

Approved by the Library Board of Trustees April 11, 2022

Richmond Memorial Library

Board of Trustees

March 14, 2022 Via Zoom

The March meeting of the Library Board of Trustees was held on Monday, March 14, 2022. President Gregg McAllister called the meeting to order at 6:34 p.m.

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

Also present: Bob Conrad, and Debra Levins

Approval of Minutes

Upon the motion of R. McGee, seconded by L. Moma, the minutes of the February 14, 2022 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Adult & Teen librarians, February 2022

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, Deborah Wood, and Felicia Cecere. Elizabeth Beardslee's February report will be reviewed next month.

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

January 2022 Statistics

The January 2022 Statistic Report was reviewed.

Annual Report 2021

The Annual Report was reviewed.

Petitions to serve as Library Trustee: Now available (due April 5)

Petitions for the Library Trustee position have been available since March 5, 2022. They are due back to the Library by 5:00 p.m. on April 5th.

Revision to the Tax Cap filing

Before completing the tax cap filing with NYS, Director Conrad corrected the State's prior year levy entry. The tax cap filing as corrected was shared with the Board.

After School

Update – BMS & Administrator help

The Director noted the presence of middle school staff and preemptive police.

Committee Reports

Personnel – Employee Handbook

The Employee Handbook was received from HR Works. The Personnel Committee will meet soon for action.

Buildings & Grounds (Director's oral report)

Director Conrad will be meeting with Superintendent Jason Smith and Business Administrator Scott Rozanski. Jason DeGraff can act as the Building & Grounds liason.

Finance Committee

The Finance Committee met to discuss the FY 2022-23 Budget. This will be voted on under the New Business section below.

Financials

Summary of Revenues and Appropriations, February 2022

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to approve the February 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, January 2022

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to approve the January 2022 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 49. The amount of \$904.54 was received by Proflex Administrators LLC for February 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 \$1,869.13 on Supplemental Warrant 46. 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 \$9,749.70 on Supplemental Warrant 51. 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 \$33,520.34 on Warrant 54. All members voted yes. Motion carried.

Communications - None

Old Business - None

New Business

Approval of Annual Report 2021

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to approve the Annual Report 2021. All members voted yes. Motion carried.

Resolution Appointing Election Inspectors for May 5, 2022 Budget Vote/Trustee Election

Upon the motion of J. Ecock Rotondo, seconded by R. McGee, it was resolved to approve the following Resolution Appointing Election Inspectors for the May 5, 2022 Budget Vote/Trustee Election:

**RESOLUTION APPOINTING ELECTION INSPECTORS FOR
MAY 5, 2022 BUDGET VOTE/TRUSTEE ELECTION**

RESOLVED: That pursuant to section 2607 of the Education Law this Board of Trustees of Richmond Memorial Library hereby appoints as Inspectors of Election for the Annual Budget Vote/Trustee Election to be held at Richmond Memorial Library on May 5, 2022 the following qualified voters residing in Batavia City School District:

Debra Levins, Chairperson
Barbara Matarazzo
John Deleo
William Sargent
Kathy Briggs, Alternate

And the clerk is hereby directed to give written notice of the appointment to the persons so appointed, and

BE IT FURTHER RESOLVED: That the compensation of each inspector is hereby fixed at \$135.00 and \$210.00 for the Chairperson.

By order of the Board of Trustees
Richmond Memorial Library
Dated: March 14, 2022

Robert Conrad, Clerk of the Board
of Trustees of Richmond Memorial Library

All members voted yes. Motion carried.

Approval of the appointment of Casey Stockwell to Head Custodial Worker at \$22/hr.

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to approve the appointment of Casey Stockwell to Head Custodial Worker at \$22/hr. All members voted yes. Motion carried.

Approval to waive the \$1 replacement fee for library cards in April 2022

Upon the motion of K. Evans, seconded by R. McGee, it was resolved to waive the \$1 replacement fee for library cards in April 2022 to coincide with National Library Month. All members voted yes. Motion carried.

Other Business - None

Executive Session

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to enter into Executive Session to discuss the appointment of a particular person at 7:20 p.m. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to exit Executive Session at 7:55 p.m. All members voted yes. Motion carried.

Approval of Proposed FY 2022-23 Budget

Upon the motion of R. McGee, seconded by C. Lasher it was resolved to amend the proposed budget by lowering the tax levy increase by \$20,000 and increasing Appropriated Fund revenues by \$20,000. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by R. McGee, the amended budget was approved. 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 8:22 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: April 11, 2022 – immediately after Public Info. Meeting