

*Approved by the Library Board of Trustees April 10, 2023*

**Richmond Memorial Library**

**Board of Trustees**

**March 13, 2023**

The March meeting of the Library Board of Trustees was held on Monday, March 13, 2023. President Gregg McAllister called the meeting to order at 6:30 p.m.

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

Also present: Director Beth Paine, Deputy Clerk Debra Levins, and Librarian Samantha Basile

**Approval of Minutes**

Upon the motion of M. McGee, seconded by L. Moma, the minutes of the February 13, 2023 meeting were approved. All members voted yes. Motion carried.

**Public Comment** - None

**Library Director's Report**

**February 2023 Librarian Reports**

Samantha Basile verbally reviewed her report. The Board reviewed monthly reports from Librarians Rita McCormack, Elizabeth Beardslee, Deborah Wood, Felicia Cecere and the Children's Room report from Librarian Sue Potera.

**January 2023 Library Statistics**

The January 2023 Statistic Report was reviewed.

**2022 NY State Annual Report**

Upon the motion of J. Ecock Rotondo, seconded by C. Lasher, it was resolved to approve the 2022 NY State Annual Report. All members voted yes. Motion carried.

**Tax Cap filing**

The amount showing as our Real Property Tax Levy on the Tax Cap worksheet was corrected.

## **2024-2028 Long Range Plan**

Director Paine has begun to look at the Long Range Plan and will begin to create an updated one. She plans to include input from all staff and the Board of Trustees, as well as local business leaders and community members.

## **Patron Code of Conduct**

B. Paine apprised the Board of multiple incidences from patrons of varying ages over the past few months. Librarian Samantha Basile reported on her own perspective involving these issues. The Patron Code of Conduct will be reviewed by the Policy Committee.

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved that any incidents in which the Police are called upon are to be reported to the Library Board of Trustees as soon as it is possible, and the Library Director has the ability to temporarily suspend any patron which poses a threat to staff and/or patrons. All members voted yes. Motion carried.

The Director suggested installing a security system which includes panic buttons at staffed desks throughout the building. J. Ecock Rotondo suggested a Safety Planning Committee for training and to look into implementing the safety buttons as well as other security measures. This was delegated to the Policy Committee.

## **Batavia City School District**

Director Paine met with BCSD Superintendent Jason Smith on March 6<sup>th</sup>. They discussed the District's upcoming Capital Project and the prospect of our library being included in it. The possibility of an August School Board presentation by the Library Director was discussed.

She will be meeting with BMS Principal Nate Korzelius on March 17<sup>th</sup>.

## **E-Rate**

The E-rate discount program was discussed with BCSD Superintendent Jason Smith as well as BCSD Business Administrator Scott Rozanski. E-rate is a Federal program that helps schools and libraries with discounts on telecommunications, internet access, etc. However, since our filtering system is different than the school District's, the Library cannot join their e-rate program. The Director will continue researching options and ideas by contacting Jeff Laub, our City of Batavia Nioga Rep.

## **Personnel**

Director Beth Paine has started meeting with all staff members on a 1-on-1 basis to discuss their job, perspective on the operations of the library, and their expectations of her as their Director. Valuable feedback and insight was given. Employee scheduling software is being looked into for the sake of administrative

tracking purposes and maintaining accurate payroll records. This would also consolidate the multiple schedules into one easy to read document.

### **Building & Grounds**

We have contracted with Waste Management to start recycling on March 16<sup>th</sup> and to continue pickups every other Thursday. Recycling bins have been placed throughout the library.

### **Financial**

A \$250 Mini-grant was received from the 2023 NIOGA Youth Services for Teen Summer Reading community based programs.

### **Committee Reports - None**

### **Financial Reports**

#### **February 2023 Summary of Revenues and Appropriations**

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

#### **January 2023 Bank Reconciliations**

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

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

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the manual checks on Warrant 54 for February dental insurance by Solstice and February Health Care Costs by Proflex Administrators LLC in the total amount of \$4,450.89. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the payment of \$22,534.46 on Supplemental Warrant 48. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the payment of \$21,474.15 on Warrant 53. All members voted yes. Motion carried.

### **Communications – None**

### **Unfinished Business**

#### **Building Contents Insurance**

We have been in contact with commercial appraisal firms regarding getting an appraisal of the building contents for insurance purposes. The Board requested that

the Director contact insurance firms directly and ask that they be responsible for the appraisal and use that for their insurance quotes.

### **New Business**

#### **Seymour Bequest**

The library has received a bequest from Richard F. Seymour. More information will follow.

### **Executive Session**

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to enter into Executive Session at 8:13 p.m. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo, seconded by C. Lasher, it was resolved to exit Executive Session at 9:30 p.m. All members voted yes. Motion carried.

### **Tax Cap**

Upon the motion of K Evans, seconded by J. Ecock Rotondo, the budget will not exceed the tax cap. All members voted yes. Motion carried.

### **2023-2024 Proposed Budget**

Upon the motion of R. McGee, seconded by L. Moma, the 2023-2024 Proposed Budget is to remain flat at \$1,381,469. All members voted yes. Motion carried.

### **Adjournment**

There being no further business, President Gregg McAllister adjourned the meeting at 9:33 p.m.

Respectfully submitted,  
Beth Paine, Clerk

***Public Hearing: Monday, April 10, 2023, 6:30 pm, Gallery Room  
Board meeting immediately following***