

*Approved by the Library Board of Trustees August 8, 2022*

**Richmond Memorial Library**

**Board of Trustees**

**July 11, 2022**

The reorganization meeting of the Library Board of Trustees was held on Monday, July 11, 2022. President Gregg McAllister called the meeting to order at 6:33 p.m.

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

Also present: Library Director Bob Conrad, Deputy Secretary Debra Levins, Clerk Alice Zito, and Nioga Library System Director Tom Bindeman

**Swearing in of Board of Trustees**

Board members: Norm Argulsky, Gregg McAllister, Rebecca McGee, 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 6:35p.m.

**Signing of Conflict of Interest Agreement**

Board members present also signed the Conflict of Interest Agreement.

**Approval of Minutes**

President G. McAllister declared the minutes of the June 13, 2022 board meeting as approved.

**Public to be Heard**

**Tom Bindeman, Nioga Library System Director**

**Trustee Training**

Two hours of Library Trustee training will be mandated starting Jan 1<sup>st</sup> – Dec 31<sup>st</sup> yearly, beginning January 1, 2023.

**“Fine Free” proposal**

Nioga Director Tom Bindeman discussed the fine free proposal.

### **Restorative Justice opinion (email)**

An email from T. Bindeman regarding his opinion on Restorative Justice was previously shared with the board. Mr. Bindeman went into further detail and answered questions regarding this and the discipline process most common with libraries in the Nioga system.

### **Reorganization**

#### **Election of President**

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, 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 R. McGee, 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 Jessica Ecock-Rotondo, 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 Jessica Ecock-Rotondo, 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 Jessica Ecock-Rotondo, 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 Jessica Ecock-Rotondo, 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 Jessica Ecock-Rotondo, 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 Jessica Ecock-Rotondo, 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 Official Bank Depository**

Upon the motion of N. Argulsky, seconded by Jessica Ecock-Rotondo, 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 Jessica Ecock-Rotondo, Treasurer Kim Mills, President Gregg McAllister, and Co-Deputy Treasurers Melissa Currier and Trustee 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 Jessica Ecock-Rotondo, 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 Jessica Ecock-Rotondo, 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 Jessica Ecock-Rotondo, 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 Jessica Ecock-Rotondo, The Daily News was appointed Richmond Memorial Library's official newspaper. All members voted yes. Motion carried.

## **Optional – Subcommittees:**

(Board President is Ex Officio Member of All Committees)

Board President McAllister invited the Trustees to inform him of any changes they'd like on the subcommittees. All subcommittees will remain the same this year. The members are as follows:

Personnel Committee - Chair is R. McGee, J. Ecock-Rotondo & N. Argulsky

Building & Grounds - Chair is N. Argulsky, L. Moma & C. Lasher

Finance - Chair is K. Evans, R. McGee

Policy - Chair is J. Ecock-Rotondo, L. Moma & C. Lasher

## **Review:**

### **By-Laws**

The Director provided copies of the By-Laws for review.

## **NY Open Meetings Law FAQ**

B. Conrad also provided copies of the Open Meetings Law for review.

## **5 Year Plan Update**

Director Conrad answered questions regarding the five year plan. The mailing lists and marketing committee plans were discussed.

## **Library Director's Report**

### **Reports of Librarians**

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, Elizabeth Beardslee (May & June), and Deborah Wood.

The Board also reviewed the monthly report from Children's Room Librarian Sue Potera.

## **May 2022 Statistics**

The May 2022 Statistics were reviewed.

## **Correction to April 2021 circulation statistic**

A correction to the April 2021-22 Statistics was reviewed.

## **Empire Pass idea**

Director Conrad asked the Board if he should purchase two NYS Empire passes. Since the Board was in agreement, he will purchase the passes for patron checkout. The passes will allow free vehicle entrance/parking to NYS parks.

## **New Trustee Education Requirements**

The Director provided an email from NYS Library Development providing the timeline with the trustee education requirement.

## **State Construction estimates**

K. Evans urged more research on the EV charging station, due to concerns including loss of premium parking spaces and the use of grant funding.

## **PT Librarian Assistant vacancy**

Staffing hours and probable duties over recent years were compared. B. Conrad will bring the discussion to Personnel Committee.

## **Bottled water from Friends: water fountains?**

Due to rising costs, alternatives to the water dispenser service funded by the Friends of the Library were discussed.

## **Director SMART Goals update**

Director Conrad apprised the Board of the status of his SMART Goals.

## **Committee Reports**

### **Finance**

#### **Auditor Search (Gregg), Interest and Scholarship Funds**

G. McAllister will be getting more specific information from the two accounting firms that he has located.

Transferring interest and scholarship funds to the Foundation was discussed. The motion is under New Business.

## **Communications**

Christian Townes, Senior Manager, Freed Maxick sent an email regarding the 2021 Financial Statements.

## **Financial**

### **Revenue Status Report and Appropriation Status Report Year-end 2021**

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the Year-end 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

### **Bank Reconciliations, April & May 2022**

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the April & May 2022 Bank Reconciliations. All members voted yes. Motion carried

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

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the manual checks on Warrant 77. The amount of \$1,312.80 was received by Proflex Administrators LLC for June Health Care costs. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$4,519.15 on Supplemental Warrant 72. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$2,922.71 on Supplemental Warrant 76. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$11,419.22 on Supplemental Warrant 1. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$25,419.54 on Warrant 2. All members voted yes. Motion carried.

## **Old Business**

### **Restorative Justice proposal (Jess)**

J. Ecock-Rotondo discussed what restorative justice is, how it connects people back into the community, and how it may help with alternatives in conjunction with teen library bans.

## **New Business**

### **Update contact information**

There were no updates for the contact information chart.

### **Approval of corrected Salaries & Wages, FY 2022-23**

Upon the motion of C. Lasher, seconded by L. Moma, it was resolved to approve the corrected salary for Kelly March and wage for Crystal Polk for FY 2022-23. All members voted yes. Motion carried.

### **Approval of Library Visits budget, FY 2022-23**

This is a report from Lucine Kauffman, Coordinator of the Library Visits Program. No approval is needed.

### **Transfer of \$3,175.49 (Adelaide Kenney interest) and \$33,622.19 (scholarships) to Foundation**

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to transfer the \$3,175.49 in interest from the Kenney Trust and \$33,622.19 scholarship funds to the RML Foundation. All members voted yes. Motion carried.

## **Adjournment**

There being no further business, President Gregg McAllister declared the meeting adjourned at 8:38 p.m.

Respectfully submitted,  
Bob Conrad, Clerk