

Approved by the Library Board of Trustees August 9, 2021

Richmond Memorial Library

Board of Trustees

July 12, 2021

The reorganization meeting of the Library Board of Trustees was held on Monday, July 12, 2021. President Norm Argulsky called the meeting to order at 6:32 p.m.

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

Also present: Bob Conrad, Debra Levins, and Alice Zito

Excused: Rebecca McGee

Swearing in of Board of Trustees

Board members Norm Argulsky, Gregg McAllister, Kristi Evans, Jessica Ecock-Rotondo, Leslie Moma, and Catrina Lasher were sworn in by Notary Public Alice Zito. Upon completion, A. Zito left the meeting at 6:34 p.m.

Signing of Conflict of Interest Agreement

Board members present also signed the Conflict of Interest Agreement.

Approval of Minutes

Upon the motion of K Evans, seconded by L. Moma, it was resolved to approve the minutes of the June 14, 2021 Board Meeting. All members voted yes.

Motion carried.

Public to be heard - None

Charter Amendment

Effective June 7, 2021, the Board of Regents of The University of the State of New York, on behalf of the State Education Department, the Richmond Memorial Library Charter was amended to specify the trustee term length to be three years.

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

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

Combined Youth Services Reports

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

Jessica Ecock-Rotondo arrived at 6:39 p.m. (The Reorganizational portion of the meeting was held off until her arrival.)

Reorganization

Election of President

Upon the motion of J. Ecock-Rotondo, seconded by K. Evans, Gregg McAllister was nominated as the President of the Board of Trustees. All members voted yes. Motion carried.

Election of Vice President

Upon the motion of K. Evans, seconded by L. Moma, Jessica Ecock-Rotondo was nominated as the Vice President of the Board of Trustees. All Members voted yes. Motion carried.

Appointment of Clerk

Upon the motion of N. Argulsky, seconded by L. Moma, Bob Conrad was appointed as Clerk to the Board of Trustees. All members voted yes. Motion carried.

Appointment of Deputy Clerk

Upon the motion of N. Argulsky, seconded by L. Moma, Debra Levins was appointed as Deputy Clerk to the Board of Trustees. All members voted yes. Motion carried.

Appointment of Treasurer

Upon the motion of N. Argulsky, seconded by L. Moma, Kim Mills was appointed as Treasurer to the Board of Trustees. All members voted yes. Motion carried.

Appointment of Deputy Treasurer

Upon the motion of N. Argulsky, seconded by L. Moma, Melissa Currier and Rebecca McGee were appointed as Co-Deputy Treasurers to the Board of Trustees. All members voted yes. Motion carried.

Appointment of Purchasing Agent

Upon the motion of N. Argulsky, seconded by L. Moma, Bob Conrad was appointed as Purchasing Agent to the Board of Trustees. All members voted yes. Motion carried.

Designation of Library Attorney

Upon the motion of N. Argulsky, seconded by L. Moma, Peter Casey, Esq. of the DelPlato Casey Law Firm was appointed to be the attorney of record to represent the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Auditing Firm

Upon the motion of N. Argulsky, seconded by L. Moma, Freed Maxick was appointed as the auditing firm for Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Official Bank Depository

Upon the motion of N. Argulsky, seconded by L. Moma, Five Star Bank was appointed as the Official Bank Depository for Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Bank Signatories

Upon the motion of N. Argulsky, seconded by L. Moma, Treasurer Kim Mills, President Gregg McAllister, and Co-Deputy Treasurers Melissa Currier and Rebecca McGee were appointed to be the Bank Signatories for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Payroll Certifier

Upon the motion of N. Argulsky, seconded by L. Moma, Director Robert Conrad was appointed to be the Payroll Certifier for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Deputy Payroll Certifier

Upon the motion of N. Argulsky, seconded by L. Moma, Alice Zito was appointed to be the Deputy Payroll Certifier for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Petty Cash Funds

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve a Petty Cash amount of \$200 for the Richmond Memorial Library and \$100 for the Library Visits Program. All members voted yes. Motion carried.

Designation of Official Newspaper

Upon the motion of N. Argulsky, seconded by L. Moma, The Daily News was appointed Richmond Memorial Library's official newspaper. All members voted yes. Motion carried.

By-Laws Review

The By-Laws were reviewed. No revisions were made. The Director noted that there is a procedure to make amendments, if needed.

5 Year Plan Review

The 5 year plan was reviewed.

An *ad hoc* committee of L. Moma and President G. McAllister will assist Director Conrad with initiating the Community Needs Assessment.

Subcommittee Appointments

Trustees will email President Gregg McAllister with their choice of subcommittees.

May 2021 Statistics

The May 2021 Statistics were reviewed.

Update on air handler problems resulting in library closures

Director Conrad gave trustees an update on the air handler problems which resulted in one library closure and shortened days.

Update on substitute or contract custodian status

R. Conrad also updated trustees on the status of substitute and contract custodian options.

Save the Date: Nioga Annual Dinner

The 2021 Nioga Board of Trustees Annual Dinner Meeting will be held at Krull Park in Olcott on Thursday, September 2nd. Registration starts at 5:30 p.m., and dinner will begin at 6:00 p.m. with the annual meeting to follow.

Review of NY Open Meetings Law

The NY Open Meetings Law was reviewed.

Brand Platform; Brand Promise (Powerpoint); Brand Development Next Steps

L. Moma gave a summary of the brand development sessions and a handout was emailed to the Trustees in the Board scan.

Committee Reports - None

Financial Reports

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the payment of \$827.16 on Supplemental Warrant 74. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the payment of \$15,223.95 on Supplemental Warrant 76. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the payment of \$9,297.62 on Supplemental Warrant 2. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the manual checks on Warrant 77. The amount of \$2,133.40 was received by Proflex Administrators LLC for June Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the payment of \$66,461.60 on Warrant 3. All members voted yes. Motion carried.

Communications

A card of gratitude from former Trustee Jenn Cascell was shared with the Board.

An email from Nioga Director Tom Bindeman was included in the agenda packet scan to the Board.

Unfinished Business - None

New Business

Authorization of bonus pay to Custodian Peggy George

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the payment of a onetime bonus of \$802 to Custodian Peggy George for services rendered during scheduled, canceled vacation time. All members voted yes. Motion carried.

Approval of the cash payout of unused 2020-21 vacation accrual for Peggy George

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve a cash payout of unused 2020-21 vacation accrual for Custodian Peggy George at her regular hourly wage. All members voted yes. Motion carried.

Update contact information

Updated contact information was received. A new Board of Trustee Contact Chart will be available after subcommittees are determined.

Executive Session

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to enter into Executive Session at 8:34 p.m to discuss personnel matters. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to exit Executive Session at 8:40 p.m. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by L. Moma, it was resolved to award Library Director Robert Conrad a 3% salary increase retroactive July 1, 2021. 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 8:43 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, August 9, 2021. 6:30 pm, Gallery Room