

*Approved by the Library Board of Trustees February 12, 2024*

**Richmond Memorial Library**

**Board of Trustees**

**January 8, 2024**

The January meeting of the Library Board of Trustees was held on Monday, January 8, 2024. 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, Richard Beatty, and Becky Lefevre

Also present: Director Beth Paine, Deputy Clerk Debra Levins, and Justin Bentley, CPA

**Approval of Minutes**

President Jessica Ecock Rotondo declared the minutes of the December 11, 2023 meeting approved.

**Public Comment** - None

**Presentation by Justin Bentley from Allied Auditors**

Justin Bentley, CPA from Allied Auditors reviewed the Audit. Justin said the financials were very well organized and well managed.

Mr. Bentley left the meeting at 6:47 pm.

**Library Director's Report**

**December 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**

Laura Peck was hired as our new Part-time Library Clerk at \$15.75 per hour. The 2023 Employee Performance Reviews are beginning this week and will continue through January 19<sup>th</sup> for all permanent part-time and full-time staff.

**Payroll Update**

RPM Payroll has processed our first payroll. This was only for hourly employees so that we can get all staff on the same payroll dates. We will process a full payroll on 1/10/24 for the pay date of 1/12/24 that includes all staff.

**Accounting Update**

Our new Accountant Stephanie Ruppert has been conducting computer training for staff members Jill Crocker on Accounts Payable and Alice Zito on Accounts Receivable.

**Community Surveys**

The community surveys were reviewed and discussed.

**Committee Reports - None****Financial Reports****December 2023 Summary of Revenues and Appropriations**

Upon the motion of L. Moma, seconded by B. Lefevre, it was resolved to approve the December 2023 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

**November 2023 Bank Reconciliations**

Upon the motion of L. Moma, seconded by B. Lefevre, it was resolved to approve the November 2023 Bank Reconciliations. All members voted yes. Motion carried.

**Approval of Invoices for Payment**

Upon the motion of L. Moma, seconded by B. Lefevre, it was resolved to approve the manual checks on Warrant 39 for December Dental Insurance by Solstice and December Health Care Costs by Proflex Administrators LLC in the total amount of \$10,778.21. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by B. Lefevre, the Board Claims were approved in the amount of \$28,145.13. All members voted yes. Motion carried.

**Communications**

We received a letter from the Whiting Law Firm in LeRoy regarding the approval of our share of Richard Seymour's estate. The required paperwork was completed and mailed back.

**Unfinished Business****Health Insurance Stipend**

The Board has requested further research before further discussing this topic.

**Appointment of a Deputy Treasurer**

This discussion was tabled for now.

**Schedule Building & Grounds and Policy Committee meetings**

These might be conducted via Zoom.

**New Business**

Trustee Jessica Ecock Rotondo and Norm Argulsky have terms that will expire at the end of our fiscal year, June 2024. The Budget Vote/Trustee Election will be on May 2, 2024.

**Executive Session**

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to enter into Executive Session at 7:38 p.m. for discussion related to employment of a particular person. All members voted yes. Motion carried.

Upon the motion of B. Lefevre, seconded by R. Beatty, it was resolved to exit Executive Session at 8:20 p.m. All members voted yes. Motion carried.

**Adjournment**

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

Respectfully submitted,  
Beth Paine, Clerk

**Next Board Meeting: Monday, February 12<sup>th</sup>, 2024 @ 6:30 pm, Gallery Room**