

Approved by the Library Board of Trustees June 13, 2022

Richmond Memorial Library

Board of Trustees

May 9, 2022

The May meeting of the Library Board of Trustees was held on Monday, May 9, 2022. Vice President Jessica Ecock Rotondo called the meeting to order at 6:36 p.m.

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

Also present: Bob Conrad and Debra Levins

Excused: Gregg McAllister

Approval of Minutes

Upon the motion of L. Moma, seconded by R. McGee, the minutes of the April 11, 2022 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Virtual storytime at ABCD (brief oral update)

Director Conrad informed the Board that the outreach program to ABCD was still being performed virtually at their request.

Reports of Adult & Teen librarians, April, 2022

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

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

NYLA YSS Spring Conference Report

The New York Library Association Youth Services Section Spring Conference Report was included with Sue Potera's written report.

March 2022 Library Statistics

The March 2022 Statistic Report was reviewed.

Revised December 2021 Library Statistics

The revised December 2021 Statistic Report was reviewed.

Ralph Wilson Grant approved

The \$25,000 Ralph Wilson Grant to extend the Library Visits services to people under 60 years of age was approved by the Buffalo Community Foundation.

Budget Vote and Trustee Election Results

Director Conrad reported that nearly 80% of voters supported the tax levy increase of \$21,865. Rebecca McGee ran unopposed and was elected to a second term.

Request to Table Adoption of Budget until June

Adoption of the 2022-23 Library Budget was tabled until June.

Invitation to Nioga Annual Dinner

Trustees were reminded that today is the last day to register for the Nioga Annual Dinner.

“Fine free” proposals (oral update)

The Board had a discussion about nearby libraries removing late fees from circulation policies and the effects it might have on us as a cooperative member library. Trustees were encouraged to attend the NIOGA dinner to discuss this further.

Local Covid Transmission: rising to MEDIUM, to HIGH

Director Conrad reported on Genesee County’s escalating covid transmission rates and reviewed CDC guidelines with the Board.

Youth Court inquiry

B. Conrad reported to the Board the findings of his inquiries about utilizing Genesee County Youth Court in some of its student discipline cases. Additional restorative justice partners and procedures were suggested by the Board.

Saturday, August 13: “Dedication Day” for Nancy’s flower bed, Friend of the Year, and Foundation Donor’s Wall

Director Conrad reported the Friends of the Library have selected Saturday, August 13th to award the Friend of the Year and have invited the Board and Foundation to schedule their respective dedication ceremonies to coincide.

Committee Reports

Buildings & Grounds committee report (Leslie)

L. Moma gave a report on the Building and Grounds Committee meeting. She will have questionnaires for library staff to fill out during the staff training day to get their ideas and input.

Financial Reports

April 2022 Summary of Revenues and Appropriations

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

March 2022 Bank Reconciliations

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the March 2022 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 63. The amount of \$791.97 was received by Proflex Administrators LLC for April 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 \$19,504.56 on Supplemental Warrant 62. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$12,540.64 on Warrant 66. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the following transfer:

\$4,500.00 from Salaries – Marshall Grant to Books – Marshall Grant to redistribute excess funds.

All members voted yes. Motion carried.

Communications

Kathryn Barrett, Freed Maxick

B. Conrad shared a letter from Kathryn Barrett, CPA/Director of Freed Maxick confirming that their firm discontinued audit and other attest services within the government sector. Their auditing service for our Library was discontinued as of March 31, 2022.

Old Business

Approve the Employee Handbook

Upon the motion of N. Argulsky, seconded by C. Lasher, it was resolved to approve the revised Employee Handbook. All members voted yes. Motion carried.

Norm Argulsky left the meeting at 8:25 p.m.

New Business

Approve the suspension of library patron

Upon the motion of L. Moma, seconded by K. Evans, it was resolved to approve the suspension of Jayda Richardson for 3 months. All members voted yes. Motion carried.

Other Business

Executive Session to discuss the appointment of a particular person

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to enter into Executive Session at 8:45 p.m. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by C. Lasher, it was resolved to exit Executive Session at 9:15 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to adjourn the meeting at 9:15p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: June 13, 2022, 6:30 pm