

Approved by the Library Board of Trustees February 8, 2016

Richmond Memorial Library

Board of Trustees

January 11, 2016

The January meeting of the Library Board of Trustees was held on Monday, January 11, 2016. President Beth Stich called the meeting to order at 6:28 p.m.

Members present: Dana Warren, Beth Stich, Norm Argulsky, Jennifer Reardon and Michael Rivers

Also present: Colleen Brudz, District Treasurer Sally Sanford, Bob Conrad, Debra Levins, Carol Richardson, and Director of Freed Maxick & Battaglia Kathryn Barrett, CPA.

Approval of Minutes

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the minutes of the December meeting. All members voted yes. Motion carried.

Public to be Heard - None

Audit Report - Kathryn Barrett, CPA

CPA Kathryn Barrett of Freed Maxick reviewed the draft of the Library's audit for fiscal year 2014-2015. She said the Library's assets exceed liabilities and we are in good condition, explaining that there are adequate internal controls to safeguard assets of the library - no inconsistencies or unusual transactions. The 2014-15 revenues exceeded expenditures, changing our net position by plus \$18,048.

Ms. Barrett left at 6:55 p.m.

M. Rivers made a motion to accept the audit as presented, and J. Reardon seconded it. All members voted yes. Motion carried.

S. Sanford and C. Richardson left the meeting at 7:03 p.m.

Financials

Bank Reconciliations, October 2015

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the October 2015 Bank Reconciliations. All members voted yes. Motion carried.

Summary of Revenues and Appropriations, October 2015

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the October 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, November 2015

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the November 2015 Bank Reconciliations. All members voted yes. Motion carried.

Summary of Revenues and Appropriations, November 2015

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the November 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$12,179.25 on Supplemental Warrant 34. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$3,967.71 on Supplemental Warrant 37. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the manual check on Warrant 39. The amount of \$2,339.83 was received by P & A Administrative Services for December Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$30,313.25 on Warrant 38. All members voted yes. Motion carried.

Report of Librarian

Art & Interiors Subcommittee Report

J. Reardon, D. Warren & B. Conrad met today for the Art & Interiors Subcommittee. B. Conrad showed the Board sample paint chips for borders, accents and the main color that were suggested by Cheryl from Mosman's Wallpaper & Paint Co. Staff will be asked for opinions. Estimates for painting costs will be put into the next budget. D. Warren and J. Reardon will put the library art collections into pdf thumbnail to share with the Board.

Music CD reclassification and circulation info

The Dewey Decimal system is currently used for Music CD's, which assigns confusing genre classifications to music. They will be reclassified by main entry – recording artist, title, or composer.

Board of Education Meeting Tuesday, January 19th, 7:00 pm

B. Conrad will present to the Board of Education when they host their Board meeting at the Library in January.

Teacher in the Library Reports (selections)

Reports from Teacher in the Library Tamara Davis were viewed.

Tax forms and filing assistance

Since tax form availability is limited at libraries, volunteers from the NYS Tax Department will be available to assist patrons with the online tax return filing January 27th – April 13th.

Winter Programs for Adults (flyer)

Flyers were distributed to Board members and reviewed.

NIOGA Board Vacancies

B. Conrad announced that terms are up for the NIOGA Board for Genesee County and also a Member at Large seat. The deadline is April 1, 2016 for any Board Member that is interested.

Kenney Trust update

B. Conrad is working with our Attorney T. Williams to dissolve the Kenney Trust.

Communications

B. Conrad presented a note of thanks to the Board from the Friends of the Library.

New Business

Approval of Standard Mileage Rate Decrease

M. Rivers made a motion to adopt the new standard mileage rate of .54 cents per mile for business miles driven, down from 57.5 cents. N. Argulsky seconded the motion. All members voted yes. Motion carried.

Adjournment

There being no further business, M. Rivers made a motion to adjourn the meeting at 7:45 p.m., seconded by J. Reardon. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees March 14, 2016

Richmond Memorial Library

Board of Trustees

February 8, 2016

The February meeting of the Library Board of Trustees was held on Monday, February 8, 2016. President Beth Stich called the meeting to order at 6:28 p.m.

Members present: Beth Stich, Dana Warren, Norm Argulsky, Jennifer Reardon and Michael Rivers

Also present: Colleen Brudz, Bob Conrad, and Debra Levins

Approval of Minutes

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the minutes of the January 2016 meeting. All members voted yes. Motion carried.

Public to be Heard - None

Financials

Summary of Revenues and Appropriations, June 2015 (Fiscal Year-end)

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the June 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Quarterly Comparison Report

Comparison figures of June 2014 to June 2015 estimated revenues and revenues to date were reviewed.

Summary of Revenues and Appropriations, December 2015 (Fiscal Year-end)

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the December 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Quarterly Comparison Report

Comparison figures of December 2014 to December 2015 estimated revenues and revenues to date were reviewed.

December 2015 Bank Reconciliations

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the December 2015 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$10,661.08 on Supplemental Warrant 42. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$4,439.24 on Supplemental Warrant 43. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the manual check on Warrant 46. The amount of \$1,838.09 was received by P & A Administrative Services for January Health Care costs. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$32,089.69 on Warrant 45. All members voted yes. Motion carried.

Transfers

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve a transfer of \$2,845.00 from NYS Retirement to Health Insurance to cover BC/BS Health Insurance payments through June 2016. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve a transfer of \$8,775.55 from NYS Retirement to Health Insurance to cover Univera Health Insurance payments through June 2016. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve a transfer of \$850.00 from NYS Retirement to Full-Time Salaries for Longevity

Pay and Backpay (@\$425/yr) for Jim Donahue, hired 2/16/2000. All members voted yes. Motion carried.

Report of Librarian

Selection from Teacher in the Library Reports

Reports from Teacher in the Library Tamara Davis were viewed.

Acceptance of Laura Peck's Resignation

B. Conrad informed the Board that Library Clerk Laura Peck submitted her Letter of Resignation/two week notice due to an advanced career opportunity. Her last day was January 29, 2016.

Library Statistics – December 2015

Materials Circulation	16,401
Ebooks	502
Freegal Downloads	553
Zinio	84
Hoopla	62
Internet Usage	2,381
Literacy Stations	287
Attendance	12,281
Website Usage	4,642

Gift of Roy Mason painting from Batavia City School District

B. Conrad presented a letter to the Board from Superintendent Mr. Christopher J. Dailey stating that the Board of Education approved our Board's request for the Batavia City School District to donate to the Richmond Memorial one (1) Roy Mason Painting in memory of the late Rosemary and Theodore Surowka.

Mrs. Surowka was an educator for the District in many capacities, and a long-time member/past president of the Richmond Library Board of Trustees; Mr. Surowka was the Batavia City School District Business Administrator for many years. In Mr. Dailey's letter, he noted that Mr. & Mrs. Surowka served the needs of Batavia in many ways, "These individuals devoted a vast amount of time and dedication to the students, parents and to the community through their involvement with not only the schools but the library. May their legend live on through the display of this artwork."

Upon the motion of D. Warren, and seconded by J. Reardon, the donation of the Roy Mason painting from the Batavia City Schools was accepted. All members voted yes. Motion carried.

Board President B. Stich will draft a thank you letter to the School District. Plaques will be made for the paintings. The Art and Interiors Committee will discuss the possibility of an official dedication of the donated Roy Mason painting along with the Library's Roy Mason painting to honor the Surowkas.

Director's Timeline:

Due to Director B. Conrad's upcoming vacation February 12th-26th, he gave a brief itinerary of his schedule and the deadlines he will meet: The Annual Report for NY State is due to NIOGA February 19th; the Fiscal Year 2016-17 Budget Draft will be scanned to the Finance Subcommittee by March 4th for the March 7th meeting; the Library Board will vote on the Budget at the March 14th Board Meeting; the Annual Report will be available to the public along with the Budget Newsletter publication and distribution by April 4th.

Plans for Budget Newsletter

B. Conrad discussed plans for a revised Annual Budget Newsletter along with funding plans to print and distribute it to either our chartered area or all of Genesee County. M. Rivers suggested inviting other County Libraries to include their activities in the newsletter. Price quotes will be passed onto the Friends of the Library if they are able to help with the funding.

New Business

Correction to Minutes, December 14, 2015

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to correct the December 14, 2015 Board Meeting Minutes regarding the 2015 Holiday Calendar motion to state that staff who work Saturday, December 26th, earn a comp day to be used as per the Employee Handbook guidelines which stipulate within *two* months [instead of one month]. All members voted yes. Motion carried.

2016-17 Budget Vote/Trustee Election Resolutions

UPON THE MOTION OF M. Rivers, seconded by D. Warren, the following 5 (five) resolutions were adopted. All members voted yes. Motion carried.

1) RESOLUTION APPOINTING BOARD OF REGISTRATION

RESOLVED that, pursuant to section 2606 of Education Law, the Board of Trustees of Richmond Memorial Library, Batavia, Genesee County, New York hereby appoints a Board of Registration for the term of one (1) year, consisting of one (1) member which number the Board of Trustees deems necessary, to wit, the following person:

Ms. Debra Levins

BE IT RESOLVED, that the Board of Trustees hereby designates Richmond Memorial Library, 19 Ross Street, Batavia, New York, which is a place within the said Batavia City School District, as the place where such Board of Registration shall oversee for the purpose of preparing a register of qualified voters of the District pursuant to Section 2606 of Education Law, and the compensation for Ms. Debra Levins is hereby fixed at a stipend of \$210.00.

By the order of the Board of Trustees
Richmond Memorial Library
Dated: February 8, 2016

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

**2) RESOLUTION NOTICING TIME AND PLACE OF REGISTRATION
OF VOTERS FOR SPECIAL DISTRICT MEETING OF RICHMOND
MEMORIAL LIBRARY, 19 ROSS STREET, BATAVIA, NEW YORK**

BE IT RESOLVED, that the said Board of Registration is hereby directed to meet on April 12, 2016 at Richmond Memorial Library, 19 Ross Street, Batavia, New York, during the hours of 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 o'clock PM to

9:00 o'clock PM, for the purpose of preparing the registers for the forthcoming special district meeting,

BE IT FURTHER RESOLVED, that this Board of Trustees shall publish a notice of registration, and the clerk is hereby directed to do so, once in each of the two (2) weeks preceding the 12th of April, to wit, on March 29th and April 5th in the *Batavia Daily News*, which notice shall be in the following form:

**NOTICE OF TIME AND PLACE OF REGISTRATION OF VOTERS
FOR SPECIAL DISTRICT MEETING
RICHMOND MEMORIAL LIBRARY, BATAVIA, GENESEE COUNTY, NEW
YORK**

NOTICE IS HEREBY GIVEN that for the purpose of preparing registers of the qualified voters of the City School District of the City of Batavia, New York, at Richmond Memorial Library, 19 Ross Street, Batavia, New York on April 12, 2016 from 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 PM to 9:00 PM. "Any person otherwise qualified to vote who is not currently registered under permanent personal registration in the election district in which he or she resides, or who has moved to another residence within that district following the date of such registration, or who has not voted at a general election at least once in the last four successive calendar years, should, in order to be entitled to vote, present himself or herself personally for the registration or otherwise register at the Genesee County Board of Elections."

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 8, 2016

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

**3) RESOLUTION TO NOTICE THE FILING OF REGISTERS FOR THE
SPECIAL DISTRICT MEETING OF RICHMOND MEMORIAL LIBRARY,
BATAVIA , GENESEE COUNTY, NEW YORK**

RESOLVED: that pursuant to Section 2606 of Education Law, the Board of Trustees of Richmond Memorial Library publish, and it hereby directs the clerk thereof so to do, a motion stating that the library election registers have been filed and noting that the Richmond Memorial Library, 19 Ross St., Batavia, New York as the place at which they are on file, and setting the hours to wit: from 9:00 o'clock AM to 5:00 o'clock PM in each week day other than Saturday from date of the notice up to May 3, 2016 when they will be open for inspection and such notice shall be published once in each of the two weeks preceding such election in the *Batavia Daily News*, as newspaper having a general circulation in said City School District of Batavia, to wit: on April 19 and April 26, 2016 which said notice shall be in the following form:

**NOTICE OF FILING OF REGISTERS
SPECIAL DISTRICT MEETING, RICHMOND MEMORIAL LIBRARY,
BATAVIA, GENESEE COUNTY, NEW YORK**

NOTICE IS HEREBY GIVEN that the registers prepared as provided in section 2606 of the Education Law have been completed and have been filed in the Richmond Memorial Library and notice is further given that said registers will continue to be on file at the Richmond Memorial Library, 19 Ross St., and will be open for inspection from the hours of 9:00 o'clock AM to 5:00 o'clock PM in each week day other than Saturday from the date hereof up to the date of annual meeting to wit: May 3, 2016.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 8, 2016

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

**4) RESOLUTION NOTICING SPECIAL DISTRICT MEETING OF
RICHMOND MEMORIAL LIBRARY**

RESOLVED, that pursuant to section 2004 of Education Law, that the Board of Trustees of Richmond Memorial Library, cause, and hereby does direct the clerk to cause a notice to be published four times within the seven weeks, next preceding such district meeting, the

first publication to be at least forty-five days before said meeting on May 3, 2016, which dates of publication shall be on March 15, March 22, March 29 and April 5 in the following form:

**NOTICE OF SPECIAL DISTRICT MEETING
OF BATAVIA CITY SCHOOL DISTRICT
BATAVIA, GENESEE COUNTY, NEW YORK
ON BEHALF OF
RICHMOND MEMORIAL LIBRARY**

NOTICE IS HEREBY GIVEN, that a special district meeting of the qualified voters of the Batavia City School District, Batavia, Genesee County, New York, will be held at Richmond Memorial Library, 19 Ross Street, Batavia, New York on Tuesday, May 3, 2016 during the hours of 9:00 o'clock AM to 9:00 o'clock PM, prevailing time, during which hours polls will be open for the purposes of voting, by paper ballot, upon the following items:

- (1) To adopt the Annual Library District Budget of Richmond Memorial Library for the fiscal year 2016-2017 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of said School District; and,
- (2) To elect one (1) Trustee of Richmond Memorial Library to fill a five-year term commencing July 1, 2016 and ending June 30, 2021, as a result of the expiration of the term of office presently held by Dana Warren; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 3, 2016, the polls will be open between the hours of 9:00 o'clock AM and 9:00 o'clock PM, prevailing time, and voting will be held in the Richmond Memorial Library, 19 Ross Street, Batavia, New York; and,

FURTHER NOTICE IS HEREBY GIVEN, that a copy of the statement of the amount of money which will be required for the ensuing year for Richmond Memorial Library's purposes, exclusive of public monies, may be obtained by any taxpayer in Batavia City School District during the seven days immediately preceding said meeting, except Sunday and holidays, from Richmond Memorial Library, located at 19 Ross Street, Batavia, New York, during the hours of 9:00 o'clock AM to 5:00 o'clock PM, prevailing time; and,

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to Section 2017 of Education Law a public information meeting for purposes of discussion of the expenditure of funds and the budgeting thereof, will be held at Richmond Memorial Library, 19 Ross Street, Batavia, New York, on Monday, April 11, 2016 at 7:00 PM; and,

FURTHER NOTICE IS HEREBY GIVEN, that petitions nominating candidates for the office of Trustee of Richmond Memorial Library shall be filed in the Office of the Clerk of the Richmond Memorial Library, 19 Ross Street, Batavia, New York, not later than Wednesday, March 30, 2016 which petitions shall be filed between the hours of 9:00 o'clock AM to 5:00 o'clock PM, prevailing time. Vacancies on the library board are not considered separate, specific offices, and the nominating petitions, therefore, shall not describe any specific vacancies upon the library board for which the candidate is nominated. Each petition must be directed to the Clerk of the Richmond Memorial Library, must be signed by at least twenty-five (25) qualified voters of the School District, and must state the residence of each signer, and the name and residence of the candidate; and,

FURTHER NOTICE IS HEREBY GIVEN, that personal registration of voters is required either pursuant to Section 2606 of Education Law or pursuant to article 5 of the Education Law. If a voter has heretofore registered pursuant to Section 2606 of Education Law and has voted at any annual or specific district meeting within the past four years, such voter is eligible to vote at this election; if a voter is registered and eligible to vote pursuant to Article 5 of the Election Law, such voter is also eligible to vote at this election. All other persons who wish to vote must register. The Board of Registration will meet for the purpose of registering all qualified voters of the District pursuant to Section 2606 of Education Law at Richmond Memorial Library on Tuesday, April 12, 2016 between the hours of 1:00 o'clock PM and 5:00 o'clock PM, and 7:00 o'clock PM and 9:00 o'clock PM, prevailing time, and in addition, voters may register at the Genesee County Board of Elections, to add any additional names to the register to be used at the aforesaid election, at which time any person will be entitled to have his or her name placed on such registers, providing that at the meeting of the Board of Registration he or she is known, or proven to the satisfaction of the Board of Registration to be then or thereafter entitled to vote at such public hearing or election for which such registers are prepared, and that the registers so prepared pursuant to section 2606 of the Education Law of the State of New York and the registration list prepared by the Board of Elections of Genesee County will be filed in the office of the Clerk of Richmond Memorial Library, 19 Ross Street, Batavia, New York and will be open for inspection by any qualified voter of the District between the hours of 9:00 o'clock AM to 5:00 o'clock PM, prevailing time, on

and after April 19, 2016 and each day thereafter prior to the day set for the special district meeting, except holidays, Saturdays and Sundays; and,

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to the provisions of 2018-a of the Education Law, absentee ballots for the election of Trustee of the Library and the adoption of the annual budget may be applied for at the Richmond Memorial Library, 19 Ross Street between the hours of 9:00 o'clock AM to 5:00 o'clock PM. Such application must be received by the Clerk of the Richmond Memorial Library by 4:00 o'clock PM on April 25, 2016 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 2, 2016 if the ballot is to be delivered personally to the voter. Absentee ballots shall be available at Richmond Memorial Library during regular business hours beginning March 31, 2016. A list of all persons to whom absentee ballots shall have been issued will be available in the Richmond Memorial Library on each of the five (5) days prior to May 3, 2016, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 3, 2016.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 8, 2016

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

**5) RESOLUTION APPROVING RULES AND REGULATIONS
GOVERNING PROOF OF IDENTITY FOR NEW VOTERS**

RESOLVED: That pursuant to section 2607 of the Education Law, and establishing the same procedures approved by the Batavia Board of Education for governing proof of identity of new voters at their April 23, 1996 meeting, the Board of Trustees of Richmond Memorial Library hereby approves for the Special District Meeting of Richmond Memorial Library on May 3, 2016 the following rules and regulations:

**RULES AND REGULATIONS
GOVERNING PROOF OF IDENTITY FOR NEW VOTERS**

1. A personal acquaintance by any one member of the Inspectors of Election shall be sufficient evidence to establish identity.
2. The production of a New York State Driver's license with a signature shall be sufficient evidence of identity.
3. The production of a Social Security card shall be sufficient evidence of identity.
4. The production of a Selective Service registration card shall be sufficient evidence of identity.
5. The making of a statement by the voter in writing before the chairman of the Inspectors of Election that he or she is the person who seeks to vote shall be sufficient proof of identity.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 8, 2016

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

Report of School Board Meeting hosted at RML

There were positive comments about the Library's new carpet. The new roof is doing well – there was a quick response to a minor leak. B. Conrad acknowledged Director of Facilities III Jim Jacobs and his crew for all their hard work on the library construction project. District Treasurer Sally Sanford was thanked for her help with data for the State Construction Grant. The School Administration is working to resolve the public's concern about the steps leading to the parking lot and the need to add a gradual slope.

“Building a Better Board of Trustees” Information

NIOGA Liaison Colleen Brudz distributed information for ideas to “build a better Board of Trustees”.

Upcoming Youth Services programs

A list of upcoming Youth Services programs was reviewed.

Executive Session

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to go into Executive Session at 7:30 p.m. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to end Executive Session at 8:10 p.m. All members voted yes. Motion carried.

Approval of Appointment of Lydia Dear as FT Library Clerk

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the appointment of Lydia Dear as FT Library Clerk @ \$12/hr starting February 15, 2016.

Other Business

D. Warren reminded the board that she was not running for re-election. Director B. Conrad indicated he would contact Dan Hickey who previously agreed to run.

Adjournment

There being no further business, N. Argulsky made a motion to adjourn the meeting at 8:20 p.m., seconded by J. Reardon. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees April 11, 2016

Richmond Memorial Library

Board of Trustees

March 14, 2016

Members present: Dana Warren, Beth Stich, Norm Argulsky, Jennifer Reardon and Michael Rivers

Also present: Colleen Brudz, Bob Conrad, Debra Levins and Jerome Beal.

Call to Order

The March meeting of the Library Board of Trustees was held on Monday, March 14, 2016. President B. Stich called the meeting to order at 6:38 p.m.

Approval of Minutes

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the minutes of the February 8, 2016 meeting with corrections. All members voted yes. Motion carried.

Public to be Heard – None.

Financials

Revenues and Appropriations

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the January 2016 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

January 2016 Bank Reconciliation

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the January 2016 Bank Reconciliation. All members voted yes. Motion carried.

February 2016 Revenues and Appropriations

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the February 2016 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

February 2016 Bank Reconciliation

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the February 2016 Bank Reconciliation. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the payment of \$9,272.41 on Supplemental Warrant 47. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the payment of \$2,542.99 on Supplemental Warrant 50. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the manual check on Warrant 51. The amount of \$2,439.08 was received by P & A Administrative Services for February Health Care costs. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the payment of \$45,282.10 on Warrant 49. All members voted yes. Motion carried.

Capital Reserve Income through March 8, 2016

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the Capital Reserve Income through March 8, 2016. All members voted yes. Motion carried.

Capital Reserve Expenditures and Balance through March 8, 2016

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to approve the Capital Reserve Expenditures and Balance through March 8, 2016. All members voted yes. Motion carried.

Report of Librarian

NIOGA's Public Library Awareness Campaign

The NIOGA Public Library Awareness Campaign kickoff will be March 30, 2016 @ 9:30 am at NIOGA Headquarters. The Awareness Campaign was discussed and a power point was viewed. Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to put \$1,500 towards the Campaign.

Friends of the Library Annual Reception/Friend of the Year Award

The Friends of the Library Annual Reception and Friend of the Year Award Presentation will be April 15, 2016 @ 1:00 p.m. The Board is invited to attend. N. Argulsky volunteered to read The Friend of the Year Award Proclamation.

NIOGA Annual Dinner

B. Conrad extended an invitation to the Board to attend the NIOGA Annual Dinner which will be Tuesday, May 24th, 2016 @ 7pm at Terry's Corners Fire Hall in Gasport, NY.

Library Statistics - January 2016

Materials Circulation	15,804
Ebooks	584
Freegal Downloads	558
Zinio	137
Hoopla	84
Internet Usage	2,317
Literacy Stations	253
Attendance	12,747
Website Usage	6,100

Library Statistics - February 2016

Materials Circulation	15,234
Ebooks	604
Freegal Downloads	633
Zinio	107
Hoopla	94
Internet Usage	2,175
Literacy Stations	334
Attendance	12,434
Website Usage	5,499

Notice of NIOGA Meeting

B. Conrad informed Board Members of the regular meeting of the NIOGA Library System Board of Trustees on Tuesday, March 22, 2016 at NIOGA Headquarters, 6575 Wheeler Road, Lockport. B. Conrad and NIOGA Liaison Colleen Brudz reminded Board Members that they are welcome to attend NIOGA Board Meetings. The Open Hearing on March 22nd will begin at 6:15 p.m. The Business Meeting will begin at 6:30 p.m.

Also noted was the opportunity for library directors and trustees to be included on the agenda to address any questions, issues and/or concerns.

Old Business

B. Stich will sign and send the letter she drafted to Mr. Dailey, thanking the District for the donation of the Roy Mason painting to the Library.

New Business

Upon the motion of M. Rivers, seconded by D. Warren, it was resolved to approve the appointment of Helen Cummings as PT Library Clerk @ \$14.50/hr starting February 1, 2016.

Approval of Resolution Appointing Election Inspectors

Upon the motion of N. Argulsky, seconded by J. Reardon, the following Resolution was adopted:

RESOLUTION APPOINTING ELECTION INSPECTORS FOR MAY 3, 2016 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 3, 2016 the following qualified voters residing in Batavia City School District:

- Debra Levins, Chairperson
- Barbara Matarazzo
- John Deleo
- William Sargent

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, 2016

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

Approval of Preliminary FY 2016-17 Budget and Proposition

B. Conrad presented the proposed 2016-17 Fiscal Year Preliminary Budget and Proposition as discussed by the Finance Committee. The increase amount to be voted on is \$23,945, which is an increase of just under 1.9%.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the 2016-2017 Fiscal Year Preliminary Budget and Proposition. All members voted yes. Motion carried.

Executive Session/Personnel

Upon the motion of M. Rivers, seconded by D. Warren, it was resolved to go into Executive Session at 7:30 p.m. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by D. Warren, it was resolved to end Executive Session at 7:48 p.m. All members voted yes. Motion carried.

Adjournment

There being no further business, M. Rivers made a motion to adjourn the meeting at 7:55 p.m., seconded by J. Reardon. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees May 9, 2016

Richmond Memorial Library

Board of Trustees

April 11, 2016

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 11, 2016. B. Conrad called the meeting to order at 7:00 PM. Trustees present were: Dana Warren, Jennifer Reardon, Michael Rivers, and Norm Argulsky. Also present were: Colleen Brudz, Bob Conrad, Kathleen Facer, Debbie Levins, Carol Richardson, Dave Sullivan, Jennifer Cascell, John Cascell, and John Deleo.

Welcome/Introduction of Trustees

Library Director Bob Conrad welcomed the attendees and introduced the members of the Library Board of Trustees.

Library Review/Budget Presentation

B. Conrad presented a review of the Library's Mission Statement, the 2013-2017 long range goals, and major accomplishments with continuing plans of 2015-16. Major plans for 2016-17 and a proposed budget were also presented.

Public Comment

Jennifer Cascell introduced herself and spoke about her love of the library and her desire to run for the trustee seat.

Adjournment

With no further public comments, B. Conrad thanked all for attending the Public Information Meeting. The meeting concluded at 7:22 p.m.

Continued Business

The regular April meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 11, 2016. Vice President Michael Rivers called the meeting to order at 7:24 p.m.

Members present: Dana Warren, Jennifer Reardon, Michael Rivers, and Norm Argulsky.

Also present were: Colleen Brudz, Bob Conrad and Debbie Levins.

Excused: Beth Stich

Approval of Minutes

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the minutes of the March 14, 2016 meeting. All members voted yes. Motion carried.

Report of Librarian 2015 Annual Report

Director B. Conrad reviewed the Annual Report with the Trustees

Upcoming Children's Programs

B. Conrad gave an overview of the upcoming Children's Programs.

Imagination Library Program Status

Plans are in progress for the Imagination Library launch. Dolly Parton's Imagination Library is a nonprofit organization that promotes early childhood literacy by delivering free books monthly to children from birth to age 5. The program will begin on April 26th with our very own Lucine Kauffman as Dolly Parton.

Awareness Campaign and Checkout Challenge Status

The Awareness Campaign and Checkout Challenge began today. Posters have been displayed around the community. T-shirts will be given to those who finish the challenge, while supplies last.

Financials

Approval of Invoices for Payment

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the payment of \$3,906.97 on Supplemental Warrant 56. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the payment of \$864.59 on Supplemental Warrant 59. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the manual checks on Warrant 55. The amount of \$2,224.39 was received by P & A Administrative Services for March Health Care costs. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the payment of \$14,322.60 on Warrant 58. All members voted yes. Motion carried.

New Business

Executive Session

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to enter Executive Session at 7:50 p.m. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to exit Executive Session at 8:05 p.m. All members voted yes. Motion carried.

Vice President Michael Rivers called the regular monthly meeting back to order at 8:07 p.m.

Security Incident – Library Ban

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to ban Kyle Clark-Sumeriski and Tyler Budzinack from the library premises through August 2016. If they want to return thereafter, they need to send a letter of apology to the Staff and Board of Trustees explaining what they want to use the library for. All members voted yes. Motion carried.

Mary Kane, 2016 Friend of the Year

The Friends of the Richmond Memorial Library will host a reception in honor of Mary Kane, 2016 Library Friend of the Year on Friday, April 15, 2016 at 3 p.m.

Adjournment

There being no further business, Vice President Michael Rivers adjourned the meeting at 8:10 p.m.

Respectfully submitted,

Bob Conrad, Clerk

Approved by the Library Board of Trustees June 13, 2016

Richmond Memorial Library

Board of Trustees

May 9, 2016

The May meeting of the Library Board of Trustees was held on Monday, May 9, 2016. President Beth Stich called the meeting to order at 6:27 p.m.

Members present: Dana Warren, Beth Stich, Norm Argulsky, Jennifer Reardon and Michael Rivers

Also present: Colleen Brudz, Bob Conrad, Debra Levins, Carol Richardson and Josh Derrick

Approval of Minutes

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to approve the minutes of the April 2016 meeting. All members voted yes. Motion carried.

Public to be Heard

Josh Derrick mentioned Richmond Memorial Library as a place to hold WNY Regional Self Advocacy meetings. He also raised the following concerns: The two ADA parking spaces recently added might not be enough and that the ramp to St. Joe's parking lot was removed and should be replaced. Mr. Derrick asked if computer stations for visually impaired use could be installed, and if automatic open restroom door buttons could be added for easier wheelchair access.

President B. Stich and Director B. Conrad thanked Mr. Derrick for bringing these concerns to the Board's attention.

Correspondence

Correspondence from Freed Maxick regarding the upcoming audit for the year ending June 30, 2016 was reviewed.

Report of Librarian

Review of Budget Vote Results/Trustee Election

The Library budget passed by an 82% margin. There were 219 yeses to 48 nos.

Jennifer Cascell won the election with 169 votes in comparison to Jerome Beal's 72 votes. Mrs. Cascell will begin her term in July.

M. Rivers had questions about absentee ballots, which election chair D. Levins answered.

Budget Newsletter

Copies of the budget newsletter were distributed to the Board. B. Stich suggested staff print out more copies to have on hand at the library.

Marshall Fund/SAGE Program Grant Application

The Marshall Fund/SAGE Program Grant Application was reviewed. It is basically the same format as last year. It was noted that the number of volunteers has gone up quite a bit and that Sage Coordinator Lucine Kauffman has done a great job recruiting them.

Library Statistics

March 2016

Materials Circulation	16,942
Ebooks	518
Freegal Downloads	608
Zinio	78
Hoopla	107
Internet Usage	2,673
Literacy Stations	426
Attendance	15,922
Website Usage	6,577

April 2016

Materials Circulation	15,795
Ebooks	526
Freegal Downloads	513
Zinio	116
Hoopla	151
Internet Usage	2,480
Literacy Stations	428
Attendance	14,628
Website Usage	5,051

Youth Services update

B. Conrad reviewed the schedule of upcoming youth services programs.

Imagination Library Launch and Registration

There were 84 attendees for the Imagination Library Launch. Guest readers were Bart Dentino and Det. Thad Martin. RML's own Lucine Kauffman was a Dolly Parton impersonator. The event gained much press. We had 73 enrollees for the first month of operation.

Kathleen Facer – April 2016 Report

A report by Reference Librarian Kathleen Facer for April 2016 was reviewed. It showed Ms. Facer's virtual reference stats remaining high. B. Conrad commended the success of the Genealogy classes. There were 10 classes with a total of 254 people in attendance. Ms. Facer also does Genealogy by appointment. Also acknowledged was the amount of work that went into computer updates including Workflows, Deep Freeze, Windows, PC Reservation and LPT, along with pursuing digitalization and the planning of upcoming computer classes.

Teacher in the Library resignation

Bob announced Teacher in the Library Tamara Davis' resignation. Ms. Davis stated she "Decided to move onto other opportunities."

NIOGA Dinner

B. Conrad reminded Trustees about the NIOGA Library System Board of Trustees 57th Annual Dinner on Tuesday, May 24th at 5:30 p.m. The RSVP is due tomorrow (May 10, 2016).

Financials

Approval of Invoices for Payment

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the payment of \$16,380.49 on Supplemental Warrant 61. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the manual checks on Warrant 66. The amount of \$2,965.50 was received by P & A Administrative Services for April 2016 Care costs. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the payment of \$23,170.27 on Warrant 64. All members voted yes. Motion carried.

March 2016 Summary of Revenues and Appropriations

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the March 2016 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Quarterly Comparisons thru March 2016

July 1, 2015 – March 31, 2016 Comparison figures vs 2014-2015 of estimated revenues and revenues to date for the same period were reviewed.

Bank Reconciliations, March 2016

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the March 2016 Bank Reconciliations. All members voted yes. Motion carried.

Old Business

Questions from April Meeting: P&A Services, eBook count in Annual Report

The flexible spending and high deductible plans are monthly charges from P & A Services.

Richmond Memorial Library did not substantially reduce the number of ebooks purchased in FY 2014-15, but NIOGA did, accounting for the total drop.

Mason painting dedications to Surowkas

The board will dedicate the paintings at the June Board Meeting. A reception will be in the Gallery Room on June 29th at 6:30 p.m.

New Business

B. Conrad proposed a revision to the Board Calendar 2016-2017, changing the Budget Vote to a Thursday. A question was raised regarding the possibility of votes having to be on a Tuesday. B. Conrad will check with NIOGA and the attorneys.

Approval of Teacher in the Library Contract with Janet Goodenbery

Upon the motion of M. Rivers, seconded by J. Reardon, a contract with Teacher in the Library Janet Goodenbery was approved for the period of May 4, 2016 – June 13, 2016. All members voted yes. Motion carried.

Approval of Appointment of Laurie Oltramari to Library Assistant vacancy

Upon the motion of M. Rivers, seconded by J. Reardon, Laurie Oltramari was appointed to the part-time Library Assistant vacancy at \$13/hr. All members voted yes. Motion carried.

Adjournment

Upon the motion of N. Argulsky, seconded by D. Warren, the meeting was adjourned at 8:12 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees July 11, 2016

Richmond Memorial Library

Board of Trustees

June 13, 2016

Prior to the meeting, coffee and cake was served to celebrate Dana Warren's 20 years of service on the Library Board.

The June meeting of the Library Board of Trustees was held on Monday, June 13, 2016. President Beth Stich called the meeting to order at 6:38 p.m.

Members present: Dana Warren, Beth Stich, Norm Argulsky, and Michael Rivers

Also present: Colleen Brudz, Bob Conrad and Debra Levins

Excused: Jennifer Reardon

Approval of Minutes

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to approve the minutes of the May 2016 meeting. All members voted yes. Motion carried.

Public to be Heard - None

Communication

Email of thanks from NYS Dept. of Tax and Finance

B. Conrad shared with the board an e-mail from NYS Department of Taxation and Finance thanking us for being a part of the Facilitated Self-Assistance (FSA) income tax initiative. Forty-eight people received tax preparation help at the Richmond Memorial Library during tax season.

Financials

Bank Reconciliations, April 2016

Upon the motion of N. Argulsky seconded by M. Rivers, it was resolved to approve the April 2016 Bank Reconciliation. All members voted yes. Motion carried.

Revenues and Appropriations Status Report, April 2016

Upon the motion of N. Argulsky seconded by M. Rivers, it was resolved to approve the April 2016 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of N. Argulsky seconded by M. Rivers, it was resolved to approve the payment of \$10,960.59 on Supplemental Warrant 65. All members voted yes. Motion carried.

Upon the motion of N. Argulsky seconded by M. Rivers, it was resolved to approve the payment of \$4,566.81 on Supplemental Warrant 70. All members voted yes. Motion carried.

Upon the motion of N. Argulsky seconded by M. Rivers, it was resolved to approve the manual check on Warrant 73. The amount of \$1,204.43 was received by P & A Administrative Services for May Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky seconded by M. Rivers, it was resolved to approve the payment of \$39,138.40 on Warrant 69. All members voted yes. Motion carried.

Adoption of FY 2015-2016 Budget

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to adopt the FY 2015-2016 Budget. All members voted yes. Motion carried.

Adoption of FY 2016-2017 Budget

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to adopt the FY 2016-2017 Budget. All members voted yes. Motion carried.

Report of Librarian

Tale for Three Counties dissolution

After 14 years as a valuable member and leader of the Tale for Three Counties Committee, Community and Adult Services Librarian Leslie DeLooze resigned from it to spend time on other projects. The Tale Committee resolved at its next meeting to dissolve. The board expressed that they are very grateful to Leslie and the Tale of Three Counties Committee for 14 years of hard work and dedication.

Teacher in the Library reports, May 31 – June 10, 2016

Reports from Teacher in the Library Janet Goodenbery were reviewed.

Library Statistics - May 2016

Materials Circulation	17,389
Ebooks	565
Freegal Downloads	454
Zinio	338
Hoopla	143
Internet Usage	2,452
Literacy Stations	333
Attendance	13,476
Website Usage	5,814

Imagination Library report and PR plan (handout)

B. Conrad reviewed with the Trustees a pie chart that library assistant Katie Elia composed. It shows the percentage of Dolly Parton Imagination Library registrations as of June 1st. The program launched on 4/26/16. There are a total of 118 registered so far with 81.4% registered in person and 18.6% done online. The numbers are expected to grow as the program gets known. As babies & children start getting their books, more publicity will be done with pictures, etc.

Children's SRP brochure (handout)

Summer reading program brochures were passed out to trustees. The programs begin June 27th and run through August 6th. The theme is fitness and activities.

Main floor "Reader's Advisory" desks

Due to lack of office space, a desk for K. Facer will be set up on the main floor next to L. DeLooze's desk. This will not take the place of the librarian that is assigned to reference desk duty.

Literacy Genesee Orleans new director Bob Curtis

The new Literacy Genesee Orleans Executive Director Bob Curtis expressed interest in pursuing the Richmond Memorial Library for office space. The Literacy Volunteers office was originally housed here. The Literacy Genesee Orleans board agreed to pursue partnering with Richmond Library. However, many things would need to be considered. The area is now used by office staff and SAGE employees. Upon a tour of the building, the old children's room was identified as the only space that was available. It is ADA compliant and up to building code.

It was suggested that perhaps Mr. Curtis could modify the amount of office furniture they bring. Either way, things currently stored in the room would need to be moved. If the attic was used as storage, a ventilation system would be needed since it is not climate controlled.

B. Conrad mentioned an education seminar “The Planning and Design of Public Libraries” that will be hosted in Cambridge MA that might be beneficial. Plan/study expense was a concern of the board. The possibility of obtaining a free estimate was suggested along with revisiting previous space studies.

After discussion, the board agreed that this should be deferred to the building and grounds committee before proceeding with any plans.

“Around the House: Community Building” article (2005)

B. Conrad reviewed an interesting article from This Old House regarding tool lending libraries. Patrons don’t have to buy a tool they’ll use only once a decade. They also receive home –improvement tips from the library.

“Bet on Batavia” Downtown Revitalization Initiative –

The city of Batavia is competing for \$10 million for downtown revitalization project. Under the Downtown Revitalization Initiative (DRI), one community in each of the ten economic development regions of the state will be chosen as the beneficiary of the award. The City of Batavia is applying to receive the award in the Finger Lakes Region. “Bet on Batavia” is Batavia’s slogan as a bid to get it.

FLREDC Upstate Revitalization Initiative

Another economic development initiative from NYS that Director B. Conrad brought up as a possible source of library construction funds was the FLREDC Upstate Revitalization Initiative.

Planning & Design of Public Libraries workshop Aug 1-3

(Discussed above.)

Old Business

Surowka Resolutions

D. Warren read the following resolution which was written by B. Stich and approved upon the motion of M. Rivers, seconded by D. Warren. All members voted yes. Motion carried.

1. Whereas, in recognition of Rosemary Surowka’s 18 years of service as a dedicated member of the Board of Trustees of the Richmond Memorial Library (1995-2013), and her distinguished leadership as the President of the Board from 1997-2011, for her work as a member of the SAGE Library Service Advisory Committee, and as a teacher in the Batavia City School District for over 30 years; therefore,

Resolved, That the untitled Roy Mason painting, given to the library by the Attica Foundation in 1974, be dedicated in Rosemary Surowka's memory on this date, with a plaque affixed to the painting indicating the same.

2. Whereas, in recognition of Theodore Surowka, who was honored in 1980 with the Richmond Memorial Library Award, "For support and extraordinary efforts in making the library addition a reality"; for his years as a NIOGA Library System Trustee and as Business Administrator of Batavia City Schools for 36 years; therefore,

Resolved, That the Roy Mason painting titled *Peace and Quiet*, which hung in Mr. Surowka's school district office for many years, and which Mrs. Surowka arranged to hang in the library upon his retirement, be dedicated in Theodore Surowka's memory on this date with a plaque affixed to the painting indicating the same.

New Business

Permission to pay all outstanding FY 2015-16 invoices on a supplemental warrant, regardless of due date

Upon the motion of M. Rivers, seconded by D. Warren, it was resolved to pay all outstanding FY 2015-16 invoices on a supplemental warrant, regardless of due date. All members voted yes. Motion carried.

Receive gift of Dennis Wood print

Upon the motion of N. Argulsky, seconded by D. Warren, a print by local artist Dennis Wood, was received as a gift by the board from his estate. All members voted yes. Motion carried.

Other Resolutions

The following resolution that was written by B. Stich was read by Vice President M. Rivers. It was approved upon the motion of N. Argulsky, and seconded by M. Rivers. All members voted yes. Motion carried.

Whereas, In honor of Dana Warren's twenty years of service to the Richmond Memorial Library as a member of the Board of Trustees, serving for fourteen years as Vice President and three years as President, for her work promoting and participating in the creation of the library's first and subsequent long-range plans, for providing outstanding leadership through the process of hiring our Library Director, and for her steadfast support of the library and all its programs; therefore,

Resolved, That a tree be planted in Dana Warren's honor when the next landscaping project permits, marked with a plaque commemorating her 20 years of service.

The board applauded the resolution. Director B. Conrad presented flowers to honoree D. Warren. A Tree will be planted in her honor commemorated by a plaque. D. Warren thanked the board and staff for the refreshments and said she enjoyed all the years of working with the Board.

Other Business

B. Conrad reviewed a report by Community and Adult Services Librarian Leslie DeLooze detailing her participation in book discussions, webinars, meetings, a conference, and outreach with the daily news.

Adjournment

There being no further business, upon the motion of M. Rivers, seconded by N. Argulsky, the meeting was adjourned at 7:48 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees August 8, 2016

Richmond Memorial Library

Board of Trustees

July 11, 2016

The reorganization meeting of the Library Board of Trustees was held on Monday, July 11, 2016. Vice President M. Rivers called the meeting to order at 6:32 p.m.

Members present: Norm Argulsky, Michael Rivers, Jennifer Reardon, and Jenn Cascell

Also present: Bob Conrad and Debra Levins

Excused: Beth Stich and Colleen Brudz

Swearing in of Board Members

Board Members Norm Argulsky, Michael Rivers, Jennifer Reardon, and Jenn Cascell were sworn in by Notary Public, Alice Zito. Upon completion, A. Zito left the meeting at 6:37 p.m.

Election of President

Upon the motion of N. Argulsky, seconded by J. Reardon, M. Rivers was nominated as the President of the Board of Trustees.

All members voted yes. Motion carried.

Election of Vice President

Upon the motion of M. Rivers, seconded by J. Reardon, N. Argulsky was nominated as the Vice President of the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Clerk

Upon the motion of J. Cascell, seconded by N. Argulsky, Robert Conrad was appointed as Clerk to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Deputy Clerk

Upon the motion of J. Cascell, seconded by N. Argulsky, Debra Levins was appointed as Deputy Clerk to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Treasurer

Upon the motion of J. Cascell, seconded by N. Argulsky, Sally Sanford was appointed as Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Deputy Treasurer

Upon the motion of J. Cascell, seconded by N. Argulsky, J. Reardon was appointed as Deputy Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Purchasing Agent

Upon the motion of J. Cascell, seconded by N. Argulsky, Robert Conrad was appointed as Purchasing Agent to the Board of Trustees.

All members voted yes. Motion carried.

Designation of Library Attorney

Upon the motion of J. Cascell, seconded by N. Argulsky, Thomas Williams of the Williams Law Firm was appointed to be the attorney of record to represent the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Auditing Firm

Upon the motion of J. Cascell, seconded by N. Argulsky, Freed Maxick was appointed to be the auditing firm for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Official Bank Depository

Upon the motion of J. Cascell, seconded by N. Argulsky, Five Star Bank was appointed to be the Official Bank Depository for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Bank Signatories

Upon the motion of J. Cascell, seconded by N. Argulsky, Sally Sanford, M. Rivers, and J. Reardon were appointed to be the Bank Signatories for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Payroll Certifier

Upon the motion of J. Cascell, seconded by N. Argulsky, Robert Conrad was appointed to be the Payroll Certifier for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Deputy Payroll Certifier

Upon the motion of J. Cascell, seconded by N. Argulsky, Alice Zito was appointed to be the Deputy Payroll Certifier for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Petty Cash Funds

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve a Petty Cash amount of \$250 for the Richmond Memorial Library and \$100 for the SAGE Program. All members voted yes. Motion carried.

Designation of Official Newspaper

Upon the motion of J. Cascell, seconded by N. Argulsky, The Daily News was appointed to be the Richmond Memorial Library's official newspaper. All members voted yes. Motion carried.

By-Laws Review

Review of the By-Laws was postponed to the August meeting.

Approval of Minutes

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the minutes of the June 2016 meeting. All members voted yes. Motion carried.

Public to be Heard - None

Financials

Request for Budgetary Transfer, FY 2015-16

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve a Budgetary Transfer of \$927.17 from Paraprofessional to Custodial and \$1,015.17 from Paraprofessional to Clerical for year end negative balances. All members voted yes. Motion carried.

Revenue & Appropriations Status Reports (through May 31, 2016)

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the Summary of Revenues and Appropriations through May 31, 2016. All members voted yes. Motion carried.

Bank Reconciliations (through May 31, 2016)

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the Bank Reconciliations through May 31, 2016. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$11,215.60 on Supplemental Warrant 71. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$13,150.01 on Supplemental Warrant 77. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the manual check on Warrant 74. The amount of \$806.21 was received by P & A Administrative Services for June Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$13,077.67 on Supplemental Warrant 1. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$5,844.97 on Warrant 3. All members voted yes. Motion carried.

Report of Librarian

Long Range Plan Report FY 2015-16 (handout)

Director Conrad presented the Long Range Plan status report for FY 2015-16.

Library Statistics - June 2016

Materials Circulation	16,601
Ebooks	493
Freegal Downloads	514
Zinio	55
Hoopla	125
Internet Usage	2,523
Literacy Stations	347
Attendance	13,959
Website Usage	6,905

Surowka Dedication Ceremony recap

The Dedication Ceremony honoring the Memory of Mr. & Mrs. Surowka went very well. The family seemed pleased. The Arts and Interiors subcommittee will decide where to hang the paintings in the library.

Reading Invasion

Director B. Conrad gave a brief overview of the Richmond Memorial Library's "Reading Invasion" which was held on July 1st at City Hall. Twenty-seven people attended the makeshift "flash mob" which replaced choreographed dancing and singing with sitting and reading.

New Business

Subcommittee appointments & meetings to schedule:

Buildings & Grounds

M. Rivers and N. Argulsky were re-appointed to the Building and Grounds Subcommittee.

Arts & Interiors

J. Reardon and J. Cascell were appointed to the Arts & Interiors Subcommittee.

Finance

N. Argulsky and B. Stich were appointed to the Finance Subcommittee.

Policy Review

M. Rivers was appointed to the Policy Review Subcommittee.

Warrant Schedule FY 2016-17

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the Warrant Schedule for Fiscal Year 2016-17. All members voted yes. Motion carried.

Request from Rite Aid to use room for commercial purposes

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to allow Batavia Rite Aid permission to set up a flu vaccination clinic for one day in the gallery room subject to the library director's approval from Batavia City School District. All members voted yes. Motion carried.

Adjournment

Upon the motion of M. Rivers, seconded by J. Reardon, the meeting was adjourned at 7:36 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees September 12, 2016

Richmond Memorial Library

Board of Trustees

August 8, 2016

The August meeting of the Library Board of Trustees was held on Monday, August 8, 2016. President Michael Rivers called the meeting to order at 6:30 p.m.

Members present: Beth Stich, Norm Argulsky, Jennifer Reardon, Michael Rivers, and Jenn Cascell

Also present: Colleen Brudz, Bob Conrad, Debra Levins and Carol Richardson

Approval of Minutes

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the minutes of the July 2016 meeting with the following correction: The designation of petty cash fund amounts should read \$250 petty cash designated for the Richmond Memorial Library and \$100 petty cash designated for the SAGE Program. All members voted yes. Motion carried.

Public to be Heard - None

Report of Librarian

Kathy Facer re: The Daily News (Batavia)

Reference Librarian Kathy Facer apprised the Board of a situation involving microfilming of the Daily News.

Richmond Memorial Library has been purchasing microfilm copies of the Batavia Daily News from Newsbank. Johnson Newspaper Corp. has had a contract with Newsbank to do the microfilming. Neither Johnson Newspaper nor Newsbank notified the library that microfilm would no longer be available. The library's last reel of microfilm ends in June 2015. Newsbank will be reimbursing the library for over \$3,000, the amount the library has paid for microfilm and never received due to cancellation of the contract.

Unfortunately, before this gap in microfilming was noticed, the library's paper copies of the Daily News from July 1, 2015 through January 31, 2016 were disposed of. Paper copies are still in storage for dates from February 1, 2016 to the present, but they are copies that have been used by the public and may be missing articles or pages or may be in poor condition. No other libraries in Genesee or Orleans counties maintain a paper back file of the newspaper.

Microfilm is still the only format considered archival for the preservation of print materials. Microfilm of the Daily News is used multiple times on a daily basis. Kathy is checking with Johnson Newspapers to determine if a microfilming contract is set up with another vendor. If not, she has asked for copyright permission for the library to take over microfilming of the Daily News and asked if missing paper copies of the newspaper may still be at the newspaper office.

Youth Services Upcoming Programs

B. Conrad reviewed the schedule of upcoming youth services programs.

Adult Librarians' Reports

The Board reviewed Reference Librarian Kathy Facer's report on reference and technology and Community and Adult Services Librarian Leslie DeLooze's report on programs and outreach.

Library Statistics – July 2016

Materials Circulation	17,768
Ebooks	556
Freegal Downloads	487
Zinio	133
Hoopla	164
Internet Usage	2,458
Literacy Stations	592
Attendance	12,945
Website Usage	6,834

Financials

Bank Reconciliations for period ending June 30, 2016

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to approve the June 2016 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to approve the payment of \$11,387.13 on Supplemental Warrant 4. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to approve the payment of \$4,098.52 on Supplemental Warrant 5. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to approve the manual check on Warrant 10. The amount of \$465.35 was received by P & A Administrative Services for July Health Care costs. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to approve the payment of \$6,990.90 on Warrant 6. All members voted yes. Motion carried.

Upon completion of the financial report, C. Richardson left the meeting at 7:09 PM.

Report of Committees

Building & Grounds

Batavia City School District is planning its next round of capital improvement projects and is working with the subcommittee to identify needs. One site plan for an ADA ramp has already been created, which B. Conrad can use to begin a request for NY construction funds.

Old Business

Bylaws Review

Upon the motion of B. Stich, seconded by J. Cascell, it was resolved to keep the Bylaws as amended on September 8, 2014. All members voted yes. Motion carried.

New Business

Verify Contact Information

Contact information for the Trustees was confirmed.

NY LTA Training (8/10/2016) Networking supper

B. Conrad discussed plans and enlisted trustee volunteers for the upcoming NY LTA Training/Networking supper to be hosted at Richmond Memorial Library on August 10, 2016.

Approval of Marshall Fund Grant Agreement

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the Marshall Fund Grant Agreement. All members voted yes. Motion carried.

Approve Marshall Grant Fund Disbursements

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the Marshall Grant Fund Disbursements. All members voted yes. Motion carried.

Approval Memo of Understanding with RSVP Genesee County

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the Memo of Understanding with RSVP Genesee County. All members voted yes. Motion carried.

Executive Session

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to enter into Executive Session at 7:32 p.m. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to leave Executive Session at 8:35 p.m. All members voted yes. Motion carried.

Salary increase

Upon the motion of B. Stich, seconded by J. Cascell, it was resolved to increase the Library Director's salary by 3% retroactive to July 1, 2016. All members voted yes. Motion carried.

Adjournment

Upon the motion of B. Stich, seconded by J. Reardon, the meeting was adjourned at 8:36 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees October 17, 2016

Richmond Memorial Library

Board of Trustees

September 12, 2016

The September meeting of the Library Board of Trustees was held on Monday, September 12, 2016. President Michael Rivers called the meeting to order at 6:31 p.m.

Members present: Beth Stich, Michael Rivers, and Jenn Cascell

Also present: Colleen Brudz, Bob Conrad, Debra Levins and Attorney Tom Williams

Excused: Jennifer Reardon and Norm Argulsky

Approval of Minutes

Upon the motion of B. Stich, seconded by J. Cascell, it was resolved to approve the minutes of the August 2016 meeting. All members voted yes. Motion carried.

Public to be Heard - None

Report of Attorney Tom Williams re: Kenney Trust

T. Williams explained that since the original provisions earmarked for the Kenney Trust are now impractical, the Foundation will need to petition the court to fashion a remedy to have the donation serve its purpose without the original restrictions. The NYS Attorney General gets put on notice of the process. T. Williams will do a rough draft.

Report of Library Director

NYLTA Trustee Training recap

The NYLTA Trustee Training hosted by RML was well received. It included much information including useful finance tips. The training helped create a better understanding of the library system as a whole.

Articles (separate attachment)

Director B. Conrad gave a brief overview of the following three articles that he scanned to the Trustees:

“The Long, Steady Decline of Literary Reading,” *Washington Post* – This has been a trend observed over the decades, which continues.

“Libraries 2016,” Pew Research Center – This was a study by the Gates Foundation about the steady trends and expectations of public libraries.

The Inside and Outside of Evaluations – B. Stich presented “The Inside and Outside of Evaluations” to the Board. She originally obtained the information for the director’s evaluation. It included not only how the library director and board work together but focused mainly on the different types of boards – consent, working and strategic boards.

Genesee County Library Funding update, 2017

Although Genesee County Libraries were told not to expect an increase in county funding, a 10% increase was requested by the six county library directors.

Director meeting recaps:

Friends, Foundation, and library board joint meeting

Communication between all board representatives is a goal. In 2017 a new 5 year plan will need to be crafted. All the boards will need to work together to draft the plan and fulfill common missions.

Library Foundation, August meeting

Since the Library Foundation now has 501c3 status, plans for financial controls are being investigated. The Foundation will be able to use investment strategies once it finds an investment firm. This is a priority since interest in naming the Foundation as a beneficiary has already been expressed by devout library patrons.

Friends of the Library, September meeting

Director B. Conrad attended the Annual Friends of the Library meeting in which their budget was adopted.

Regular Library Staff Meeting (August)

B. Conrad will plan regular library staff meetings two weeks after Library Board meetings.

L. Kauffman looked into a bus stop route for the Library. Dial a ride drops off, but we are not a part of RTA route. According to the RTA director, there is too much traffic and not enough room with the double parking to have the necessary curbside drop off. Even if the City were to have no parking on that side of the street, other issues such as too much traffic at the bottom of the ramp, too much liability, and the sidewalk having to be ramped still remain.

Library Marketing Team Meeting (scheduled)

The Director is creating a marketing team to promote library programs and services. The marketing team will consist of B. Conrad, L. DeLooze, A. Fetterly, L Kauffman, and A. Zito. A main concern that RML's summer marketing intern Mitchell Noble had was publicizing the café, which the team will look into.

Library Statistics – August 2016

Materials Circulation	17,250
Ebooks	594
Freegal Downloads	556
Zinio	126
Hoopla	126
Internet Usage	2,742
Literacy Stations	570
Attendance	14,616
Website Usage	6,663

September Librarian reports

September reports from Community and Adult Services Librarian L. DeLooze, Reference Librarian Kathleen Facer, and Youth Services Librarian Andrea Fetterly were distributed and discussed.

Upcoming programs

Brochures of upcoming adult, teen and children's programs were previously scanned to board members.

Bank Reconciliations for period ending July 31

Upon the motion of J. Cascell, seconded by B. Stich, it was resolved to approve the July 2016 Bank Reconciliations. All members voted yes. Motion carried.

July 2016 Summary of Revenues and Appropriations

Upon the motion of J. Cascell, seconded by B. Stich, it was resolved to approve the July 2016 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by B. Stich, it was resolved to approve the payment of \$348.25 on Supplemental Warrant 8. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by B. Stich, it was resolved to approve the payment of \$164.67 on Supplemental Warrant 12. All members voted yes.
Motion carried.

Upon the motion of J. Cascell, seconded by B. Stich, it was resolved to approve the manual check on Warrant 14. The amount of \$2,437.71 was received by P & A Administrative Services for August Health Care costs. All members voted yes.
Motion carried.

Upon the motion of J. Cascell, seconded by B. Stich, it was resolved to approve the payment of \$13,107.98 on Supplemental Warrant 16. All members voted yes.
Motion carried.

Upon the motion of J. Cascell, seconded by B. Stich, it was resolved to approve the payment of \$22,545.40 on Warrant 11. All members voted yes. Motion carried.

New Business

Upon the motion of B. Stich, seconded by J. Cascell, it was resolved to approve the appointment of Felicia Rynkowski to Library Page at the rate of \$9.00/hr. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Cascell, it was resolved to approve the appointments of the SAGE Advisory Committee. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by B. Stich, it was resolved to approve the appointments of the SAGE and RSVP patron/volunteer/agency Letter of Agreement. All members voted yes. Motion carried.

Other New Business

Upon the motion of J. Cascell, seconded by B. Stich, it was resolved to transfer the \$632.98 balance of the 2012 Gasper Mortellaro Memorial fund from the Capital Reserve Funds to the RML Foundation as per wishes of the family of Mr. Mortellaro. All members voted yes. Motion carried.

Application for NYS Library Construction Grant

The application for the NYS Library Construction Grant was reviewed by the board.

Adjournment

Upon the motion of B. Stich, seconded by J. Cascell, the meeting was adjourned at 7:49 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees November 14, 2016

Richmond Memorial Library

Board of Trustees

October 17, 2016

The October meeting of the Library Board of Trustees was held on Monday, October 17, 2016. President Michael Rivers called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Michael Rivers, and Jenn Cascell

Also present: Colleen Brudz, Bob Conrad and Debra Levins

Excused: Beth Stich and Jennifer Reardon

Approval of Minutes

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the minutes of the September meeting. All members voted yes. Motion carried.

Public to be Heard - None

Correspondence

New York Library Association

The board unanimously accepted the official correspondence from NYLA, but decided to defer the question of whether to support the legal defense fund to the finance sub-committee.

Financials

Bank Reconciliations for period ending August 2016

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the August 2016 Bank Reconciliations. All members voted yes. Motion carried.

August 2016 Summary of Revenues and Appropriations

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the August 2016 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the payment of \$263.50 on Supplemental Warrant 17. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the payment of \$14,831.06 on Supplemental Warrant 18. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the manual check on Warrant 19. The amount of \$3,068.70 was received by P & A Administrative Services for September Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the payment of \$27,690.10 on Warrant 22. All members voted yes. Motion carried.

Request for Budgetary Transfer

(Supporting correspondence from Genesee County, appended)

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve a transfer of \$6,000 from equipment to worker’s compensation for higher worker’s compensation cost than anticipated. All members voted yes. Motion carried.

Approval of Distribution of Genesee County Funding

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the line disbursement of the 2016-17 Genesee County Grant. All members voted yes. Motion carried.

Report of Library Director

Reports from Librarians

September reports from Community and Adult Services Librarian L. DeLooze, and Reference Librarian Kathleen Facer, were distributed and discussed.

September and October reports from Youth Services Librarian Andrea Fetterly were added to the agenda, distributed and discussed.

Capital Improvement – Addition to Agenda

The School District’s capital improvement plan is not yet available for public inspection, but will include many things for the library.

Microfilm of Batavia Daily News – Addition to Agenda

B. Conrad gave an update on the potential to microfilm the Batavia Daily News and is waiting for word back from the publisher.

Library Statistics – September 2016

Materials Circulation	16,112
Ebooks	579
Freegal Downloads	595
Zinio	139
Hoopla	131
Internet Usage	2,806
Literacy Stations	430
Attendance	14,447
Website Usage	4,880

Old Business

Schedule Library Budget Vote & Trustee Election for Thursday, May 4, 2017

(Supporting correspondence from Nioga director, appended)

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved move the annual Library Budget Vote & Trustee Elections to Thursday, May 4, 2017. All members voted yes. Motion carried.

New Business

Approval of 2017 Library Closures

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the 2017 Library Closures as presented. All members voted yes. Motion carried.

Approval of 2017-18 Budget Vote/Trustee Election Calendar

Upon the motion of N. Argulsky , seconded by J. Cascell, it was resolved to approve the 2017-18 Budget Vote/Trustee Election Calendar as presented. All members voted yes. Motion carried.

Other New Business / Executive Session

None

Adjournment

Upon the motion of J. Cascell, seconded by N. Argulsky, the meeting was adjourned at 7:05 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees December 12, 2016

Richmond Memorial Library

Board of Trustees

November 14, 2016

The November meeting of the Library Board of Trustees was held on Monday, November 14, 2016. President Michael Rivers called the meeting to order at 6:30 p.m.

Members present: Beth Stich, Norm Argulsky, Jennifer Reardon, Michael Rivers, and Jenn Cascell

Also present: Colleen Brudz, Bob Conrad, and Debra Levins

Approval of Minutes

Upon the motion of N. Argulsky, seconded by Jen Cascell, it was resolved to approve the minutes of the October meeting. All members voted yes. Motion carried.

Public to be Heard - None

Financials

September 2016 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the September 2016 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Quarterly Comparison Report

Comparison figures of September 2015 to September 2016 estimated revenues and revenues to date were reviewed.

Bank Reconciliation

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the September 2016 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$8,300.24 on Supplemental Warrant 27. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the manual checks on Warrant 25. The amount of \$4,066.52 was received by P & A Administrative Services for October Health Care costs. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$126,379.09 on Warrant 28 *as amended*. All members voted yes. Motion carried.

Request for Budgetary Transfers

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve a transfer of \$620.00 from Other - Marshall Grant to Materials & Supplies/Marshall Grant to cover the cost of a computer. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve a transfer of \$600.00 from Other – Marshall Grant to Travel & Meetings/Marshall Grant to match line on the Marshall Grant Annual Report. All members voted yes. Motion carried.

Audit update

Kathy Barrett from Freed Maxick will be at the December board meeting to give an update on the audit.

Correspondence

Genesee County re: Funding to Libraries

A letter from County Manager Jay Gsell regarding the Genesee County Budget was reviewed by the board.

Report of Librarian

Genesee County Funding to Libraries update

Two out of the four people that spoke at the Genesee County Funding Hearing spoke in favor of restoring library funding. Nobody spoke in favor of cutting library funding.

NYLA Conference Attendance Report

Director B. Conrad attended the NYLA Conference at Saratoga Springs, NY. Media Services Librarian R. McCormack also attended. The director gave an oral report of his attendance.

Reports of Librarians Kathy Facer and Leslie DeLooze

The Board reviewed the monthly reports from Reference Librarian Kathleen Facer and Community and Adult Services Librarian Leslie DeLooze.

Director B. Conrad highlighted the strength of genealogy and computer classes by Kathleen Facer. He stated that the attendance numbers were “fantastic”. B. Conrad was asked about internet issues, which he explained.

The Director also highlighted some of the innovative programs in Leslie DeLooze’s report.

Youth Services Combined Report

The Board also reviewed the Youth Services monthly report by Youth Services Librarian Andrea Fetterly. B. Conrad commented that the program numbers were great.

Library Statistics – October 2016

Materials Circulation	15,505
Ebooks	599
Freegal Downloads	452
Zinio	110
Hoopla	157
Internet Usage	2,798
Literacy Stations	396
Attendance	14,953
Website Usage	6,635

Old Business - None

New Business

Upon the motion of B. Stich, seconded by J. Cascell, it was resolved to ban Dawandrick and Tymothy Murrell from the Richmond Memorial Library for a period of 1 (one) year. If after 6 (six) months a written apology is received by the Board, the Board will consider lifting the ban. All members voted yes. Motion carried.

This action generated further discussion of the library's other options for addressing after school behavior.

Adjournment

Upon the motion of N. Argulsky, seconded by J. Reardon, the meeting was adjourned at 7:26 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees January 9, 2017

Richmond Memorial Library

Board of Trustees

December 12, 2016

The December meeting of the Library Board of Trustees was held on Monday, December 12, 2016. President Michael Rivers called the meeting to order at 6:30 p.m.

Members present: Michael Rivers, Norm Argulsky, Beth Stich, Jennifer Reardon

Also present: Colleen Brudz, Bob Conrad, Debra Levins, Kathryn Barrett, CPA, Carol Richardson, and Treasurer Sally Sanford

Excused: Jenn Cascell

Approval of Minutes

Upon the motion of N. Argulsky and seconded by Beth Stich, it was resolved to approve the minutes of the November meeting. All members voted yes. Motion carried.

Public to be Heard - None

Audit Report

Kathryn Barrett, CPA

Kathryn Barrett, CPA of Freed Maxick, reviewed the audit findings which she stated was "Overall a very good audit."

Kathryn Barrett, CPA and Sally Sanford left the meeting at 6:45 p.m.

Internet Service Update

Director R. Conrad gave an update on our internet service.

Card member adjustments - Carol Richardson

Carol Richardson was present to explain financial adjustments and payments. She left the meeting at 7:02 p.m.

Financials

October 2016 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the October 2016 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

October 2016 Bank Reconciliations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the October 2016 Bank Reconciliations. All members voted yes. Motion carried.

November 2016 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the October 2016 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

November 2016 Bank Reconciliations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the November 2016 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$2,643.39 on Supplemental Warrant 29. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$1,865.25 on Supplemental Warrant 30. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the manual checks on Warrant 32. The amount of \$1,762.88 was received by P & A Administrative Services for November Health Care costs. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$20,252.04 on Supplemental Warrant 34. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$18,947.76 on Warrant 35. All members voted yes. Motion carried.

Report of Librarian

Reports of Librarians

The Board reviewed the monthly reports from Reference Librarian Kathleen Facer, Community and Adult Services Librarian Leslie DeLooze, Media Services Librarian Rita McCormack, and Youth Services Librarian Andrea Fetterly.

Library Statistics – November 2016

Materials Circulation	16,154
Ebooks	477
Freegal Downloads	505
Zinio	108
Hoopla	148
Internet Usage	2,571
Literacy Stations	378
Attendance	14,359
Website Usage	7,544

Old Business

Director Conrad updated staff on the banned children situation and other discipline issues handled.

New Business

Addition of clause to Meeting Room Policy

Upon the motion of N. Argulsky, seconded by J. Reardon it was resolved to add the following clause to the Meeting Room Policy:

“Library Administration reserves the right to decline meeting room reservations for purposes which substantially duplicate upcoming or ongoing library programs and events.” The motion passed and was carried.

Adjournment

There being no further business, President Michael Rivers adjourned the meeting at 7:40 p.m.

Respectfully submitted,
Bob Conrad, Clerk