

Approved by the Library Board of Trustees May 10, 2021

Richmond Memorial Library

Board of Trustees

April 12, 2021 via Zoom / Conference call

Public Information Meeting Via Zoom

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 12, 2021. Director B. Conrad called the meeting to order at 6:33 PM.

Trustees present were: Norm Argulsky, Gregg McAllister, Rebecca McGee, Kristi Evans, Jenn Cascell, and Jessica Ecock-Rotondo.

Excused: Leslie Moma

Also present were: Bob Conrad, Debbie Levins, and Art Marshall

Welcome/Introduction of Trustees

Library Director Bob Conrad welcomed the attendees and introduced the Board of Trustees.

Library Review/Budget Presentation

B. Conrad presented the proposed budget for fiscal year 2021-22, including comparisons with the current operating budget. The proposed budget calls for no increase to the tax levy.

Public comment - None

Adjournment

With no public comments, B. Conrad thanked those attending the Public Information Meeting.

There being no further business, President Norm Argulsky adjourned the meeting at 6:46 p.m.

Regular Meeting

The regular April meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 12, 2021. President N. Argulsky called the meeting to order at 6:46 p.m.

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

Also present: Bob Conrad and Debra Levins

Excused: Leslie Moma

Approval of Minutes

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, the minutes of the March 8, 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.

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

NYLA YSS Conference Report, Sue Potera

A report of the NYLA YSS Spring Conference by Sue Potera was reviewed.

Library Statistics – February 2021

The February 2021 Statistics were reviewed.

Property Tax Cap filing

The proposed budget calls for no increase to the tax levy. This was reflected in the tax cap filing.

Status update on Trustee Election, Annual Reports / Budget Newsletter

An update on the Trustee Election, Annual Reports and Budget Newsletter was given.

Tracking Library Open Hours – a comparison of NY library systems

The comparison of NY library system hours of service and of services available in February, 2021, was reviewed in response to Coronavirus reopenings. RML was shown to be running par-for-the course in a return to most services, and stood with the majority of NY public libraries in not being open for prolonged seating.

Vaccination status of RML staff

Director Conrad gave the Trustees a brief update on the status of RML staff vaccinations.

Safety Plan update / recommendations (all on page 6 of Safety Plan)

- Nioga recommends relaxing library materials quarantine to 24 hours
- Staff request to permit in-person library programs with social distancing of 6 ft *in combination* with face coverings

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to accept the changes in the Safety Plan as recommended. All members voted yes. Motion carried.

Committee Reports - None

Financial Reports

March 2021 Summary of Revenues and Appropriations

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

February 2021 Bank Reconciliations

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the February 2021 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the manual checks on Warrant 57. The amount of \$2,779.48 was received by Proflex Administrators LLC for March Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$926.78 on Supplemental Warrant 52. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$16,497.82 on Supplemental Warrant 56. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$944.98 on Supplemental Warrant 59. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$21,237.59 on Warrant 60. All members voted yes. Motion carried.

Request for Budgetary Transfers

Upon the motion of G. McAllister, seconded by R. McGee, it was resolved to approve the following transfers:

a transfer of \$600.00 from Travel & Meetings – Marshall Grant to Books – Marshall Grant for book purchases.

a transfer of \$2,000.00 from NYS Retirement – Marshall Grant to AV – Marshall Grant for AV purchases.

a transfer of \$78.00 from NYS Retirement – Marshall Grant to Materials & Supplies – Marshall Grant for supplies.

a transfer of \$500.00 from Other Expenses – Marshall Grant to Materials & Supplies – Marshall Grant for supplies.

All members voted yes. Motion carried.

Communications

Don Shukecht

Upon the motion of R. McGee, seconded by G. McAllister, it was resolved to accept the gift of a bench in memory of Mary Shuknecht. All members voted yes. Motion carried.

Old Business

Resolution of a Special Meeting of the Board of Trustees of the Richmond Memorial Library / Petition for Amendment of Charter

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to accept the Resolution of a Special Meeting of the Board of Trustees of the Richmond Memorial Library along with the Petition for Amendment of Charter as presented. All members voted yes. Motion carried.

New Business

Approve the termination of library page

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, it was resolved to terminate library page Jacelyn Ferringer. All members voted yes. Motion carried.

Approve the appointments of library pages Norman Vincent March and Lucille Oltramari at \$12.50/hr

Upon the motion of J. Ecock-Rotondo, seconded by J. Cascell, it was resolved to approve the appointments of library pages Norman Vincent March and Lucille Oltramari at \$12.50/hr. All members voted yes. Motion carried.

Approve the RML Annual Report 2020

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to accept the 2020 Annual Report as presented. All members voted yes. Motion carried.

Other Business - None

Adjournment

Upon the motion of R. McGee, seconded by G. McAllister, it was resolved to adjourn the meeting at 7:51 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: May 10, 2021, 6:30 pm