

Approved by the Library Board of Trustees July 10, 2023

Richmond Memorial Library

Board of Trustees

June 21, 2023

The June meeting of the Library Board of Trustees was held on Wednesday, June 21, 2023. Vice President Jessica Ecock-Rotondo called the meeting to order at 6:35 p.m.

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

Also present: Director Beth Paine and Deputy Clerk Debra Levins, Mike Tucci from Tompkins Insurance Agency, and Steven Clark

Excused: Gregg McAllister

Vice President J. Ecock Rotondo presided in President G. McAllister's absence.

Approval of Minutes

Vice President J. Ecock Rotondo declared the minutes of the May 8, 2023 meeting approved.

Public Comment

The board will look into a fine inquiry that was made by Steven Clark of 100 Ross Street, Batavia, NY.

Library Director's Report

May 2023 Librarian Reports

The Board reviewed monthly reports from Librarians Samantha Stryker Basile, Elizabeth Beardslee, Felicia Cecere, Rita McCormack, Sue Potera, and Deborah Wood.

Buildings and Grounds - Building Contents Appraisal/insurance presentation

Mike Tucci of Tompkins Insurance Agency gave a presentation. After contacting 6 different insurance providers, he recommended Utica National Insurance and gave justification for it.

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the 2-million-dollar coverage proposal from Utica Insurance as proposed by Mike Tucci of Tompkins Insurance Agency. This policy covers all insurances needed by the library: Building Contents, Property, Employment Practice liability, Cyber, Library Legal/Directors and Officers, Abuse and Molestation, Crime, and Auto, with a \$2 million dollar umbrella. All members voted yes. Motion carried.

E-rate update

The due date for e-rate applications is in March. The Director will apply for e-rate before December to give ample time for vendors to make bids on the project.

Committee Reports

Policy Committee

Upon the motion of L. Moma, seconded by K. Evans, it was resolved to approve the Animals in the Library Policy as written. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the Patron Code of Conduct Policy as written. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by L. Moma, it was resolved to approve the Safe Child Policy as written. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to approve the Trustee Education Policy as written. All members voted yes. Motion carried.

Personnel Committee

Recommendation for leave policy updates, the status of HR Works and a staff organizational chart update was given.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to change the 15 accrual leave days back to upfront loading every July 1st for current employees. New employees will now start with 3 days and earn one per month their first year, then receive them upfront like the other employees every July 1st. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to promote Samantha Basile to the position of Librarian II. All members voted yes. Motion carried.

Financial Reports

Revenues and Appropriations, May 2023

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the May 2023 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, April 2023

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the April 2023 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 70 for May Dental Insurance by Solstice and May Health Care Costs by Proflex Administrators LLC in the total amount of \$8,125.85. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$3,099.17 on Supplemental Warrant 65. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$19,774.33 on Supplemental Warrant 66. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$2,569.38 on Supplemental Warrant 67. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$44,457.22 on Warrant 72. All members voted yes. Motion carried.

Request for Budgetary Transfer

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

\$1,035.00 from Salaries – Wilson Grant to Salaries – Marshall Grant because Payroll has been pulling Library Visits salaries from the Marshall Grant line.

\$550 from Travel & Meetings – Marshall Grant to AV – Marshall Grant to make additional AV orders.

\$200 from Other Expenses – Marshall Grant to AV – Marshall Grant to make additional AV orders.

\$40,000.00 from Health Insurance to Other Expenses for shortfall on Other Expenses line after Treasurer removed disputed funds.

\$10,000.00 from Conference Expenses to Other Expenses for shortfall on Other Expenses line after Treasurer removed disputed funds.

\$6,811.00 from Library Programs to Other Expenses for shortfall on Other Expenses line after Treasurer removed disputed funds.

\$5,679.00 from Workman's Compensation to Other Expenses for shortfall on Other Expenses line after Treasurer removed disputed funds.

\$2,000.00 from NYS Retirement to Other Expenses for shortfall on Other Expenses line after Treasurer removed disputed funds.

\$9,000.00 from Para-Professional Salaries to Clerical Salaries to move excess on Para-Professional Salaries to fill shortfall on Clerical Salaries.

All members voted yes. Motion carried.

Communications

Letter from Assemblyman Hawley

We received a letter from State Assemblyman Steve Hawley letting us know that we will be receiving \$2,850 in Bullet Aid in October or November of 2023. The Director followed up with a thank you note to show our gratitude for the funds.

Patron Communications

The following people asked that their names be mentioned to the Board to voice their unhappiness with the library hosting the Drag Story Hour on June 10th: Tim Lutey, Rose DiLaura, Mike Houseknecht, Betty Van Nest, Jim Morrison, and Teresa Maid.

Notification of awards for Library Visits program

We received confirmation that the library has received the Marshall Grant again this year in the amount of \$60,000 to go towards our Library Visits program. The Board and Director Paine expressed their sincerest gratitude to Lucine Kauffman for successfully obtaining this grant.

Unfinished Business**Security System update**

The new security system should be finished tomorrow (June 22nd). In case of emergency, B. Paine, C. Stockwell, and one Board member will need to be chosen for the emergency contact list. Since it is usually the Board President, we will wait until the July reorganizational meeting to decide which Board member will be the other emergency contact.

Meeting with Superintendent

Superintendent Jason Smith requested a meeting with Director Paine to discuss the relationship of the BCSD with Richmond Memorial Library. Director B. Paine and RML Vice President J. Ecock Rotondo will meet with him on July 13th.

Seymour Bequest

A few more checks from the Richard Seymour Bequest were received and given to the RML Foundation for management.

New Business**Board meeting/warrant date calendar**

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the Board meeting and warrant schedules as presented. All members voted yes. Motion carried.

Executive Session

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to enter into Executive Session at 8:04 p.m. for discussion related to employment of a particular person. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by R. McGee, it was resolved to exit Executive Session at 8:48 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of K. Evans, seconded by R. McGee, it was resolved to adjourn the meeting at 8:48p.m. All members voted yes. Motion carried.

Respectfully submitted,
Beth Paine, Clerk

***Next Board Meeting: End of Year Financial Meeting, June 29,
5:30 pm, Gallery Room***

***Regular monthly meeting: Monday, July 10, 2023, 6:30pm, Gallery
Room***