

Approved by the Library Board of Trustees November 8, 2021

Richmond Memorial Library

Board of Trustees

October 18, 2021 via Zoom

The October meeting of the Library Board of Trustees was held on Monday, October 18, 2021. President Gregg McAllister called the meeting to order at 6:37 p.m.

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

Also present: Bob Conrad, Debra Levins, and Sue Potera

Excused: Rebecca McGee

(President G. McAllister was in and out of the meeting due to internet issues.)

Approval of Minutes

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, the minutes of the September 13, 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, Wood, Potera, and Cecere

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, and Deborah Wood. Librarian Elizabeth Beardslee's report deadline was extended.

The Board also reviewed monthly reports from Children's Room Librarian Sue Potera and Teen Services Librarian Felicia Cecere.

Special recognition was given by C. Lasher for the Children's Room's stuffed animal sleepover event.

August 2021 Statistics

The August 2021 Statistic Report was reviewed.

Trustee L. Moma entered the Zoom meeting at 7:00 PM.

New logo, logo rationale and guidelines, sample letterhead

Richmond Memorial Library's new logo was revealed. The logo rationale, guidelines and a sample of the new letterhead was also disclosed and discussed.

Committee Reports

Maintenance Committee

There was a brief discussion of the wooden picket fencing near the reading garden (attached to the carriage garage). Director Conrad was in favor of Head Custodian J. Donahue's recommendation of tearing it down and replacing it when the cost of wood goes down.

The Children's room's bathrooms will be changed to unisex and family bathrooms.

President G. McAllister re-entered the meeting in person at 7:15 PM.

Personnel Committee

Personnel Handbook

Committee revisions and questions about the first draft of the new Personnel Handbook were completed and handed off to consultants HR Works. A second draft is expected back on Nov 29th. Some thought and care will need to be made in transitioning employees from one vacation accrual method to another.

Financial Reports

September 2021 Summary of Revenues and Appropriations

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

Bank Reconciliations, August 2021

August 2021 Bank Reconciliations

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

Approval of Invoices for Payment

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the manual checks on Warrant 24. The amount of \$2,125.54 was received by Proflex Administrators LLC for September Health Care costs. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$3,052.62 on Supplemental Warrant 14. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$9,488.74 on Supplemental Warrant 16. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$1,932.65 on Supplemental Warrant 20. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$13,663.25 on Warrant 22. All members voted yes. Motion carried.

Communications - None

Unfinished Business - None

New Business

Suspension of students

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to approve a 3 month suspension of Ethan Jackson. All members voted yes. Motion carried.

L. Moma made a motion to suspend Mya Perez, however, it was not seconded. Continued documentation was advised.

Approval of the appointment of Crystal Polk to the Library Assistant vacancy at \$16.50/hr

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to approve the appointment of Crystal Polk to the Library Assistant vacancy at \$16.50/hr. All members voted yes. Motion carried.

Approval of the appointment of Ciarra Doty to the Library Page vacancy at \$12.50/hr

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to approve the appointment of Ciarra Doty to the Library Page vacancy at \$12.50/hr. All members voted yes. Motion carried.

Approval of the appointment of Alyssa Buie to the Library Page vacancy at \$12.50/hr

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to approval the appointment of Alyssa Buie to the Library Page vacancy at \$12.50/hr. All members voted yes. Motion carried.

Adjournment

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to adjourn the meeting at 7:50 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, November 8, 2021. 6:30 pm, via Zoom