

*Approved by the Library Board of Trustees October 18, 2021*

**Richmond Memorial Library**

**Board of Trustees**

**September 13, 2021 via Zoom**

The September meeting of the Library Board of Trustees was held on Monday, September 13, 2021. President Gregg McAllister called the meeting to order at 6:33 p.m.

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

Also present: Bob Conrad and Debra Levins

Excused: Norm Argulsky

**Approval of Minutes**

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, the minutes of the August 9, 2021 meeting were approved. All members voted yes. Motion carried.

**Public to be Heard - None**

**Library Director's Report**

**Reports of Librarians McCormack, Stryker Basile, Beardslee, Wood and Potera**

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

**Adult Summer Reading Recap 2021**

A recap of the 2021 Adult Summer Reading Program was given.

The Board also reviewed the Combined Youth Services Report from Librarian Sue Potera.

**Summer Reading Program Report**

The Summer Reading Program Report was viewed.

**July 2021 Statistics**

The July 2021 Statistics were reviewed.

## **Director SMART goals for FY 2021-22**

The Director's SMART goals were moved to Executive Session.

## **“Friends of the Years” reception recap**

R. Conrad said the “Friends of the Years” reception honoring Sue Chiddy (2020 RML Friend of the Year) and Jerianne Barnes (2021 RML Friend of the Year) was particularly well attended. Adult Services Librarian Samantha Stryker Basile did a great job heading the event. Vice President Jessica Ecock Rotondo and Director Conrad read the Proclamations.

## **Genesee County Funding update (incl. update on libraries’ rechartering initiatives)**

Director Conrad attended the Genesee County Human Services Budget meeting. He gave a recap on the request of the Libraries.

## **“Back to School” letter (encl.)**

The “Back to School” letter from the Library Director to Middle School parents was reviewed.

## **New Logo update**

The New RML Logo team that consists of Director Conrad, Library Visits Coordinator Lucine Kauffman and Community and Librarian Samantha Stryker Basile has been meeting and will have the new logo soon.

## **Committee Reports**

### **Personnel Committee**

Per Personnel Committee member G. McAllister, the Committee met over a period of weeks to answer questions posed by HR Works’ initial draft of the Employee Handbook, make edits and revisions, and pose additional questions. After compiling the changes and questions, Director Conrad will touch base with the company to inquire when a completed draft may be available for board review.

## **Financial Reports**

### **August 2021 Summary of Revenues and Appropriations**

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the August 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

### **July 2021 Bank Reconciliations**

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the July 2021 Bank Reconciliations. All members voted yes. Motion carried.

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

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the manual checks on Warrant 15. The amount of \$3,058.39 was received by Proflex Administrators LLC for August Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$2,914.30 on Supplemental Warrant 11. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$15,782.31 on Supplemental Warrant 12. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$26,400.61 on Warrant 17. All members voted yes. Motion carried.

### **Communications**

#### **Resignation of Library Assistant Katherine Elia**

A letter of resignation from Library Assistant Katherine Elia was shared with the Library Board. An exit interview was reviewed by the personnel committee.

#### **Unfinished Business - None**

### **New Business**

#### **Approval of 2022 Library Closures and Early Closings**

Upon the motion of J. Ecock Rotondo, seconded by R. McGee, it was resolved to approve the 2022 Library Closures and Early Closings as presented. All members voted yes. Motion carried.

#### **Approval of the appointment of Felicia Cecere to a Librarian I vacancy at \$44,500/yr**

Upon the motion of L. Moma, seconded by K. Evans, it was resolved to approve the appointment of Felicia Cecere to a Librarian I vacancy at \$44,500/yr. All members voted yes. Motion carried.

#### **Approval of the increase of Librarian Deborah Wood's hourly wage to \$23.01**

Upon the motion of C. Lasher, seconded by L. Moma, it was resolved to approve an increase of Librarian Deborah Wood's hourly wage to \$23.01. All members voted yes. Motion carried.

**Approval of the suspension of library patrons from the premises**

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

Until November 29th

Jaziah Ayala  
Naj'Mell Gardner  
Taariq Munroe  
Jaden Tyndell  
Tianna Williams  
Karizma Wescott

Until Jan 3rd:

Dymon Gardner

All members voted yes. Motion carried.

**Executive Session**

Upon the motion of R McGee, seconded by K. Evans, it was resolved to enter into Executive Session at 8:04 p.m. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to exit Executive Session at 8:25 p.m. All members voted yes. Motion carried.

**Adjournment**

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to adjourn the meeting at 8:25 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

**Next meeting: Monday, October 18, 2021. 6:30 pm, via Zoom**