

Approved by the Library Board of Trustees February 10, 2020

Richmond Memorial Library

Board of Trustees

January 13, 2020

The January meeting of the Library Board of Trustees was held on Monday, January 13, 2020. Vice President Gregg McAllister called the meeting to order at 6:30 p.m.

Members present: Gregg McAllister, Rebecca Long, and Jessica Ecock-Rotondo

Also present: Bob Conrad, Debra Levins, Kathryn Barrett, CPA/Freed Maxick, and Sally Sanford

Excused: Norm Argulsky, Jenn Cascell, and Kristi Evans

Approval of minutes

Due to a lack of quorum, the minutes of the December 9, 2019 meeting will be up for approval at the February meeting.

Public to be Heard - None

Audit Report – Kathryn Barrett, CPA, Freed Maxick

The audit report was previously scanned to the Board. Kathryn Barrett, CPA of Freed Maxick presented it to the Board and answered questions.

Since there was no quorum, the Audit Report will be up for approval at the February meeting.

Kathryn Barrett and Sally Sanford left the meeting at 6:57 p.m.

Library Director's Report

Reports from adult services librarians

The Board scanned through monthly reports from Librarians Rita McCormack, Samantha Stryker, Elizabeth Beardslee, and Deborah Wood.

Combined Youth Services Report/NYLA Conference Report

The Board reviewed both the Combined Youth Services Report and The NYLA Conference report from Youth Service Librarian Sue Potera.

November, 2019 stats

The Board also reviewed the November 2019 stats.

Committee Reports**Finance committee**

Director Conrad briefed the Board on the latest Finance Committee meeting.

Financials

Due to a lack of quorum, the financials will be up for approval at the February meeting.

Communications - None**Unfinished Business - None****New Business****Suspension of library patrons**

Due to the lack of a quorum, new suspensions will be on hold until the February meeting.

Other Business - None**Adjournment**

There being no further business, Vice President Gregg McAllister adjourned the meeting at 7:23 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: February 10, 2020, 6:30 pm

Approved by the Library Board of Trustees March 9, 2020

Richmond Memorial Library

Board of Trustees

February 10, 2020

The February meeting of the Library Board of Trustees was held on Monday, February 10, 2020. President Norm Argulsky called the meeting to order at 6:34 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, and Gregg McAllister

Also present: Bob Conrad and Debra Levins, and Dr. Catherine Huber

Excused: Kristi Evans, and Jessica Ecock-Rotondo

Approval of Minutes

Upon the motion of R. Long, seconded by G. McAllister, the minutes of the January 2020 meeting were approved. All members voted yes. Motion carried.

Public to be Heard

Director Conrad introduced Dr. Catherine Huber to the Board of Trustees. Dr. Huber expressed her interest in being a candidate for the vacant NIOGA Board of Trustees' City of Batavia seat.

Library Director's Report

Reports from adult services librarians

The Board scanned through monthly reports from Librarians Rita McCormack, Samantha Stryker, Elizabeth Beardslee, and Deborah Wood.

Combined Youth Services report

The Board also reviewed the Combined Youth Services Report from Youth Service Librarian Sue Potera.

Top Circulating Print/Media Titles, Nioga and RML, 2019

Top Circulating Print/Media Titles for Nioga and RML, 2019 were viewed.

Richmond Memorial Library Statistics, December 2019

The December, 2019 library statistics were reviewed.

Committee Reports - None

Financials

Summary of Revenues and Appropriations, January 2020

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the January 2020 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, January 2020

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the January 2020 Bank Reconciliations. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the manual checks on Warrant 41. The amount of \$1,575.90 was received by Proflex Administrators LLC for January Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the payment of \$848.24 on Supplemental Warrant 43. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the payment of \$10,166.49 on Supplemental Warrant 44. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the payment of \$23,461.50 on Warrant 46. All members voted yes. Motion carried.

Communications

Tom Bindeman, Executive Director, Nioga Library System

B. Conrad fielded questions about the Free Direct Access Plan that the Nioga Library System seeks to approve.

Resolution in Support of Nioga Library System's Free Direct Access Plan

Upon the motion of G. McAllister, seconded by R. Long, the Resolution in Support of Nioga Library System's Free Direct Access Plan was tabled until the March 2020 meeting. All members voted yes. Motion carried.

Old Business

Approval of the Minutes (December, 2019)

Upon the motion of J. Cascell, seconded by R. Long, the minutes of the December 9, 2019 meeting were approved. All members voted yes. Motion carried.

Approval of the Audit Report

Upon the motion of G. McAllister, seconded by J. Cascell, the Audit Report was approved. All members voted yes. Motion carried.

Financials (December, 2019)

Summary of Revenues and Appropriations, December 2019

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the December 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, December 2019

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the December 2019 Bank Reconciliations. All members voted yes. Motion carried.

Comparison Figures – Revenues/Appropriations 12/31/18 vs 12/31/19

The Board reviewed the 12/31/18 vs 12/31/19 Comparison Figures of Revenues and Appropriations.

Approval of Invoices for Payment

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the manual checks on Warrant 42. The amount of \$1,342.39 was received by Proflex Administrators LLC for December Health Care costs. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the payment of \$11,779.93 on Supplemental Warrant 35. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the payment of \$13,936.99 on Supplemental Warrant 39. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the payment of \$13,538.83 on Warrant 37. All members voted yes. Motion carried.

Suspension of Library Patrons

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve a 2 month suspension of the following patrons, unless accompanied by an adult aged 18 or older:

Dymon Gardner
Karizma Wescott
Jonah Motyka
Emmalee Sherman

All members voted yes. Motion carried.

New Business

Lower the mileage reimbursement rate to \$0.575 effective January 1, 2020

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to lower the mileage reimbursement rate to \$0.575 effective January 1, 2020. All members voted yes. Motion carried.

Waive the \$1 library card replacement fee for the months of March and April, 2020

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to waive the \$1 library card replacement fee for the months of March and April, 2020 in support of the 2020 US Census. All members voted yes. Motion carried.

Set the date and time of the annual election and budget vote to May 7, 2020, and the number of seats to be elected to two

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to set the date and time of the annual election and budget vote to May 7, 2020 from 9 a.m until 9 p.m, and the number of seats to be elected as 2 seats. All members voted yes. Motion carried.

Resolutions pertaining to that election:

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the five (5) following resolutions:

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 10, 2020

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 14, 2020 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 14th of April, to wit, on April 2nd and April 9th 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 14, 2020 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 10, 2020

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 7, 2020 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 23 and April 30, 2020 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 7, 2020.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 10, 2020

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 7, 2020, which dates of publication shall be on March 19, March 26, April 2 and April 9 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 Thursday, May 7, 2020 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 2020-2021 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of said School District; and,
- (2) To elect two (2) Trustees of Richmond Memorial Library, both to fill three-year terms commencing July 1, 2020 and ending June 30, 2023, one as a result of the expiration of the term of office presently held by Kristi Evans, and the other as a newly created seat; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 7, 2020, 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 13, 2020 at 6:30 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 Tuesday, April 7, 2020 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 14, 2020 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 23, 2020 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 28, 2020 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 4, 2020 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 April 9, 2020. 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 7, 2020, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 7, 2020.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 10, 2020

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 7, 2020 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 or non-driver I.D. 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 production of a United States Passport or Passport card shall be sufficient evidence of identity.
6. 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 10, 2020

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

All members voted yes. Motion carried.

Resolution to nominate Dr. Catherine Huber for trustee of the Nioga Library System

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to nominate Dr. Catherine Huber for trustee of the Nioga Library System. All members voted yes. Motion carried.

Appointment of Melissa Currier and Kim Mills to serve as Co-Deputy Treasurers (serving conterminously with Deputy Treasurer with Rebecca Long)

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to appoint Melissa Currier and Kim Mills to serve as Co-Deputy Treasurers (serving conterminously with Deputy Treasurer Rebecca Long). All members voted yes. Motion carried.

Other Business

Richmond Memorial Library Foundation President G. McAllister announced the next Foundation Scrabble Tournament as Saturday, March 7, 2020 from 5 p.m. – 9:00 p.m. at Go Art!, 201 E. Main St., Batavia. There is a \$35 entry fee with advanced registration available online or by phone through Monday, March 2nd or via the library website.

Executive Session

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to enter into executive session at 8:02 p.m to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of particular persons. All members voted yes. Motion carried.

Adjournment

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to exit both executive session and adjourn the board meeting at 8:27 p.m. All members voted yes. Motion carried.

Next Meeting: March 9, 2020

Approved by the Library Board of Trustees April 13, 2020

Richmond Memorial Library

Board of Trustees

March 9, 2020

The March meeting of the Library Board of Trustees was held on Monday, March 9, 2020. President Norm Argulsky called the meeting to order at 6:34 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, Gregg McAllister, and Jessica Ecock-Rotondo

Also present: Bob Conrad, Debra Levins, Jeff Laub, and Lucine Kauffman

Approval of Minutes

Upon the motion of G. McAllister, seconded by J. Cascell, the minutes of the February 2020 meeting were approved. All members voted yes. Motion carried.

Public to be Heard

Jeffrey Laub

Mr. Jeffrey Laub expressed his interest in the Genesee County seat as a Nioga Board Trustee.

Lucine Kauffman – Program Coordinator, The Library Visits

Lucine Kauffman, Coordinator of the Library Visits Program presented a plan to trade in the panel van used for the Program for a more efficient and safe vehicle, before the panel van grows much older or logs too many more miles. She advised that a smaller economical vehicle with 4-wheel drive, side and back windows to avoid the risk of collisions, particularly with after school children nearby, would be much safer.

Director Conrad advised that, with a fair trade-in on the panel van, a used vehicle could be procured using funds currently budgeted for Capital Improvement.

Library Director's Report

Reports from librarians McCormack, Stryker, Beardslee, and Wood

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker, Elizabeth Beardslee, and Deborah Wood.

Combined Youth Services report

The Board also reviewed the Combined Youth Services Report from Youth Service Librarian Sue Potera.

Richmond Memorial Library Statistics, January 2020

The January 2020 library statistics were reviewed.

School District Art Reception – Friday, March 13, 5:30 pm

The School District Art Reception is scheduled for 5:30 pm on Friday, March 13, 2020.

Friends of the Library Annual Reception

Saturday, April 18 @ 11 am

The Friends of the Library Annual Reception will be held on Saturday, April 18, 2020 at 11 am. Board President Norm Argulsky will read the proclamation.

Nioga Annual Dinner – Wednesday, May 20, 5:30ish

Terry's Corners Fire Co. and Banquet Hall

The Nioga Annual Dinner will be held at approximately 5:30 pm on Wednesday, May 20, 2020 at Terry's Corners Fire Company and Banquet Hall.

2019 Annual Report

The Board reviewed the 2019 Annual Report.

Committee Reports

RML Foundation

G. McAllister gave a report on the most recent Scrabble Tournament and said that the Foundation is recruiting members for the June tournament.

Financials

Summary of Revenues and Appropriations, February 2020

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

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the manual checks on Warrant 54. The amount of \$1,468.27 was received by Proflex Administrators LLC for February Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$1,070.37 on Supplemental Warrant 48. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$12,387.30 on Supplemental Warrant 49. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$16,731.00 on Warrant 50. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the following transfers:

The transfer of \$3,516.00 from NYS Retirement – Marshall Grant to Books – Marshall Grant for Books.

The transfer of \$200.00 from NYS Retirement – Marshall Grant to Travel & Meetings – Marshall Grant for travel and meetings.

All members voted yes. Motion carried.

Communications

Andrew Wos

Due to an increase in his employer's work demand, our contracted computer support tech Andrew Wos tendered his resignation. He will do his best to continue support for the next 6-8 weeks, if needed, and offered to meet with his successor.

Old Business

Resolution in Support of Nioga Library System's Free Direct Access Plan

The Board requested a rep from Nioga to be in attendance at the April board meeting to get more information about the resolution regarding Nioga Library System's Free Direct Access Plan.

Approval of the Amendment to the Resolution Noticing Special District Meeting

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to approve amending the Resolution Noticing Special District Meeting to state that the election of two (2) Trustees of Richmond Memorial Library are to fill *five-year* terms.

All members voted yes. Motion carried.

New Business

Resolution of a Special Meeting of the Board of Trustees Petition to Amend Charter to state three year terms

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve a Petition to the Regents of the University of the State of New York to amend the Charter to state that as terms of trustees expire, their successors shall be elected by the qualified voters of the Batavia City School District for a full term of three years; and that, the term of any newly-created seat on the board shall not exceed three years. All members voted yes. Motion carried.

Resolution to nominate Jeffrey Laub for trustee of the Nioga Library System

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to approve the resolution to nominate Jeffrey Laub for the Nioga Board of Trustees Genesee County seat. All members voted yes. Motion carried.

Resolution Appointing Election Inspectors for May 7, 2020 Budget Vote/Trustee Election

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the Resolution Appointing Election Inspectors for the May 7, 2020 Budget Vote/Trustee Election. All members voted yes. Motion carried.

Approval of Proposed FY 2019-20 Budget

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the proposed FY 2019-20 Budget as amended. All members voted yes. Motion carried.

Approval of Library Suspensions for Three Months

Upon the motion of J. Ecock-Rotondo, seconded by K. Evans, it was resolved to suspend Aniyha Williams and Gianna Williams from Richmond Memorial Library for a period of 3 (three) months. All members voted yes. Motion carried.

Other Business – None

Executive

The board entered into executive session at 8:40 p.m. and exited executive session at 8:55 p.m.

Adjournment

Upon the motion of K. Evans, seconded by R. Long, it was resolved to adjourn the meeting at 9:00 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: April 13, 2020, immediately after Public Info. Meeting.

Approved by the Library Board of Trustees April 13, 2020

Richmond Memorial Library

Board of Trustees

Special Board Meeting via Zoom

March 30, 2020

A special meeting of the Library Board of Trustees was held on Monday, March 30, 2020 via Zoom. Vice President Gregg McAllister called the meeting to order at 6:38 p.m.

Members present: Gregg McAllister, Jenn Cascell, Rebecca Long, Kristi Evans, and Jessica Ecock-Rotondo.

Also present: Bob Conrad and Debra Levins. President Norm Argulsky was also present, but due to technology malfunction was only able to observe.

Approval of Minutes

The minutes from the March meeting will be up for approval at the April 13, 2020 meeting.

Public to be Heard - None

Library Director's Report

"Practice" at having a Zoom meeting

In light of Covid-19 pandemic social distancing recommendations, Trustees practiced/adjusted to the board meeting being hosted via Zoom video/web conferencing service.

PAUSE plan and guidance

Director Conrad reviewed the NYS PAUSE plan that was previously scanned to the Trustees.

Latest word on trustee election and budget vote

The Governor's Executive Order postpones all school and school library budget votes and trustee elections until at least June 1, and suspends the collection of trustee petition signatures until further notice.

In light of the current health and economic impacts of Covid-19 on Batavia City School District taxpayers, the consensus among trustees was to eliminate the need for a budget vote and a tax levy increase altogether by amending the library's FY 2020-21 budget to reflect a 0% tax levy increase, balancing the remainder of revenues against appropriations by drawing further from the Appropriated Fund balance.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to amend the library budget thus. All members voted yes. Motion carried.

Regarding the trustee election, the current expectation is that the governor will order terms that would have expired at the end of June to be extended until the postponed trustee election can be held (exactly as he has already ordered for elected seats that would have expired at the end of March). In this library's case, Kristi Evans' term would extend until the trustee election could be held (possibly in early August?) with the 2 new terms beginning soon thereafter.

Ask the Attorney opinion paying staff during Coronavirus closure

Trustees received a copy of an email from Nioga Executive Director Tom Bindeman in their agenda packets. It contained information from the "Ask the Attorney" service to library councils of NYS about staff compensation during the Coronavirus closure.

B. Conrad will draft a revised copy of the employee handbook to address emergency closures in place of weather related/snow days.

Director Conrad explained essential duties such as building checks, book drop clear out/book quarantine, administrative & accounts payable/receivable responsibilities. He also apprised the board of staff working from home and being on call, as well a reference online service offered. The children's room staff is also hosting storytimes online during the library closure.

Other Business – None

Adjournment

Upon the motion of K. Evans, seconded by R. Long, it was resolved to adjourn the meeting at 7:10 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees May 11, 2020

Richmond Memorial Library

Board of Trustees Via Zoom / conference call

April 13, 2020

Public Information Meeting Via Zoom

Call to Order

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held via Zoom on Monday, April 13, 2020. President Norm Argulsky called the meeting to order at 6:35 PM.

Trustees present were: Norm Argulsky, Rebecca Long, Kristi Evans, Gregg McAllister and Jessica Ecock-Rotondo

Also present were: Bob Conrad, Debbie Levins, and John Deleo

Excused: Jenn Cascell

Library Review/Budget Presentation

B. Conrad presented the proposed budget for fiscal year 2020-21, including comparisons with the current operating budget. The proposed budget calls for no increase to the tax levy.

Public Comment

Legislator Deleo expressed his support of public libraries and complimented Director Conrad and the Board of Trustees for their ability to balance the proposed budget in such a way that will require no increase of the tax levy, and therefore no budget vote, in response to the coronavirus pandemic and its economic consequences.

Adjournment

There being no further business, President Norm Argulsky adjourned the meeting at 6:45 p.m.

Regular Meeting

The regular April meeting of the Library Board of Trustees was held on Monday, April 13, 2020. President Norm Argulsky called the meeting to order at 6:45 p.m.

Members present: Norm Argulsky, Rebecca Long, Kristi Evans, Gregg McAllister, and Jessica Ecock-Rotondo

Also present: Bob Conrad, and Debra Levins

Excused: Jenn Cascell

Approval of Minutes

Upon the motion of K. Evans, seconded by R. Long, the minutes of the March 9, 2020 meeting were approved. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by G. McAllister, the minutes of the Special meeting held on March 30, 2020 were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports from adult services librarians

The Board reviewed monthly reports from Librarians Samantha Stryker and Elizabeth Beardslee.

The Board also reviewed the Combined Youth Services Report from Youth Service Librarian Sue Potera.

Property Tax Cap filing

There was no increase in the library budget, therefore, it does not break the tax cap. A copy of the filing will be scanned to trustees before the next meeting.

Library Statistics - February, 2020

The February, 2020 library statistics were reviewed.

Nioga System's Free Direct Access Plan update – questions?

Nioga Executive Director T. Bindeman will be included on the agenda for the May meeting. A general overview of Nioga's Free Direct Access Plan, shortcomings from the old plan, and identifying which communities in Genesee County it involves will be addressed. Trustees were asked to email B. Conrad any specific questions they have for Mr. Bindeman.

Committee Reports - None

Financial Reports

Bank Reconciliations, February 2020

Upon the motion of G. McAllister seconded by R. Long, it was resolved to approve the February 2020 Bank Reconciliations. All members voted yes. Motion carried.

Summary of Revenues and Appropriations, March 2020

Upon the motion of G. McAllister seconded by R. Long, it was resolved to approve the March 2020 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of G. McAllister seconded by R. Long, it was resolved to approve the manual checks on Warrant 58. The amount of \$4,091.16 was received by Proflex Administrators LLC for March Health Care costs. All members voted yes. Motion carried.

Upon the motion of G. McAllister seconded by R. Long, it was resolved to approve the payment of \$4,269.24 on Supplemental Warrant 53. All members voted yes. Motion carried.

Upon the motion of G. McAllister seconded by R. Long, it was resolved to approve the payment of \$13,177.57 on Supplemental Warrant 57. All members voted yes. Motion carried.

Upon the motion of G. McAllister seconded by R. Long, it was resolved to approve the payment of \$4,349.61 on Supplemental Warrant 60. All members voted yes. Motion carried.

Upon the motion of G. McAllister seconded by R. Long, it was resolved to approve the payment of \$6,705.06 on Warrant 55. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve a transfer of \$7,000 from books to e-books for e-book purchases. All members voted yes. Motion carried.

Communications - None

Old Business - None

New Business - None

Other Business

Trustee R. Long inquired as to what services other libraries are offering at this time and asked about library preparation plans for reopening. Vice President G. McAllister asked about more frequent cleaning of library door handles and common traffic areas in light of Covid-19. Director Conrad answered to the best of his knowledge. Library directors are in contact awaiting further instructions from the Governor.

Adjournment

Upon the motion of J. Ecock-Rotondo, seconded by G. McAllister, it was resolved to adjourn the meeting at 7:46 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees June 8, 2020

Richmond Memorial Library

Board of Trustees

May 11, 2020

The May meeting via Zoom of the Library Board of Trustees was held on Monday, May 11, 2020. President Norm Argulsky called the meeting to order at 6:44 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, Gregg McAllister, and Jessica Ecock-Rotondo

Also present: Bob Conrad and Debra Levins

Approval of Minutes

Upon the motion of G. McAllister, seconded by R. Long, the minutes of the April 13, 2020 Public Information Meeting and Board of Trustees Meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Executive Orders update: Trustee Election, Open Meetings Law

Since there is no request to increase the library budget, there is no need for a library budget vote this year. BCSD Business Administrator Mr. Scott Rozanski agreed to add the Richmond Memorial Library Trustee election vote on the 2020-21 BCSD ballot. They will be absentee ballots sent to all BCSD residents this year due to Covid-19 Pandemic social distancing restrictions.

Director Conrad also updated the Trustees on the Open Meetings Law.

PAUSE plan / library re-opening estimate

The PAUSE plan and an estimate of a re-opening date for the library were discussed.

Marshall Grant update

A brief update on the Marshall Grant was given.

Genesee County Funding and New York State Aid updates

There were no updates yet on the Genesee County Funding or New York State Aid.

Property Tax Cap Filing

A copy of the property tax cap filing was provided.

Reports of Librarians Rita McCormack, Samantha Stryker, and Elizabeth Beardslee

Reports from adult services librarians

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker, and Elizabeth Beardslee.

Combined Youth Services Report

The Board also reviewed the Combined Youth Services Report from Youth Service Librarian Sue Potera.

Library Statistics – March 2020

The March 2020 library statistics were scanned.

Committee Reports

Policy Committee

Policy Committee members G. McAllister and J. Ecock-Rotondo will continue drafting new policies.

Financial Reports

Summary of Revenues and Appropriations, April 2020

Upon the motion of J. Cascell, seconded by J. Rotondo, it was resolved to approve the April 2020 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, March 2020

Upon the motion of J. Cascell, seconded by J. Rotondo, it was resolved to approve the March 2020 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by J. Rotondo, it was resolved to approve the manual checks on Warrant 63. The amount of \$993.16 was received by Proflex Administrators LLC for April Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Rotondo, it was resolved to approve the payment of \$9,664.58 on Supplemental Warrant 64. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Rotondo, it was resolved to approve the payment of \$4,586.60 on Supplemental Warrant 66. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Rotondo, it was resolved to approve the payment of \$12,304.32 on Warrant 62. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve a transfer of \$2,000 from books to e-books for e-book purchases. All members voted yes. Motion carried.

Communications - None

Unfinished Business - None

New Business

Adoption of the 2020-21 Budget

The amended 2020-21 Library Budget will be revised before it is up for adopting.

Resolution in Support of Nioga Library System's Free Direct Access Plan

Nioga Executive Director and Lisa Erickson were unable to attend the meeting.

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to table the vote on Nioga Library System's Free Direct Access Plan until more information is available. All members voted yes. Motion carried.

Other Business - None

Adjournment

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to adjourn the meeting at 8:30 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, June 8, 6:30 pm – **Gallery Room**

Approved by the Library Board of Trustees June 8, 2020

**Richmond Memorial Library
Special Board of Trustees Meeting
May 28, 2020**

A special meeting of the Library Board of Trustees was held on Thursday, May 28, 2020 via Zoom/Conference Call. President Norm Argulsky called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, Gregg McAllister, and Jessica Ecock-Rotondo

Also present: Bob Conrad and Debra Levins

Library Director's Report

Recap:

Insurance Liability

The Library will be defended against negligence claims as long as we are following the safety guidelines.

“Open with Restriction” eff. May 20

50% Workforce Reduction Effective Through May 28

Subject to extension/re-introduction

The Director explained that the consensus of his research showed that these restrictions apply to political subdivisions, including our library.

Recommendations from Nioga/attorney

My recommendations (5/21 email)

Taking suggestions from Nioga representatives as well as attorney recommendations, Director B. Conrad previous recommendations remain the same.

As advised by the Genesee County Public Health Director Paul Pettit and Nioga system Executive Director Tom Bindeman, B. Conrad reiterated that all Genesee County libraries should open in unison.

As per the consensus of Genesee County library directors, June 1st was earmarked as the earliest feasible date for the libraries to open. The Libraries will open June 1st and June 2nd depending on staffing and safety training. Each library will operate at their own discretion, with no need to be consistent. Richmond Memorial Library will have a soft opening to the public on the afternoon of June 1st after a recap to staff on the safety protocol, signs are placed, and other last minute preparations are done.

Director Conrad answered many questions and included reference to there being no safety plan specifications needed to control the number of patrons entering and exiting the library.

He clarified the Unattended Children Policy of children age 12 and under which will help enforce safety concerns involving young children being dropped off unattended.

B. Conrad continued to discuss the safety plan in detail along with his plans to promote the Library Visits Program to any patron over age 60 along with those needing medical accommodations enabling them to continue to have full range of access to library materials.

COVID-19 Reopening Safety Plan Communication Plan

Director Conrad reviewed material that he collected from various sources. The information was reviewed in great detail.

B. Conrad explained that although NYS does not require the Board to approve a Reopening Safety Plan and is the Director's prerogative, Nioga Library System Director Tom Bindeman strongly suggested Board approval.

Since the Reopening Safety Plan needs to be made available within 12-24 hours, it is best to have it posted in the library.

The safety precautions for both staff and the public were discussed at length.

New Business

Approval of the COVID-19 Reopening Safety Plan

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the COVID-19 Reopening Safety Plan which requires the wearing of an

appropriate face mask (as per EO 202.17) and instructions for requesting medical exemptions or accommodations with the changes recommended, moving the approval of the draft of said Safety Plan with anticipated changes to be implemented. All members voted yes. Motion carried.

Approval of the Temporary Safety Policy

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the Temporary Safety Policy. All members voted yes. Motion carried.

Other Business - None

Adjournment

Upon the motion of J. Ecock-Rotondo, seconded by J. Cascell, it was resolved to adjourn the meeting at 8:31 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: June 8, 2020 in Gallery Room

Approved by the Library Board of Trustees July 13, 2020

Richmond Memorial Library

Board of Trustees

June 8, 2020

The June meeting of the Library Board of Trustees was held on Monday, June 8, 2020. President Norm Argulsky called the meeting to order at 6:33 p.m.

Members present: Norm Argulsky, Jenn Cascell, Kristi Evans, and Jessica Ecock-Rotondo

Also present: Bob Conrad and Debra Levins

Excused: Gregg McAllister and Rebecca Long

Approval of Minutes

Upon the motion of J. Cascell, seconded by K. Evans, the minutes of the May 11, 2020 meeting were approved. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, the minutes of the special meeting on May 28, 2020 were approved. All members voted yes. Motion carried.

Public to be Heard

Nioga Executive Director Tom Bindeman & Lisa Erickson, Nioga Outreach Consultant, were unavailable to attend the meeting. When they are able to attend, they will explain the Free Direct Access Plan. The discussion was tabled for now.

Library Director's Report

Reopening Recap (oral report)

Director B. Conrad said the reopening of the Library is going as well as can be expected. The Library reopened on June 1st at 1 p.m. Patrons expressed that they missed us along with the monthly book sales.

J. Ecock-Rotondo requested a weekly people count for the next board meeting in order to get a glimpse of the attendance trend after reopening.

Safety Plan – review of changes made since draft approval

Minor changes were made to the draft of the Safety Plan.

Reports of Adult Svcs. Librarians McCormack, Stryker, and Wood

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker and Deborah Wood.

March (revised) and April 2020 Library Statistics

The revised March 2020 library statistics were reviewed along with the April 2020 Stats.

The Library Visits Program Coordinator Report

A report from Library Visits Program Coordinator Lucine Kauffman was reviewed.

Committee Reports – Policy Report below

The Policy Committee Report along with revised policies are under New Business.

Financial Reports**Summary of Revenues and Appropriations, May 2020**

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

Bank Reconciliations, April 2020

Upon the motion of J. Ecock Rotondo, seconded by J. Cascell, it was resolved to approve the April 2020 Bank Reconciliations. All members voted yes. Motion carried.

Retirement Online adjustment + supporting documents

The Board reviewed the Retirement Online adjustments along with supporting documents.

Debit Card Transaction Report

The Debit Card Transaction Report for April 2020 was reviewed.

Approval of Invoices for Payment

Upon the motion of J. Ecock Rotondo, seconded by J. Cascell, it was resolved to approve the manual checks on Warrant 67. The amount of \$1,307.84 was received by Proflex Administrators LLC for May Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo, seconded by J. Cascell, it was resolved to approve the payment of \$10,841.83 on Supplemental Warrant 69. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo, seconded by J. Cascell, it was resolved to approve the payment of \$3,437.84 on Supplemental Warrant 73. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo, seconded by J. Cascell, it was resolved to approve the payment of \$32,081.98 on Warrant 72. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of N. Argulsky, seconded by K. Evans, it was resolved to approve a transfer of \$1,860.00 from Materials & Supplies to Equipment for protective glass barriers at public service desks. All members voted yes. Motion carried.

Communications

FreedMaxick: Communication, Objective and Scope

The Board reviewed a letter from FreedMaxick regarding the objective, scope and timing of the Library's audit.

Retirement of Debbie Levins

Director Conrad shared a Resignation Letter from part-time Library Clerk Debbie Levins, effective June 27, 2020. At the end of this month, she will be retiring from Batavia City School District after 30 years of service. At that time, she must also resign from any other NYS public employment. She may be rehired as long as she waits at least 1 day and releases RML of any further liability to contribute to her NYS Retirement compensation.

Unfinished Business - None

New Business

Adoption of the Amended FY 2020-21 Budget

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to adopt the amended Fiscal Year 2020-21 Budget. All members voted yes. Motion carried.

Approval of staff salary and wage schedule effective July 1, 2020

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to approve the staff salary and wage schedule as presented effective July 1, 2020. All members voted yes. Motion carried.

Adoption of 2020-21 Library Board of Trustee Meeting Dates & Warrant Schedule

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to adopt the 2020-21 Library Board of Trustee Meeting Dates & Warrant Schedule as presented. All members voted yes. Motion carried.

Adoption of Financial Policies

Policy Committee members J. Ecock-Rotondo and G. McAllister met and drafted amendments to RML Financial Policies.

J. Ecock-Rotondo presented proposed policy revisions which were previously scanned to the Trustees.

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve revisions as presented for the following Financial Policies:

- Scope
- Credit Card Policy
- Gifts
- Petty Cash Fund

And The Employee Reimbursement Policy with the following amendment:
An additional clause stating that conference-bound employees may petition the board for an increase to the food *per diem* amount, if the event will be held in a higher-cost city.

All members voted yes. Motion carried.

Approval of the creation of PT Secretary position

Upon the motion of J. Ecock-Rotondo, seconded by K. Evans, it was resolved to approve the creation of a part-time Secretary position. All members voted yes. Motion carried.

Appointment of Debra Levins to Part-Time Secretary Position

Upon the motion of J. Cascell, seconded by J. Ecock Rotondo, it was resolved to approve the appointment of Debra Levins to the position of part-time Secretary at the rate of \$22.72 per hour effective July 1, 2020. All members voted yes.

Motion carried

Other Business

J. Ecock-Rotondo brought up the idea of having conference retreats for Library Trustees. The Board agreed that it was a great idea, especially with so many new Trustees aboard and the plans to expand. It would be a good way for Trustees to get to know each other work on board duties including a Mission statement and plan for a five-year plan.

Trustee Election

After the Board scan, B. Conrad received an email from BCSD Business Administrator Scott Rozanski confirming that the BCSD election judges will count the RML Trustee Ballots and let us know the results, including a full accounting of write-in candidates.

Adjournment

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to adjourn the meeting at 8:00 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees August 11, 2020

Richmond Memorial Library

Board of Trustees

July 13, 2020

The reorganization meeting of the Library Board of Trustees was held on Monday, July 13, 2020. President Norm Argulsky called the meeting to order at 6:33 p.m.

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

Also present: Bob Conrad, Debra Levins, Alice Zito, Tom Bindeman, Lisa Erickson and Kim Mills

Excused: Jennifer Cascell

Swearing in of Board of Trustees

Board members Norm Argulsky, Gregg McAllister, Rebecca Long, Kristi Evans, Jessica Ecock-Rotondo, and Leslie Moma were sworn in by Notary Public Alice Zito. Upon completion, A. Zito left the meeting at 6:35 p.m.

Signing of Conflict of Interest Agreement

Board members present also signed the Conflict of Interest Agreement.

Approval of Minutes

Upon the motion of J. Ecock-Rotondo, seconded by L. Moma, it was resolved to Approve the minutes of the June 8, 2020 Board Meeting. Rebecca Long abstained. Motion carried.

Public to be Heard

Director B. Conrad introduced Kim Mills as the District Treasurer. Kim Mills left the meeting at 6:40 p.m.

Tom Bindeman, Executive Director of Nioga Library System and Lisa Erickson, Communications, Advocacy and Outreach Consultant of Nioga Library System discussed the Direct Access Plan and answered questions.

Kristi Evans was excused from the meeting at 7:04 p.m.

Tom Bindeman and Lisa Erickson left the meeting at 7:17 p.m.

Director Conrad introduced the newest board member Leslie Moma. Board Members introduced themselves to Leslie.

Reorganization

Election of President

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, Norm Argulsky was nominated as the President of the Board of Trustees. All members voted yes. Motion carried.

Election of Vice President

Upon the motion of N. Argulsky, seconded by Rebecca Long, Gregg McAllister was nominated as the Vice President of the Board of Trustees. G. McAllister abstained. Motion carried.

Appointment of Clerk

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, Bob Conrad was appointed as Clerk to the Board of Trustees. All members voted yes. Motion carried.

Appointment of Deputy Clerk

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, 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 G. McAllister, seconded by J. Ecock-Rotondo, Kim Mills was appointed as Treasurer to the Board of Trustees. All members voted yes. Motion carried.

Appointment of Deputy Treasurer

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, Melissa Currier and Rebecca Long were appointed as Co-Deputy Treasurers to the Board of Trustees. All members voted yes. Motion carried.

Appointment of Purchasing Agent

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, Bob 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 G. McAllister, seconded by J. Ecock-Rotondo, 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 G. McAllister, seconded by J. Ecock-Rotondo, Freed Maxick was appointed as the auditing firm for Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Official Bank Depository

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, Five Star Bank was appointed as the Official Bank Depository for Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Bank Signatories

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, Treasurer Kim Mills, President Norm Argulsky, and Co-Deputy Treasurers Melissa Currier and Rebecca Long 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 G. McAllister, seconded by J. Ecock-Rotondo, Director 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 G. McAllister, seconded by J. Ecock-Rotondo, 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 G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to approve a Petty Cash amount of \$200 for the Richmond Memorial Library and \$100 for the Library Visits Program. All members voted yes. Motion carried.

Designation of Official Newspaper

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, The Daily

News was appointed Richmond Memorial Library's official newspaper. All members voted yes. Motion carried.

By-Laws Review

The By-Laws were reviewed. No revisions were made.

5 Year Plan Review

The 5 year plan was reviewed.

Library Director's Report

"Open with Restrictions" updated 6/25/20

Director Conrad gave an update on the status of our "Open with Restrictions".

Safety Plan revised 7/06/20

In addition to the 7/06/20 revisions, the Safety Plan was amended to include the following changes:

- Tables and chairs will be wiped down in between meetings.
- The number of people allowed in the Gallery Room for meetings will be cut down to 25.

Letter Celebrating Richmond's Reopening (Daily News, 7/16/20)

A positive letter from library patron Donald Weyer was reviewed.

IMLS: "Research Shows Virus Undetectable on...Library Materials After Three Days

An article regarding research of virus detection on library materials was included in the board scan and briefly reviewed.

Trustee election results, inc. write-in rolls

The election results and write-ins were reviewed.

Reports of Librarians McCormack, Stryker, Beardslee, and Wood

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker, Elizabeth Beardslee and Deborah Wood.

Combined Youth Services Reports: March, May, June 2020

The Board also reviewed Combined Youth Services Report from Librarian Sue Potera.

Library Statistics – April (revised) and May 2020 Statistics

June & July gate counts

The April (revised) and May 2020 Statistics were reviewed along with the June & July gate counts.

Committee Reports

Policy Committee

The Policy Committee worked on the collection development policy and will continue working on the challenged materials process.

J. Ecock-Rotondo brought back the idea of a retreat to be able to discuss policies and things such as the 5 year plan, etc. Director Conrad explained that according to his research, it was possible as long as they are just educational and envisioning, and that the open meeting restrictions are followed with no actions taken.

Financial Reports

May 2020 Bank Reconciliations

Upon the motion of J. Ecock-Rotondo seconded by G. McAllister, it was resolved to approve the May 2020 Bank Reconciliations. R. Long abstained. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Ecock-Rotondo seconded by G. McAllister, it was resolved to approve the manual checks on Warrant 75. The amount of \$3,164.60 was received by Proflex Administrators LLC for June Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo seconded by G. McAllister, it was resolved to approve the payment of \$11,924.59 on Supplemental Warrant 76. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo seconded by G. McAllister, it was resolved to approve the payment of \$15,705.28 on Supplemental Warrant 78. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo seconded by G. McAllister, it was resolved to approve the payment of \$11,562.67 on Supplemental Warrant 1. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo seconded by G. McAllister, it was resolved

to approve the payment of \$5,759.20 on Warrant 3. All members voted yes. Motion carried.

Communications

Charles Begley, President, Nioga Library System Board of Trustees

Upon the motion of R. Long, seconded by L. Moma, it was resolved to vote for the Nioga Board Trustee via email so that the full board is included in the decision. All members voted yes. Motion carried.

President N. Argulsky will email the Trustees ballot information along with a deadline for the vote.

Whiting Law Firm

A letter from Reid A. Whiting of the Whiting Law Firm regarding a donation from the estate of Margaret F. Gallagher was discussed.

Resignation of Krystyna Stefanik

A resignation letter was received from sub custodian Krystyna Stefanik.

Unfinished Business

Upon the motion of R. Long, seconded by N. Argulsky, it was resolved to postpone the decision on the Resolution in Support of the Nioga Library System's Free Direct Access Plan. All members voted yes. Motion carried.

New Business

Approval of the Appointment of D. Levins to PT Library vacancy

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to approve the appointment of Debra Levins to the PT Library Clerk vacancy at \$22.72/hr effective June 29, 2020. R. Long abstained. Motion carried.

Update contact information

The 2020-21 contact chart for Trustees had a minor revision. It will be updated and distributed to the Trustees at the August board meeting.

Subcommittee appointments

Upon the motion of R. Long, seconded by J. Ecock-Rotondo, it was resolved to table subcommittee appointments until the next Board meeting. All members voted yes. Motion carried.

Director Evaluation

Upon the motion of R. Long, seconded by J. Ecock-Rotondo, it was resolved to table the evaluation of Director Conrad until an executive session at the next Board meeting. All members voted yes. Motion carried.

Adjournment

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to Adjourn the meeting at 9:00 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next Meeting: **TUESDAY**, August 11, 2020, 6:30 pm, Gallery Room

Approved by the Library Board of Trustees September 14, 2020

Richmond Memorial Library

Board of Trustees

August 11, 2020 via Zoom

The August meeting of the Library Board of Trustees was held on Tuesday, August 11, 2020 via Zoom. President Norm Argulsky called the meeting to order at 6:31 p.m.

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

Also present: Bob Conrad and Debra Levins

Excused:

Approval of Minutes

Upon the motion of L. Moma, seconded by R. Long, the minutes of the July 13, 2020 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

July, 2020 Reports of Librarians McCormack, Stryker, Beardslee, and Wood

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker, Elizabeth Beardslee and Deborah Wood.

Combined Youth Services Reports, July 2020

The Board also reviewed the Combined Youth Services Report from Librarian Sue Potera.

June 2020 Statistics

The June 2020 Statistics were reviewed.

Long Range Plan update, first quarter 2020

The Long Range Plan was scanned to the Trustees with the agenda packet. Updates for the first quarter (July, August & September) were discussed.

Library Director's task log

The Trustees reviewed a typical task log for the Director.

Vendor inquiry – The Cartridge Guy

Information from Rick Barone of the Cartridge Guy Recycling was discussed. Privacy concerns were aired. Director Conrad will get feedback from other libraries that have used this service.

Committee Reports

Policy Committee

Jessica Ecock-Rotondo and Gregg McAllister of the Policy Committee met before this board meeting along with Director Conrad.

A new Collection Management Policy for Library Materials was developed for approval at this meeting.

They are editing the final draft of the Financial Policy and will have it available for the next meeting. The committee is also looking at the Procurement Policy.

Financial Reports

July 2020 Summary of Revenues and Appropriations

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the July 2020 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

June 2020 Bank Reconciliations

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the June 2020 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the manual checks on Warrant 9. The amount of \$775.44 was received by Proflex Administrators LLC for July Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the payment of \$942.93 on Supplemental Warrant 4. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the payment of \$54,251.12 on Supplemental Warrant 6. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the payment of \$13,747.02 on Warrant 8. All members voted yes. Motion carried.

Request for Budgetary Transfers

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the following transfers:

a transfer of \$2,000.00 from Salaries – Marshall Grant to Books – Marshall Grant for adjustment of budget lines after addition of unused funds from last fiscal year.

a transfer of \$400.00 from Materials & Supplies – Marshall Grant to Books – Marshall Grant for adjustment of budget lines after addition of unused funds from last fiscal year.

a transfer of \$2,000 from Salaries – Marshall Grant to AV – Marshall Grant for adjustment of budget lines after addition of unused funds from last fiscal year.

a transfer of \$300.00 from Materials & Supplies – Marshall Grant to AV – Marshall Grant for adjustment of budget lines after addition of unused funds from last fiscal year.

All members voted yes. Motion carried.

Communications

Resignation of Megan Smith effective 8/15/2020

Due to plans to attend Niagara University, Library Page Megan Smith submitted a Letter of Resignation, effective 8/15/20.

Unfinished Business

Resolution in Support of the Nioga Library System's Free Direct Access Plan

Upon the motion of N. Argulsky, seconded by J. Cascell, a resolution recognizing Richmond Memorial Library's support of Nioga Library System's Free Direct Access Plan was approved. All members voted yes. Motion carried.

Subcommittee Appointments

Subcommittee Appointments for fiscal year 2020-21 are as follows:

Buildings & Grounds – Norm Argulsky , Jennifer Cascell and Leslie Moma

Finance – Rebecca Long and Krisi Evans

Personnel Committee – Gregg McAllister, Rebecca Long, and Norm Argulsky

Policy Review – Gregg McAllister, Jessica Ecock-Rotendo, and Leslie Moma

New Business

Approval of the Collection Management Policy for Library Materials

Upon the motion of N. Argulsky, seconded by R. Long, it was resolved to approve the Collection Management Policy as presented. All members voted yes. Motion carried.

Approval of Appointment of Krystyna Stefanik to Library Page vacancy at \$12.50/hr., effective 8/17/2020

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the appointment of Krystyna Stefanik to the Library Page vacancy at \$12.50/hr., effective 8/17/2020. All members voted yes. Motion carried.

Executive Session to discuss the employment of a particular person

Upon the motion of G. McAllister, seconded by L. Moma, it was resolved to enter executive session at 8:30 pm. All members voted yes. Motion carried.

Exit Executive Session/Adjournment

There being no further business, President Norm Argulsky adjourned the executive session/meeting at 8:55 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, September 14, 2020. 6:30pm, Gallery Room.

Approved by the Library Board of Trustees October 19, 2020

Richmond Memorial Library

Board of Trustees

September 14, 2020 via Zoom

The September meeting of the Library Board of Trustees was held on Monday, September 14, 2020 via Zoom. President Norm Argulsky called the meeting to order at 6:36 p.m.

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

Also present: Bob Conrad and Debra Levins

Approval of Minutes

Upon the motion of L. Moma, seconded by N. Argulsky, the minutes of the August 11, 2020 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

August 2020 Reports of Librarians McCormack, Stryker Basile, and Beardslee

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, and Elizabeth Beardslee.

Kevin Williams of Batavia Computer Center will be Andrew Wos's replacement as RML's tech consultant.

Combined Youth Services Reports, August 2020

The Board also reviewed the Combined Youth Services Report from Librarian Sue Potera. The specifics of virtual attendance were explained by Director Conrad.

Adult Summer Reading Recap

The Adult Summer Reading program was reviewed along with prize winners and feedback.

July 2020 Statistics

The July 2020 Statistics were reviewed. L. Moma requested a circulation breakdown of Youth Services vs. Adult stats from the last couple of months.

Updates on Safety Plan, Back To School, Circulation/Attendance, Genesee County Funding, Friends of the Library

B. Conrad contacted the School District and St. Joe's about a possible after school tutoring program in gallery room. Since they showed an interest, tutors were contacted and plans are in process.

The Director also reported to the Legislature and asked that the county's funding for libraries be sustained.

There was a recent Friends of the Library meeting. Although they have lost income from the inability to have their monthly book sales, they have graciously agreed to continue their usual funding to the Library for programs, etc., from their fund balance.

Updated contact information

An updated contact chart was scanned to the Trustees.

Update on Gallagher Bequest

The Gallagher Bequest funds were received.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to transfer the amount of \$14,749.70 from the Gallagher bequest to the Richmond Memorial Library Foundation. All members voted yes. Motion carried.

Committee Reports - None

Financial Reports

August 2020 Summary of Revenues and Appropriations

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

Bank Reconciliations, July 2020

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to approve the July 2020 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to approve the manual checks on Warrant 15. The amount of \$1,738.12 was received by Proflex Administrators LLC for August Health Care costs. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$8,057.09 on Supplemental Warrant 10. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$11,827.10 on Supplemental Warrant 12. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$5,701.63 on Supplemental Warrant 14. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$17,639.30 on Warrant 16. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve a transfer of \$3,000.00 from Library Programs to Books for Early Literacy & STEAM kit purchases. All members voted yes. Motion carried.

Communications

Jonathan Incho, Nioga Library System Nominating Committee

Catherine Huber, Trustee for the City of Batavia seat resigned from her position on the Nioga Board of Trustees. A letter from Jonathan Incho, Chair of the Nominating Committee, sent a letter requesting the nomination of a new candidate to represent the City of Batavia.

Unfinished Business - None

New Business

Approval of 2021 Library Closures & Approval to Close Thursday, December 3, 2020 for Staff Training

Upon the motion of L. Moma, seconded by J. Cascell, it was resolved to approve the 2021 Library Closures as presented, along with closing the Library on Thursday, December 3, 2020 for staff training. All members voted yes. Motion carried.

The Personnel Committee will work on diversifying religious holiday closures.

Resolution to Nominate Jeffrey Laub for Trustee to the Nioga Library System

Upon the motion of G. McAllister, seconded by R. McGee, it was resolved to approve the Resolution to nominate Jeffrey Laub as Trustee to the Nioga Library System to represent the City of Batavia. All members voted yes. Motion carried.

L. Moma inquired about other ways patrons could be accommodated in the Library during the continued pandemic. An idea was checking out library seating. The furniture would be cleaned upon check in. The Director will check with the regional coordinating committee and with other libraries for ideas.

The Director will also look into social media outlets and other ways to keep in touch with patrons.

Adjournment

Upon the motion of L. Moma , seconded by G. McAllister, it was resolved to adjourn the meeting at 7:58 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, October 19, 2020. 6:30 pm, Gallery Room.

Approved by the Library Board of Trustees November 9, 2020

Richmond Memorial Library

Board of Trustees

October 19, 2020 via Zoom

The October meeting of the Library Board of Trustees was held on Monday, October 19, 2020. President Norm Argulsky called the meeting to order at 6:37 p.m.

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

Also present: Bob Conrad and Debra Levins

Approval of Minutes

Upon the motion of L. Moma, seconded by G. McAllister, the minutes of the September 14, 2020 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

September 2020 Reports of Librarians McCormack, Stryker Basile, Beardslee and Wood

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, Elizabeth Beardslee, and Deborah Wood.

Combined Youth Services Report, September 2020

The Board also reviewed the Combined Youth Services Report and the Youth Summer Reading Program 2020 report from Librarian Sue Potera.

Santa update

Redesigning the annual Santa Story hour to fit within the corona pandemic restrictions is in the works. The possibility of it being conducted in a Zoom format and/or a parade are being looked at.

Library Statistics, August 2020

The August 2020 Statistics were reviewed.

The Library Visits Program, Report on Use of Funds, FY 2019-20

The Marshall Grant funding and the Library Visits program was discussed.

2019-2020 Circulation comparisons, March through July (incl. breakdowns)

Circulation statistics from March – July 2019 were compared to the same period for this year.

Oral updates on Building problem, Safety Plan, Freegal

Director Conrad updated the Board on sewer backup issues.

Comparison of services offered among Nioga peer libraries

B. Conrad reviewed comparisons of current services offered among Nioga peer libraries during the pandemic.

Committee Reports – None

Financials

September 2020 Summary of Revenues and Appropriations

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the September 2020 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, August 2020

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the August 2020 Bank Reconciliations. All members voted yes. Motion carried.

REVISED Manual Check for August 2020

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the revision of the manual checks on Warrant 15. The amount of \$1,507.08 was received by Proflex Administrators LLC for August Health Care costs. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 23. The amount of \$2,506.14 was received by Proflex Administrators LLC for September Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$12,988.93 on Supplemental Warrant 18. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$6,741.94 on Supplemental Warrant 20. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$34,810.43 on Warrant 22. All members voted yes. Motion carried.

Communications

Resignation of Library Clerk Felicia Cecere (née Rynkowski)

Library Clerk Felicia Cecere tendered her resignation. Felicia received her Masters in Library Science in the spring and has just accepted a Librarian position at Holley Library.

Unfinished Business - None

New Business

Approve the appointment of Elizabeth LeFort to FT Library Clerk vacancy

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to approve the appointment of Elizabeth LeFort to FT Library Clerk vacancy at \$15.71/hr. All members voted yes. Motion carried.

Approve a revision to the Volunteer Policy

A revision of the volunteer policy was discussed. The motion was tabled until the November meeting so Director Conrad can follow up with questions for Genesee Justice.

Other Business - None

Executive Session

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to enter into Executive Session at 7:28 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of J. Cascell, seconded by L. Moma, it was resolved to adjourn Executive Session and the meeting at 7:45 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, November 9, 2020. 6:30pm, Gallery Room.

Approved by the Library Board of Trustees December 14, 2020

Richmond Memorial Library

Board of Trustees

November 9, 2020 via Zoom

The November meeting of the Library Board of Trustees was held on Monday, November 9, 2020. President Norm Argulsky called the meeting to order at 6:35 p.m.

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

Also present: Bob Conrad and Debra Levins

Excused: Jennifer Cascell

Approval of Minutes

Upon the motion of L. Moma, seconded by G. McAllister, the minutes of the October 19, 2020 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Librarians, October 2020

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, Elizabeth Beardslee and Deborah Wood.

The Board also reviewed the Combined Youth Services Report from Librarian Sue Potera.

Library Statistics – August and September 2020

The August and September 2020 Statistics were reviewed.

St. Joe class visits: weeks of 10/19, 10/26 (oral update)

Director Conrad updated the Board on the St. Joseph's class visits.

Five Year Plan Update

B. Conrad gave updates and answered questions regarding the five year plan.

Committee Reports - None

Financials

Revenues and Appropriations Reports, October 2020

Upon the motion of R. McGee, seconded by G. McAllister, it was resolved to approve the October 2020 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, September 2020

Upon the motion of R. McGee, seconded by G. McAllister, it was resolved to approve the September 2020 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of R. McGee, seconded by G. McAllister, it was resolved to approve the manual checks on Warrant 27. The amount of \$4,956.04 was received by Proflex Administrators LLC for October Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by G. McAllister, it was resolved to approve the payment of \$11,169.08 on Supplemental Warrant 24. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by G. McAllister, it was resolved to approve the payment of \$248.91 on Supplemental Warrant 26. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by G. McAllister, it was resolved to approve the payment of \$13,730.15 on Warrant 28. All members voted yes. Motion carried.

Communications – None

Unfinished Business - None

New Business

Safety Plan: proposed updates

To allow St. Joe's classroom visits – discussion only

To allow individuals to reserve the Community Room 1x-2x /week

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the proposed addition to the safety plan stating individuals may reserve a single table and chair in the Gallery Room when it is not being used by community groups or for after school tutoring. Individual use of this space will be limited to once or twice a week, depending on availability. Available timeslots are: 9 am to 2 pm, Monday through

Friday; plus 6 pm to 9 pm Monday through Thursday; or Saturdays 9 am to 12 noon, and 1 pm to 4 pm with the stipulation that the room be disinfected between uses. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by R. McGee, it was resolved to update the safety plan stating the library will allow community groups of up to 16 people to meet in the Gallery Room, provided all wear appropriate face coverings. The room will be disinfected between uses. All members voted yes. Motion carried.

Other Business

Executive Session to discuss the appointment of a person

Per President Norm Argulsky Executive session began at 7:44 p.m.

President Norm Argulsky adjourned Executive session at 8:08 p.m.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to give Director Bob Conrad a 1½ percent raise for the 2020-2021 fiscal year. All members voted yes. Motion carried.

Adjournment

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to adjourn the meeting at 8:12 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees January 11, 2021

Richmond Memorial Library

Board of Trustees

December 14, 2020 via Zoom

The December meeting of the Library Board of Trustees was held on Monday, December 14, 2020. President Norm Argulsky called the meeting to order at 6:34 p.m.

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

Also present: Bob Conrad, Debra Levins and Kathryn Barrett, CPA

Absent: Rebecca McGee

Approval of Minutes

Upon the motion of K. Evans, seconded by G. McAllister, the minutes of the November 9, 2020 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Audit Report – Kathryn Barrett, CPA, Freed Maxick

Kathryn Barrett, CPA of Freed Maxick presented the audit report and answered questions. She stated that the audit went very well and that everything was given in a timely manner. She also noted that new District Treasurer, Kim Mills, did very good on her first audit.

Upon the motion of G. McAllister, seconded by L. Moma, it was resolved to accept the audit report. All members voted yes. Motion carried.

Library Director's Report

Reports from Librarians McCormack, Stryker Basile, Beardslee and Wood.

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, Elizabeth Beardslee and Deborah Wood.

Combined Youth Services Report

The Board also reviewed the Combined Youth Services Report from Librarian Sue Potera.

October 2020 stats

The October 2020 Statistics were reviewed.

Staff Training Day Report (agenda and evaluations)

Director Conrad discussed the December 3rd staff training day and answered questions.

Causewave Discussions/Proposal

Director Conrad explained that Causewave was formerly known as the Advertising Council of Rochester. It gives free or reduced marketing or advertising advice to other nonprofits.

Participants of the November 18, 2020 Causewave consultation were Director Bob Conrad, Community and Adult Services Librarian Samantha Stryker Basile, and Nonfiction and IT Librarian Liz Beardslee. The purpose of the consultation was to update the visual identity (Logos) of the Library and gain clarity on the Library's mission, vision and identity. A two-phase process was proposed by Causewave.

Trustees expressed interest in attending future Causewave meetings.

Committee Reports

Policy Committee

B. Conrad explained the difference between volunteers and help from Genesee Justice clients. There is no need to amend the volunteer policy. The Committee will be working on a couple more policies at tomorrow's meeting (December 15, 2020).

Financials

November 2020 Summary of Revenues and Appropriations

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

October 2020 Bank Reconciliations

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the October 2020 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the manual checks on Warrant 34. The amount of \$1,220.17 was received by Proflex Administrators LLC for November Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$105,658.48 on Supplemental Warrant 30. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$1,098.84 on Supplemental Warrant 32. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$20,771.48 on Warrant 35. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of G. McAllister, seconded by N. Argulsky, it was resolved to approve a transfer of \$20,000 from Capital Improvement to Equipment for the purchase of a new delivery vehicle. All members voted yes. Motion carried.

Communications

Library Assistant Katie Elia submitted a letter to the Board requesting an unpaid leave of absence from November 23, 2020 until June 30, 2021. (Motion below)

Unfinished Business

Approval of Volunteer Policy [pending recommendation of Policy Committee]

There are no recommended changes to the Volunteer Policy at this time.

New Business

Approval of Budget Vote / Trustee Election Calendar

Upon the motion of K. Evans, seconded by G. McAllister, it was resolved to approve the 2021 Budget Vote/Trustee Election calendar as amended. All members voted yes. Motion carried.

Recommendation to approve a request for unpaid Leave of Absence for Katherine Elia through June 30, 2021

Upon the motion of J. Cascell, seconded by L. Moma, it was resolved to approve Katie Elia's request for an unpaid leave of absence through June 30, 2021. All members voted yes. Motion carried.

Other Business

There was discussion regarding the Library's Safety Plan and adding yellow and orange zone designations. B. Conrad will get back to the Board within 48 hours with current guidelines and a consensus of other Library Directors.

Adjournment

Upon the motion of G. McAllister, seconded by N. Argulsky, it was resolved to adjourn the meeting at 8:09 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: January 11, 2021, 6:30 pm

Approved by the Library Board of Trustees January 11, 2021

Richmond Memorial Library

Board of Trustees

Special Board Meeting

Monday, December 21, 2020 via Zoom

A special board meeting of the Library Board of Trustees was held on Monday, December 21, 2020. President Norm Argulsky called the meeting to order at 6:33 p.m.

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

Also present: Bob Conrad, Debra Levins and Lucine Kauffman

Absent: Gregg McAllister and Rebecca McGee

Financials

Approval of a trade-in allowance on library vehicle

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the trade-in allowance of \$10,000 on the library's 2011 Chevrolet Express 1500 Cargo V6. All members voted yes. Motion carried.

Other Business - None

Adjournment

Upon the motion of J. Ecock-Rotondo, seconded by J. Cascell, it was resolved to adjourn the meeting at 6:48 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: January 11, 2021, 6:30 pm