

*Approved by the Library Board of Trustees April 8, 2024*

**Richmond Memorial Library**

**Board of Trustees**

**March 11, 2024**

The March meeting of the Library Board of Trustees was held on Monday, March 11, 2024. President Jessica Ecock Rotondo called the meeting to order at 6:35 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 and Deputy Clerk Debra Levins

**Approval of Minutes**

President Jessica Ecock Rotondo declared the minutes of the February 12, 2024 meeting approved as edited.

**Public Comment - None**

**Library Director's Report**

**February 2024 Librarian Reports Review**

The Board of Trustees were previously scanned the monthly reports from Librarians Samantha Basile, Elizabeth Beardslee, Laura Dumuhosky, Sue Potera, Deborah Wood and Library Assistant Ellen Caton. Director Paine was available to answer any questions.

**Payroll/Accounting update**

Director Paine updated the board on payroll & accounting.

**Tax Cap filing**

The Tax Cap for the 2024-25 budget year has been submitted to NY State.

B. Lefevre made a motion to not exceed the tax cap. K. Evans seconded it; motion carried.

## **Committee Reports**

### **Buildings & Grounds Committee**

L. Moma gave an update on the Building, Grounds & Safety Committee meeting. Ideas of a memorial in memory of former Library Director Martha Spinnegan were discussed.

### **Building Foundation**

Chad Bliss, Director of Facilities at BCSD, is looking into remedies to repair water damage to the building foundation and the carriage house roof.

### **Budget/Finance Committee – Proposed 2024-2025 budget**

The Finance Committee met on 3/07/24. Chairperson K. Evans gave an update and the 2024-24 budget was discussed.

### **Annual Report Review**

L. Moma made a motion to approve the 2023 Annual Report. R. Beatty seconded it; motion carried.

### **E-Rate**

Director Paine filed the E-Rate application.

### **Hotspots**

There will be an update to the public on hotspots being temporarily unavailable.

### **Personnel**

C. Lasher made a motion to accept the resignation of Library Clerk Morgan Wagner. K. Evans seconded it; motion passed.

C. Lasher made a motion to accept the resignation of Library Page Jamie Dawson. K. Evans seconded it; motion passed.

C. Lasher made a motion to approve Laura Peck's promotion to full-time Library Assistant at a rate of \$17.50 an hour effective 3/12/24. K. Evans seconded it; motion passed.

Director Beth Paine will be attending the NYS Retirement System Employer Education Seminar in LeRoy on April 12<sup>th</sup>.

**Financial Reports**

The cut off day for financials being scanned to the board will be the Friday before the board meeting.

Supplemental checks were reviewed.

R. Beatty made a motion to approve the following financial reports, B. Lefevre seconded it:

2024 Revenue & Appropriations/Profit Loss Report

Board Warrant/Bills for Vendors

Manual Verifications for February

Motion carried.

**Request for Budgetary Transfer**

R. Beatty made a motion to approve the following transfers, B. Lefevre seconded it:

\$3,000 from AV to Library Programs to facilitate more teen programs.

\$2,000 from AV to Books to increase the Young Adult book budget.

\$2,500 from AV to Imagination Library due to the shortfall on the Imagination Library budget line.

Motion carried.

**Communications** - None

**Unfinished Business****Deputy Treasurer**

Director Paine will contact Frank Rees from the NYS Library to ask about the necessity and process for choosing a Deputy Treasurer.

**New Business** – None

**Executive Session**

L. Moma made a motion to enter into Executive Session at 8:00 p.m. for discussion related to employment of a particular person. B. Lefevre seconded it; motion carried.

**Proposed 2024-2025 budget**

K. Evans made a motion to approve the 2024-25 Budget as presented, R. Beatty seconded it; motion carried.

B. Lefevre made a motion to exit Executive Session at 9:00 p.m. K. Evans seconded it; motion carried.

**Adjournment**

C. Lasher made a motion to adjourn the meeting at 9:02 p.m. B. Lefevre seconded it; motion carried.

Respectfully submitted,  
Beth Paine, Clerk

***Next Board Meeting: Monday, April 8th, 2024 immediately following the 6:30 pm Budget Hearing in the Gallery Room***