

Approved by the Library Board of Trustees July 12, 2021

Richmond Memorial Library

Board of Trustees

June 14, 2021

Zoom / Conference Call

The June meeting of the Library Board of Trustees was held on Monday, June 14, 2021. President Norm Argulsky called the meeting to order at 6:35 p.m.

Members present: Norm Argulsky, Gregg McAllister, Rebecca McGee, Kristi Evans, Jennifer Cascell, Jessica Ecock-Rotondo, and Leslie Moma

Also present: Catrina “Cat” Lasher, Bob Conrad and Debra Levins

Approval of Minutes

Upon the motion of L. Moma, seconded by G. McAllister, the minutes of the May 10, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard

No public to be heard, but Trustee-Elect Catrina “Cat” Lasher was present. Upon being introduced, she said she came to see how things go before officially starting next month.

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.

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

“Spotify for Books” article

A “Where is our Spotify for Books?” article by Nathan Newman was shared with the Board.

Update on Custodial Staffing situation

Effective June 11th, Senior Custodian Jim Donahue is out on FMLA through August 26, 2021. Custodian Peggy George took over his hours. No sub custodian is available.

Staff Training Day summary, review

The Board reviewed the staff training day surveys.

Library Statistics – April 2021

and explanation of Overdrive / Zinio / RB Digital consolidation

The April 2021 Statistics were reviewed. Director Conrad gave details about the Overdrive/Zinio/RB Digital consolidation and how it affects statistic reports.

Committee Reports - None

Financial Reports

May 2021 Summary of Revenues and Appropriations

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

April and May 2021 Bank Reconciliations

Upon the motion of R.McGee, seconded by L. Moma, it was resolved to approve the April and May 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 71. The amount of \$2,458.58 was received by Proflex Administrators LLC for May 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 \$12,741.55 on Supplemental Warrant 68. All members voted yes. Motion carried.

Upon the motion of R.McGee, seconded by L. Moma, it was resolved to approve the payment of \$5,636.55 on Supplemental Warrant 70. All members voted yes. Motion carried.

Upon the motion of R.McGee, seconded by L. Moma, it was resolved to approve the payment of \$32,562.95 on Warrant 72. All members voted yes. Motion carried

Request for Budgetary Transfer

Upon the motion of J. Ecock-Rotondo, seconded by L. Moma, it was resolved to approve a transfer of \$7,000.00 from books to e-books for e-book purchases. All members voted yes. Motion carried.

Communications

Resignation of PT Library Asst. Laurie Oltramari

A resignation letter was received from PT Library Assistant Laurie Oltramari. An exit interview summary will be held with results reviewed by the Personnel Committee and passed onto the Board.

Old Business - None

New Business

Creation of a Donors Wall for the RML Foundation

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, it was resolved to designate library wall space for the Foundation to acknowledge donors and to appoint the selection of an appropriate wall to the buildings and grounds committee with input from the Foundation. All members voted yes. Motion carried.

Discuss and Approve fully revised Covid-19 Reopening Safety Plan

The board discussed the fully revised Covid-19 Reopening Safety Plan that Director Conrad presented.

Upon the motion of L. Moma, seconded by N. Argulsky, it was resolved to approve the fully revised Covid-19 Reopening Safety Plan as presented. All members voted yes. Motion carried.

Approve the Warrant Schedule for FY 2021-22 and Board of Trustee meeting dates

Upon the motion of J. Ecock-Rotondo, seconded by J. Cascell, it was resolved to approve the FY 2021-22 Warrant Schedule and the FY 2021-22 Board of Trustee meeting dates as presented. All members voted yes. Motion carried.

Approve the Appointment of Ellen Brokaw to PT (Teen) Library Assistant at \$17.10/hr

Upon the motion of G. McAllister, seconded by R. McGee, it was resolved to approve the appointment of Ellen Brokaw to PT (Teen) Library Assistant at \$17.10 per hour. All members voted yes. Motion carried.

Other Business

Presentation of gift to outgoing Trustee Jenn Cascell

The board gifted an etched paperweight to outgoing Trustee Jenn Cascell in honor of her 5 years of service as a Library Board Trustee completing one term.

Adjournment

Upon the motion of J. Cascell, seconded by L. Moma, it was resolved to adjourn the meeting at 7:48 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: July 12, 2021, 6:30 pm