

Approved by the Library Board of Trustees February 13, 2023

Richmond Memorial Library

Board of Trustees

January 9, 2023

The January meeting of the Library Board of Trustees was held on Monday, January 9, 2023. Vice President Jessica Ecock Rotondo called the meeting to order at 6:36 p.m.

Members present: Norm Argulsky, Rebecca McGee, Kristi Evans, Jessica Ecock Rotondo, and Leslie Moma

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

Excused: President Gregg McAllister and Catrina Lasher

Approval of Minutes

Vice President Jessica Ecock Rotondo declared the minutes of the December 12, 2022 meeting as approved. All members voted yes. Motion carried.

Public to be Heard - None

N. Argulsky entered at 6:53 pm.

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

The fine free pilot was discussed. The board is aware that they will need to eventually vote on the continuation of this project. New information was provided regarding the ECF grant funding for chrome books and hotspots, including implementation and security. Director Wyrwa reported that the weatherization kits from Representative Steve Hawley were well received and that she would write him a thank you. Four Nioga libraries were contacted concerning their insurance coverage for their library buildings. The board asked the director to look into what insurance companies these libraries use. The current Page staffing situation was discussed. The board approved looking into expanding hours for current Pages and the possibility of adding an additional one.

December 2023 Librarian Reports

The Board reviewed the December librarian reports (which were optional this month) from Librarians Rita McCormack, Samantha Stryker Basile, Felicia Cecere and the Children's Room report from Librarian Sue Potera.

Job duty reports were reviewed from Librarians Rita McCormack, Felicia Cecere, Samantha Basile, Elizabeth Beadslee, Deborah Wood, Sue Potera, Assistant Librarian Kelly March, and Library Visits Program Coordinator Lucine Kauffman.

November 2022 Statistics

The November 2022 Statistic Report was reviewed.

D. Levins entered at 7:30 p.m.

Committee Reports

Personnel Committee

Personnel Committee business will be discussed in Executive Session.

Financial Reports

December 2022 Summary of Revenues and Appropriations

Upon the motion of K. Evans, seconded by N. Argulsky, it was resolved to approve the December 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

November 2022 Bank Reconciliations

Upon the motion of R. McGee seconded by L. Moma, it was resolved to approve the November 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 40. The amount of \$1,390.04 was received by Proflex Administrators LLC for December 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 \$12,263.86 on Supplemental Warrant 36. All members voted yes. Motion carried.

Upon the motion of R. McGee seconded by L. Moma, it was resolved to approve the payment of \$1,504.43 on Supplemental Warrant 38. All members voted yes. Motion carried.

Upon the motion of R. McGee seconded by L. Moma, it was resolved to approve the payment of \$28,392.23 on Warrant 42. All members voted yes. Motion carried.

Communications - None

Unfinished Business

Library Board Vacancy - May 4, 2023 election

Plans are underway for the 2023-24 Library Budget Vote and Trustee Election. Board President Gregg McAllister's trustee position expires this June. Petitions for the position will be available beginning March 3, 2023.

New Business

2023 NIOGA Calendar including Trustee Trainings

The requirement for trustees was discussed. The four opportunities offered through Nioga for 2023 were highlighted.

Executive Session to Discuss the Appointment of a Person

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to enter into Executive Session at 7:43 p.m. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to exit Executive Session at 8:37 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of K. Evans, seconded by N. Argulsky, it was resolved to adjourn the meeting at 8:38 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Diana Wyrwa, Clerk

Next Meeting: February 13, 2023 @ 6:30 pm, Gallery Room