

*Approved by the Library Board of Trustees November 13, 2023*

**Richmond Memorial Library**

**Board of Trustees**

**October 16, 2023**

The October meeting of the Library Board of Trustees was held on Monday, October 16, 2023. President Jessica Ecock Rotondo called the meeting to order at 6:32 p.m.

Members present: Jessica Ecock Rotondo, Leslie Moma, Norm Argulsky, Kristi Evans, Catrina Lasher, and Richard Beatty

Also present: Director Beth Paine, Becky LeFevre, Deputy Clerk Debra Levins

**New Board Member**

Upon the motion of K. Evans, seconded by R. Beatty, Becky LeFevre was approved to fill the board vacancy left by Rebecca McGee which expires June 2025. All members voted yes. Motion carried.

**Approval of Minutes**

President Jessica Ecock Rotondo declared the minutes of the September 11, 2023 meeting approved.

**Public Comment** – None

**Library Director's Report**

**September 2023 Librarian Reports**

The Board of Trustees were previously scanned the monthly reports from Librarians Samantha Stryker Basile, Elizabeth Beardslee, Felicia Cecere, Sue Potera, and Deborah Wood. Director Paine was available to answer questions.

**Personnel approvals; Felicia Cecere resignation**

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, the resignation of Teen Librarian Felicia Cecere effective October 31, 2023 was accepted. All members voted yes. Motion carried.

Ellen Caton will be transferred from the Children's Room to take over as Teen Library Assistant.

Laura Dumuhosky was hired as the new Adult Services/Media Librarian. She will start on Monday, November 6<sup>th</sup>.

Upon the motion of C. Lasher, seconded by K. Evans, the salary of \$53,000.00 per year for the new Adult Services/Media Librarian Laura Dumuhosky was approved. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, the title change for current Substitute Library Assistant Melissa Levins to Substitute Librarian was approved at \$20.00 per hour. All members voted yes. Motion carried.

K. Evans started a motion which was revised by B. LeFevre, and seconded by K. Evans to increase the pay rate for longtime Substitute Librarian Jill Feine to \$20.50 per hour. All members voted yes. Motion carried.

### **HR Works**

Director Paine gave an update on HR Works.

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to nullify the Library's contract with HR Works as of December 31, 2023 or as soon as November 30, 2023 if the attorneys for Richmond Memorial library and HR Works both agree. All members voted yes. Motion carried.

Jeremy Higgins of the Higgins Agency Group will take over the service of human resources management.

### **Committee Reports**

#### **Chairperson for Personnel Committee**

J. Ecock Rotondo agreed to chair the Personnel Committee.

#### **Policy Committee**

Director Paine would like to schedule a Policy Committee meeting as soon as possible to go over what needs to be updated.

### **Financial Reports**

#### **September 2023 Summary of Revenues and Appropriations**

Upon the motion of N. Argulsky, seconded by R. Beatty, it was resolved to approve the September 2023 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

### **August 2023 Bank Reconciliations**

Upon the motion of N. Argulsky, seconded by R. Beatty, it was resolved to approve the August 2023 Bank Reconciliations. All members voted yes. Motion carried.

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

Upon the motion of N. Argulsky, seconded by R. Beatty, it was resolved to approve the manual checks on Warrant 21 for September 2023 Dental Insurance by Solstice and September 2023 Health Care Costs by Proflex Administrators LLC in the total amount of \$6,898.22. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by R. Beatty, it was resolved to approve the payment of \$14,803.05 on Warrant 20. All members voted yes. Motion carried.

### **Communications**

#### **SnackSmart Vending**

A representative from SnackSmart vending dropped off information regarding their idea of placing a vending machine in the library. The board decided it was best to not go with a vending machine.

#### **NIOGA email**

An email was sent out to all Directors and Trustees in NIOGA regarding the biggest challenges facing our public libraries, focusing mostly on ensuring access to library content. If anyone did not receive this, please let Director Paine know and she will forward you a copy.

#### **Auditor engagement letter**

An engagement letter from our auditors at Allied CPA's was received.

### **Unfinished Business**

#### **Change of Board Meeting time**

It was decided to not change to day of week or the time of the board meetings at this point in time.

#### **Part-time employee sick time**

On September 30, 2020, covered employees in New York State began to accrue leave at a rate of one hour for every 30 hours worked, per the NYS website.

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to begin granting part-time staff the accrual of leave time at a rate of one hour for every 30 hours worked effective 10/17/23. Two members voted yes, two voted no and one abstained. The motion was revised by L. Moma and seconded by N. Argulsky to include it being retroactive July 1, 2023. The motion passed unanimously.

### **New Business**

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to discontinue Richmond Memorial Library's payroll service through the Batavia City School District no later than January 1, 2024 and to replace them with RPM Payroll Services. All members voted yes. Motion carried.

(Director Paine previously contacted other payroll services and found RPM payroll Services to be the best rated company with the most competitive pricing.)

### **Executive Session**

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to enter into Executive Session at 7:45 p.m. for discussion related to employment of a particular person. All members voted yes. Motion carried.

Upon the motion of R. Beatty, seconded by B. LeFevre, it was resolved to exit Executive Session at 8:21 p.m. All members voted yes. Motion carried.

### **Trustee Training**

The Trustees will do Module Training 1 & 2 immediately following the 11/13/23 board meeting.

### **Adjournment**

Upon the motion of K. Evans, seconded by R. Beatty, it was resolved to adjourn the meeting at 8:21 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Beth Paine, Clerk

**Next Board Meeting: Monday, November 13th, 2023 @ 6:30pm in the Gallery**