grant retirement line.

\$8,000.00 from Professional Services to Processing for a shortfall on the Processing budget line.

All members voted yes. Motion carried.

PILOT Money

PILOT money was received.

Communications - None**Unfinished Business****Part-time sick leave**

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, part-time staff will be granted the accrual of leave time at a rate of one hour for every 30 hours worked with the stipulation that accrued time cannot be used within 30 days, retroactive

when NYS began this coverage for employees 9/30/20. B. LeFevre, K. Evans and C. Lasher voted no; whereas L. Moma, J. Ecock Rotondo, and R. Beatty voted yes.

Because the motion was a tie, it fails because an affirmative vote is required to pass any motion. The motion from the November 13, 2023 meeting with the leave time accrued as of 7/01/23 stands.

HR Works

We are still awaiting the documents concerning terminating our contract with HR Works.

Meeting date and time

Upon the motion of L. Moma, seconded by R. Beatty, as of July 2024, Richmond Memorial Library Board meetings will now be on the second Tuesday of the month at 6:00 pm. All members voted yes. Motion carried.

New Business

Approval of Library Budget Vote/Trustee Election Calendar

Upon the motion of K. Evans, seconded by L. Moma, the 2024 Budget Vote/Trustee Election Calendar was approved as presented. All members voted yes. Motion carried.

Financial Separation of Payroll and Accounting from the Batavia City School District

With hiring a payroll company and an accountant, the library will take over all accounting and payroll functions from the Batavia City School District. We have a projected separation date of January 1, 2024. We would like to thank the District and its staff for all of the assistance we have received for over 60 years and say how grateful we are for their continued support.

Executive Session

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to enter into Executive Session at 8:25 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 B. Lefevre, it was resolved to exit Executive Session at 8:35 p.m. All members voted yes. Motion carried.

Notation:

Review of Trustee Training Module 2 was finished and 3 were conducted by Director Beth Paine.

Adjournment

Upon the motion of J. Ecock Rotondo, seconded by R. Beatty, it was resolved to adjourn the meeting at 8:50p.m. All members voted yes. Motion carried.

Respectfully submitted,
Beth Paine, Clerk

Next Board Meeting: Monday, January 8th, 2024, 6:30 pm, Gallery Room