

Approved by the Library Board of Trustees June 21, 2023

Richmond Memorial Library

Board of Trustees

May 8, 2023

The May meeting of the Library Board of Trustees was held on Monday, May 8, 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,

Also present: Director Beth Paine and Deputy Clerk Debra Levins

Excused: Catrina Lasher

Approval of Minutes

Upon the motion of N. Argulsky, seconded by L. Moma, the minutes of the April 10, 2023 meeting were approved with the addition under Executive Session of “for discussion related to employment of a particular person.” All members voted yes. Motion carried.

Public Comment - None

Library Director’s Report

April 2023 Librarian Reports

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

March 2023 Library Statistics

The March 2023 Statistic Report was reviewed.

Director’s Office

Using approved state and federal records retention regulations, Director B. Paine has done major weeding of financial and personnel records, as well as old Board meeting documents and bank statements.

Personnel

The Director reported on the success of implementing monthly staff meetings and the new magnetic staff in/out of building chart board. The Board agreed that the state mandated covid days being reimbursed need to be rolled over to the 2023-2024 fiscal year. Updated clerical procedures were reviewed. Eclipse programming plans for next year, policies to be updated, performance appraisals, and a new security system was also discussed. She also informed staff that they are welcome to attend board meetings.

The Board was also informed of numerous letters from staff regarding the disbursement change in vacation/leave accruals.

Security System

Doyle Security came in with the best price and service plan.

Building Contents Appraisal

Industrial Appraisals just finished our building contents appraisal. Beth will be meeting with Mike from Tompkins tomorrow (5/09/23).

Committee Reports**Buildings and Grounds**

Trustee Norm Argulsky spoke to St. Joseph's Church officials regarding our concern with the potholes in our shared parking lot. They already received bids and hope to have them filled with asphalt this month.

Financial Reports**April 2023 Summary of Revenues and Appropriations**

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

March 2023 Bank Reconciliations

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the March 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 63 for April Dental Insurance by Solstice and April Health Care Costs by Proflex Administrators LLC in the total amount of \$6,348.62. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$1,313.68 on Supplemental Warrant 59. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$17,590.00 on Supplemental Warrant 61. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$22,637.26 on Warrant 68. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to approve the following transfers:

\$1,200.00 from Other Expenses to Utilities for shortfall on this budget line.

\$1,300.00 from Other Expenses to Equipment towards the purchase of new Jamex Payment Controller for public photocopier.

All members voted yes. Motion carried.

Communications

We were awarded \$25,000 from the Ralph C. Wilson Jr. Legacy Fund for our Library Visits program. Director Paine acknowledged Lucine Kauffman's "phenomenal job" with this program and her success at receiving this grant for another year.

Unfinished Business

Richard F. Seymour Bequest partial payment

We received a partial payment for the Richard F. Seymour bequest. This was given to the Foundation (which Brighton Securities will manage).

E-rate

Director Paine plans to start the e-rate process next week. She'd like to get it filed before we get the new Wi-Fi access points, which can be substantially reimbursed.

New Business**Policy updates**

A Policy meeting was held on Saturday (May 6th). A Service Animal Policy is in the works. The Child Safety Policy as well as other policies are being updated.

Addition to Agenda – Vote Results

President Gregg McAllister thanked vote registrar/vote chairperson Debbie Levins for her work on the Trustee Vote. [Congratulations to Richard Beatty who will begin his 3 year term as our new Library Trustee in July 2023. He received 160 votes for the uncontested seat.]

Executive Session

Upon the motion of K. Evans, seconded by R. McGee, it was resolved to enter into Executive Session at 7:37 p.m. for discussion related to the employment of a particular person. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by N. Argulsky, it was resolved to exit Executive Session at 8:19 p.m. All members voted yes. Motion carried.

Other

The Personnel Committee will try to meet either in person or via Zoom in May.

Director Paine reminded Trustees about the Nioga Annual Dinner Meeting which is being hosted at Batavia Downs this year.

B. Paine also requested an additional board meeting on Thursday, June 29th at 5:30 p.m. to have end of Fiscal Year approvals and transfers. G. McAllister and R. McGee will be away, but hopefully there can be a quorum for this very brief meeting.

Adjournment

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to adjourn the meeting at 8:10 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Beth Paine, Clerk

Next Board Meeting: Monday, June 12, 2023, 6:30 pm, Gallery Room