

*Approved by the Library Board of Trustees November 14, 2022*

**Richmond Memorial Library**

**Board of Trustees**

**October 17, 2022**

The October meeting of the Library Board of Trustees was held on Monday, October 17, 2022. President Gregg McAllister called the meeting to order at 6:31 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 and Interim Director Diana Wyrwa

Excused: Deputy Clerk Debra Levins

**Approval of Minutes**

President G. McAllister declared the minutes of the September 12, 2022 meeting as approved.

**Public to be Heard** – None

**Committee Reports**

**Personnel re: Appointment of PT Library Assistant**

Upon the motion of R. McGee, seconded by N. Argulsky, it was resolved to table the decision regarding appointing a PT Library Assistant for the new RML director to handle. All members voted yes. Motion carried.

**Building & Grounds update**

A detailed building and grounds status report, which had previously been emailed to trustees, was discussed.

**Introduction of Interim Director Diana Wyrwa**

Diana Wyrwa was introduced as the Interim Library Director. Diana previously served as Richmond Memorial Library Director from 2004 until her retirement in 2014.

## **Library Director's Report**

### **Reports of Adult & Teen librarians, September 2022**

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

The Board also reviewed the monthly report and the Children's Services Summer Reading Report 2022 from Children's Room Librarian Sue Potera.

### **August 2022 Statistics**

The August 2022 Statistic Report was reviewed.

## **Financial Reports**

### **Summary of Revenues and Appropriations, September 2022**

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

### **Bank Reconciliations, August 2022**

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

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

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the manual checks on Warrant 19. The amount of \$5,491.77 was received by Proflex Administrators LLC for September Health Care costs. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the payment of \$4,877.22 on Supplemental Warrant 16. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the payment of \$18,990.03 on Supplemental Warrant 18. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the payment of \$19.32 on Supplemental Warrant 21. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the payment of \$26,849.36 on Warrant 24. All members voted yes. Motion carried.

## **Communications**

### **Allied CPAs: Scope & Objectives of Audit**

A letter was received from Allied CPAs to confirm their understanding of the services that they are to provide Richmond Memorial Library for the year ending June 30, 2022.

### **Helen Cummings: Resignation from Sub Clerk Position**

Substitute Library Clerk Helen Cummings submitted a letter of resignation.

### **D. Fay: Donation of Palm Trees**

The donation of two palm trees from Deb Fay was gratefully declined.

### **D. Weyer: Recommendation for Appointment**

The board reviewed a letter from longtime library patron D. Weyer regarding his recommendation for a staff appointment.

## **New Business**

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to appoint Interim Library Director Diana Wyrwa to the following positions: Clerk of the Board, Purchasing Agent, and Payroll Certifier effective October 31, 2022. All members voted yes. Motion carried.

### **Suspension of Library Patron**

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to suspend Mr. Lazeuia Dondrell Washington for a period of 6 months. All members voted yes. Motion carried.

## **Unfinished Business**

### **Executive Session to Discuss the Appointment of a Person**

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to enter into Executive Session at 7:15 p.m. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to exit Executive Session at 8:20 p.m. All members voted yes. Motion carried.

## **Adjournment**

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to adjourn the meeting at 8:20 p.m. All members voted yes. Motion carried.

Respectfully submitted,

Debra Levins, Deputy Clerk

Per Notes of Bob Conrad, Former Clerk

*Next meeting: Monday, November 14, 2022 @ 6:30 pm, Gallery Room*