

Approved by the Library Board of Trustees October 17, 2022

Richmond Memorial Library

Board of Trustees

September 12, 2022

The September meeting of the Library Board of Trustees was held on Monday, September 12, 2022. President Gregg McAllister called the meeting to order at 6:35 p.m.

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

Also present: Library Director Bob Conrad and Deputy Secretary Debra Levins

Excused: Norm Argulsky

Approval of Minutes

President G. McAllister declared the minutes of the August 8, 2022 meeting as approved.

Public to be Heard - None

Library Director's Report

School District contacts re: after school

Director Conrad, S. Potera, and F. Cecere met with BMS Assistant Principals Lindsey Leone and John Martin Cannon. Resource Officer Miah Stevens is scheduled to attend the October board meeting. Hopefully some school counselors will be able to attend as well.

August 2022 Reports of Librarians McCormack, Basile, Cecere & Wood

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, Felicia Cecere, and Deborah Wood. Librarian Elizabeth Beardslee's August report will be reviewed at the October meeting along with her September report.

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

June & July 2022 Stats

The June and July 2022 Statistic Reports were reviewed.

RML headcount and staffing hours comparisons, recent years

More information regarding CR staffing hours was requested by the board. Discussions regarding the request for an additional part-time CR library assistant will continue at the October board meeting.

Employee Handbook Procedures Manual

This was just an FYI for the board. No action was needed.

Committee Reports -None

Financial Reports

August 2022 Summary of Revenues and Appropriations

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

June & July 2022 Bank Reconciliations

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to approve the June and July 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 14. The amount of \$2,004.03 was received by Proflex Administrators LLC for August 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 \$1,729.97 on Supplemental Warrant 9. 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 \$58,909.06 on Supplemental Warrant 12. 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 \$22,871.77 on Warrant 15. All members voted yes. Motion carried.

Communications

Anne Iannello sent the board and the director thank you cards for the Friend of the Year recognition.

Allied Financial Partners

Allied Financial Partners sent an introductory letter outlining services offered.

Old Business

Adoption of a “Fine Free” (no late fees) trial period

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to adopt a fine free trial period of October 1 through January 31, 2023 on RML materials. All members voted yes. Motion carried.

New Business

Approval of 2023 Library Closures

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to amend the library closure calendar. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the library closure calendar as amended. All members voted yes. Motion carried.

Approval of Increase to Standard Mileage Rate to 62.5¢/mile eff. July 1, 2022

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to increase the Standard Mileage Rate to 62.5¢/mile eff. July 1, 2022. All members voted yes. Motion carried.

Appointment of Katherine Bonk to Joe Zaso Student Internship position at \$15/hr upon Civil Service approval (Funding from foundation)

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the appointment of Katherine Bonk to the Joe Zaso Student Internship position at \$15/hr upon Civil Service approval. All members voted yes. Motion carried.

Approval of the Creation of an Interim Library Director position

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to approve the creation of an Interim Library Director position. All members voted yes. Motion carried.

Executive Discussion to Discuss an Appointment

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to enter into Executive Session at 8:00 p.m. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to exit Executive Session at 9:10 p.m. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to adjourn the meeting at 9:10 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk