

*Approved by the Library Board of Trustees February 8, 2021*

**Richmond Memorial Library**

**Board of Trustees**

**January 11, 2021 via Zoom & Gallery Room**

The January meeting of the Library Board of Trustees was held on Monday, January 11, 2021. President Norm Argulsky called the meeting to order at 6:30 p.m.

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

Also present: Bob Conrad and Debbie Levins

**Approval of Minutes**

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, the minutes of the December 14, 2020 meeting were approved. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Cascell, the minutes of the December 21, 2020 special 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.

**Library Statistics - November 2020**

The November 2020 Statistics were reviewed.

**Safety Plan's sanitization guidelines (handout) and staffing (discussion)**

Director Conrad reviewed additions to the Safety Plan's sanitization guidelines with the Trustees.

## **Director's SMART Goals update**

The Director's SMART Goals were tabled until Executive Session.

## **Oath of Office info**

A reminder of the Oath of Office Requirement for Public Library Trustees was emailed to Library Directors from Nioga's Outreach Consultant, Lisa Erickson. Director Conrad noted that this is required once per term, but that Richmond Library Trustees renew their oaths every year.

## **Library Attorney Resignation**

Tom Williams of the Williams Law Firm resigned his position of representing Richmond Memorial Library as the attorney of record.

Trustees were asked to aid in the search for an attorney to appoint having familiarity with employment law, state education law, First Amendment, and US Copyright Laws. Director Conrad offered to draft a duty description and a summary of the qualities required. He will also check with our CPA Kathryn Barrett, of Freed Maxick Accounting Firm, for suggestions.

## **Committee Reports**

### **Policy Committee**

The Policy Committee drafted a revision of the Meeting Room Policy.

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to adopt the Meeting Room Policy with the revisions presented. All members voted yes. Motion carried.

### **Finance Committee**

Finance Committee members K. Evans and R. McGee will meet with Director Conrad on February 22, 2021 at 5 p.m to discuss the preliminary budget.

## **Financials**

### **December 2020 Summary of Revenues and Appropriations**

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the December 2020 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

### **November 2020 Bank Reconciliations**

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the November 2020 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 41. The amount of \$1,405.63 was received by Proflex Administrators LLC for December 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 \$13,152.15 on Supplemental Warrant 36. 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 \$1,548.34 on Supplemental Warrant 38. 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 \$18,822.24 on Warrant 40. All members voted yes. Motion carried.

**Communications - None**

**Unfinished Business - None**

**New Business**

**Approval of Meeting Room Policy**

Approved above.

**Other Business - None**

**Executive Session**

Upon the motion of G. McAllister, seconded by L. Moma, it was resolved to enter into Executive Session at 7:13 p.m. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to exit Executive Session at 7:35 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 7:36 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

Next meeting: February 8, 2021 @ 6:30 p.m.