

Approved by the Library Board of Trustees December 11, 2023

Richmond Memorial Library

Board of Trustees

November 13, 2023

The November meeting of the Library Board of Trustees was held on Monday, November 13, 2023. President Jessica Ecock Rotondo called the meeting to order at 6:30 p.m.

Members present: Jessica Ecock Rotondo, Leslie Moma, Norm Argulsky, Kristi Evans, and Becky Lefevre

Also present: Director Beth Paine and Deputy Clerk Debra Levins

Excused: Richard Beatty and Catrina Lasher

Approval of Minutes

President Jessica Ecock Rotondo declared the minutes of the October 16, 2023 meeting approved.

Public Comment - None

Presentation by Library Assistant Kelly March

Library Assistant Kelly March gave an update on the upcoming April 8, 2024 Total Solar Eclipse event at our library.

Library Director's Report

October 2023 Librarian Reports

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

Personnel Approvals

Upon the motion of N. Argulsky, seconded by K. Evans, Monica Colantonio was promoted to Full-time Library Clerk beginning December 1, 2023 with no increase in pay. All members voted yes. Motion carried.

Stephen Farrell started as our new Cleaner at the rate of \$19.00 per hour. He trained with Peggy George on October 30th and will become full-time today (November 13, 2023).

Staff Training Day

Director Paine reported that Staff Training Day went well with learning activities that staff enjoyed.

HR Works

We will be finished with HR Works as of November 30th. Jeremy Higgins of the Higgins Agency Group will start on the 1st of either December or January. He will do a presentation at a staff meeting. Jeremy's company already represents us for our insurance benefits.

Committee Reports

Policy Committee

The Policy Committee met last Monday (November 6th). Vice President/Policy Committee Chair Leslie Moma gave a report. A Display and exhibit policy will be drafted.

Financial Reports

October 2023 Summary of Revenues and Appropriations

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

September 2023 Bank Reconciliations

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

Approval of Invoices for Payment

Upon the motion of L. Moma, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 25 for October Dental Insurance by Solstice and October Health Care Costs by Proflex Administrators LLC in the total amount of \$8,468.72. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by K. Evans, it was resolved to approve the payment of \$20,082.07 on Warrant 28. All members voted yes. Motion carried.

Communications

Richard Seymour Bequest update

The final check from the Richard Seymour bequest in the amount of \$17,914.23 was passed on to Mike Restivo at Brighton Securities.

We received a check from the Kiwanis Club of Batavia in the amount of \$2,843 for the Books for Babies program.

Safety Audit Info

We received the results of the Safety Audit conducted by Genesee County on August 24th. This was scanned to Trustees with the board packet agenda on November 9th. Director Paine reviewed it with the trustees that were present.

Trustee C. Lasher expressed concerns (via email to Beth Paine) about the Safety Audit Report. The Director explained that since we do not own the library building, we are very limited with what our maintenance staff can do, especially with electrical issues. Director Paine will be meeting with Superintendent Jason Smith regarding a timeline for issues to be dealt with. Head Custodian Casey Stockwell will be meeting with BCSD building staff.

Unfinished Business

Payroll and accounting

We are still discussing the separation of our payroll with the Batavia City School District.

Part-time sick leave

Upon the motion of N. Argulsky, seconded by L. Moma to begin granting part-time staff the accrual of leave time at a rate of one hour for every 30 hours worked with the stipulation that accrued time cannot be used within 30 days, retroactive 9/30/20. This is when NYS began this coverage for employees. Three members voted yes, two voted no. The motion did not pass because under NY State Education Law 226 (1) the motion would need to pass by 4 votes. This motion will be revisited at the December meeting.

New Business

Technical issues continue with new patron computers, the programming laptops, and now the display TV's. A tech from Info Advantage got three of the new patron computers running and will be coming out again to deal with the other issues. A new contract will be signed to include more onsite assistance, as it is needed on a regular basis.

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to calculate salaries pro-rated monthly for L. Dumuhosky as was protocol for other salaried staff. All members voted yes. Motion carried.

Executive Session

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to enter into Executive Session at 7:54 p.m. for discussion related to employment of a particular person. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo, seconded by B. Lefevre, it was resolved to exit Executive Session at 7:58 p.m. All members voted yes. Motion carried.

Notation:

Review of Trustee Training Module 1 and discussion of Trustee Training Module 2 were conducted by Director Beth Paine.

Adjournment

Upon the motion of N. Argulsky, seconded by B. Lefevre, it was resolved to adjourn the meeting at 8:43p.m. All members voted yes. Motion carried.

Respectfully submitted,
Beth Paine, Clerk

Next Board Meeting: Monday, December 11th, 2023 @ 6:30pm, in the Gallery