

Approved by the Library Board of Trustees May 9, 2022

Richmond Memorial Library

Board of Trustees

April 11, 2022

Public Information Meeting

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 11, 2022. Director B. Conrad called the meeting to order at 6:31 PM.

Trustees Present: Gregg McAllister, Rebecca McGee, Kristi Evans, Jessica Ecock-Rotondo, Leslie Moma, and Catrina Lasher

Excused: Norm Argulsky

Also present were: Bob Conrad, Debbie Levins, and Kathleen Facer

Welcome/Introduction of Trustees

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

Library Review/Budget Presentation

B. Conrad presented the proposed budget for fiscal year 2022-23, including comparisons with the current operating budget. The proposed budget calls for an increase of \$21,865 to increase the annual appropriation from \$1,359,604 to \$1,381,469.

Public comment

K. Facer asked about the increase in the technology budget line. Director Conrad explained it was for the contract with the new IT company which better suits the library's needs.

Adjournment

With no further public comments or questions, B. Conrad thanked Miss Facer for attending.

There being no further business, President Gregg McAllister 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 11, 2022. President G. McAllister called the meeting to order at 6:46 p.m.

Members Present: Gregg McAllister, Rebecca McGee, Kristi Evans, Jessica Ecock Rotondo, Leslie Moma, and Catrina Lasher

Excused: Norm Argulsky

Also present were: Bob Conrad, and Debbie Levins

Approval of Minutes

President G. McAllister declared the minutes of the March 14, 2022 meeting as approved.

Public to be Heard – None

Audit Report of Fiscal Year 2020-21

Kathryn Barrett, Freed Maxick – Postponed

The Audit Report of Fiscal Year 2020-21 with Kathryn Barrett of Freed Maxick – was postponed.

Library Director's Report

Reports of Librarians McCormick, Basile, Beardslee, Cecere, and Wood

The Board reviewed monthly reports from Librarians Rita McCormick, Samantha Stryker Basile, Elizabeth Beardslee, Felicia Cecere, and Deborah Wood

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

Library Statistics – February 2022

The February 2022 Statistic Report was reviewed.

New library cards & tote

The newly designed library cards are being offered free to the public during the month of April in celebration of National Library Week which was April 3-9, 2022. To promote the Library, free totes were offered to the first 100 patrons that received a new library card.

ECF (Emergency Connectivity Fund) opportunity

Director Conrad described an opportunity to take advantage of Federal ECF funds to purchase hundreds of laptops and hot spots for the community to check out and use.

Committee Reports

Buildings & Grounds

Trustee L. Moma reported on the latest building and grounds committee meeting. The committee met Casey Stockwell, the new Head Custodian. L. Moma described a number of projects to be initiated by the Library and the School District.

Financial Reports

Summary of Revenues and Appropriations, March 2022

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the March 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, February 2022

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the February 2022 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the manual checks on Warrant 59. The amount of \$4,391.88 was received by Proflex Administrators LLC for March Health Care costs. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the payment of \$7,697.14 on Supplemental Warrant 53. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the payment of \$15,462.97 on Supplemental Warrant 56. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the payment of \$2,490.44 on Supplemental Warrant 58. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the payment of \$13,192.28 on Warrant 60. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to approve the following transfers:

\$782.00 from Workman's Compensation to Periodicals for a shortfall on the Periodicals line due to price increases.

\$765.00 from TSA Retirement Incentive to Periodicals for a shortfall on the Periodicals line due to price increases.

\$6,000 from Capital Improvement to Utilities for a shortfall on the Utilities line due to volatility & large price increases.

All members voted yes. Motion carried.

Communications

Director Conrad shared communication from the NIOGA Board requiring a resolution to nominate the City of Batavia Trustee.

Old Business - None

New Business

Upon the motion of C. Lasher, seconded by K. Evans, the flower garden was dedicated in honor of Nancy Mortellaro in appreciation for her endless volunteer hours in making it such a beautiful enhancement of Richmond Memorial Library's landscape. All members voted yes. Motion carried.

Approval of the payment of a one-time bonus of \$580 to Peggy George

Upon the motion of R. McGee, seconded by C. Lasher, it was resolved to approve the payment of a one-time bonus of \$580 to Custodial Worker Peggy George for the temporary performance of Senior Custodial Worker duties for 290 hours. All members voted yes. Motion carried.

Resolution nominating Jeffrey Laub to the City of Batavia Seat on the Nioga Board of Trustees

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to nominate Jeffrey Laub to the City of Batavia Seat on the Nioga Board of Trustees. All members voted yes. Motion carried.

Approval of the creation of a Student Intern position

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the creation of a Student Intern position . All members voted yes. Motion carried.

Approval of the suspension of patrons from the library premises, unless accompanied by an adult

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to approve the suspension of the following students from the library premises, unless accompanied by an adult:

JaLon Richardson “JoJo”- 5 months

Ava Alexander - 3 months

Olivia Alexander - 3 months

Armani Santiago – 5 months

All members voted yes. Motion carried.

Adoption of the new Employee Handbook, effective Fiscal Year 2022-23

This was tabled. It will be voted on at the May meeting. The Ad Hoc Employee Handbook Committee will have a meeting prior.

Other Business - None

Executive Session to discuss the appointment of a particular person

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to enter into Executive Session at 8:15 p.m. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo seconded by C. Lasher, it was resolved to exit Executive Session at 8:41 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to adjourn the meeting at 8:41 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: May 9, 2022, 6:30 pm