

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

**Richmond Memorial Library**

**Board of Trustees**

**January 10, 2022 via Zoom**

The January meeting of the Library Board of Trustees was held on Monday, January 10, 2022. Vice President Jessica Ecock Rotondo called the meeting to order at 6:34 p.m.

Vice President J. Ecock Rotondo wanted to note that President G. McAllister is out of state with no internet access. N. Argulsky is out of town and will connect to the meeting later if possible.

Members present: Rebecca McGee, Jessica Ecock Rotondo, Leslie Moma, and Catrina Lasher

Also present: Bob Conrad, and Debra Levins

Excused: Gregg McAllister, Norm Argulsky, Kristi Evans

**Approval of Minutes**

Upon the motion of R. McGee, seconded by L. Moma, the minutes of the December 13, 2021 meeting were approved. All members voted yes. Motion carried.

**Public to be Heard - None**

**President's Report (Addendum to Agenda)**

Vice President Jessica Ecock Rotondo asked trustees to let her know if they aren't receiving library announcement emails. She encouraged trustees to look into the Freedom Law info/meetings along with information on the Trustee Handbook Club.

**Library Director's Report**

**Reports of Adult & Teen librarians, December 2021**

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.

### **November 2021 Statistics**

The November 2021 Statistic Report was reviewed.

### **Snow Day (Addendum to Agenda)**

A snow day closed the library on Thursday, January 6, 2022. Five of the six county schools closed including Batavia City Schools.

### **Committee Reports**

#### **Foundation Wall update**

An update on the Foundation Wall will be available at the February meeting from President G. McAllister. Previous information regarding plans were reiterated.

### **Financial Reports**

#### **December 2021 Summary of Revenues and Appropriations**

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the December 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

#### **Bank Reconciliations, November 2021**

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the November 2021 Bank Reconciliations. All members voted yes. Motion carried.

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

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the manual checks on Warrant 42. The amount of \$2,624.19 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 R. McGee, it was resolved to approve the payment of \$9,385.58 on Supplemental Warrant 37. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the payment of \$5,121.67 on Supplemental Warrant 38. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the payment of \$15,358.45 on Warrant 40. All members voted yes. Motion carried.

## **Communications**

Senior Custodial Worker James Donahue tendered his resignation. His last day will be January 31, 2022. He will be retiring after 21 years of service in the Batavia City School District/Richmond Memorial Library.

## **Unfinished Business**

### **Employee Handbook**

Board members expressed appreciation for the Director's summary, especially the comments. R. Magee suggested an extra board meeting specifically for the handbook review. Tentative plans are for a meeting either January 24<sup>th</sup> or 31<sup>st</sup>.

## **New Business**

### **Transfer of Joe Zaso Memorials to the Foundation**

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to move the funds donated to Richmond Memorial Library and/or the Friends of the Library in Memory of Joseph (Joe) Zaso in the total of \$1855.00 to the Library's Foundation. All members voted yes. Motion carried.

### **Creation of Head Custodian Position (Addendum to Agenda)**

Upon the motion of R. McGee, seconded by C. Lasher, it was resolved to create the position of Head Custodian. 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 7:46 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

*Next meeting: Monday, February 14, 2022. 6:30 pm, via Zoom*