

Approved by the Library Board of Trustees March 11, 2024

Richmond Memorial Library

Board of Trustees

February 12, 2024

The February meeting of the Library Board of Trustees was held on Monday, February 12, 2024. President Jessica Ecock Rotondo called the meeting to order at 6:33 p.m.

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

Excused: Kristi Evans

Also present: Director Beth Paine and Deputy Clerk Debra Levins

Approval of Minutes

President Jessica Ecock Rotondo declared the minutes of the January 8, 2024 meeting approved.

Public Comment – None

Library Director's Report

January 2024 Librarian Reports

The Board of Trustees were previously scanned the monthly reports from Librarians Samantha Basile, Elizabeth Beardslee, Laura Dumuhosky, Sue Potera, Deborah Wood and Library Assistant Ellen Caton. Director Paine was available to answer any questions.

2023 Employee Performance Reviews

The 2023 Employee Performance Reviews were completed.

Payroll/Accounting update

Director Paine gave updates on payroll and accounting.

Community Surveys

The results of the community surveys were compiled and emailed to Trustees. They will be used when completing the 5 year plan.

Tax Cap filing

Director Paine is working on the Tax Cap for the 2024-25 budget year. She is awaiting the PILOT's information from the district to complete it.

Foundation water damage

Head Custodian Casey Stockwell informed the library director that there was water damage in the basement that is affecting the building foundation. He has submitted the information to the school district.

Library Closure

The library was closed on January 18th due to severe weather conditions.

Outdoor Digital Library Sign

Director Paine and Clerk Alice Zito met with representatives from Toth's Sports regarding the possibility of updating our digital sign. The director has checked with the Bureau of Inspections. Since the Library is on school district property, the Bureau of Inspections has no authority over the property.

Committee Reports - None**Financial Reports****Supplemental Checks**

Supplemental checks were reviewed.

January 2024 Summary of Revenues and Appropriations

Upon the motion of L. Moma, seconded by R. Beatty, it was resolved to approve the January 2024 Revenues and Appropriations/Profit Loss Budget vs Actual Report. All members voted yes. Motion carried.

December 2023 Bank Reconciliations

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

Approval of Invoices for Payment

Upon the motion of L. Moma, seconded by R. Beatty, it was resolved to approve the manual verifications for January in the amount of \$4,774.76. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. Beatty, the Warrant/Claims in the amount of \$85,815.29 were approved. All members voted yes. Motion carried.

Budget Line Transfer Request

Upon the motion of N. Argulsky, seconded by B. Lefevre, it was resolved to approve the following transfers:

\$362.00 from Social Security – Marshall Grant to Social Security – Wilson Grant for an adjustment of a payroll error.

\$1,300.00 from Other Expenses – Marshall Grant to Books – Marshall Grant to move the excess to the books line.

\$200.00 from Periodicals – Marshall Grant to Books – Marshall Grant to move the excess to the books line.

\$1,000.00 – NYS Retirement – Wilson Grant to Books – Marshall Grant to move the excess to the books line.

All members voted yes. Motion carried.

Communications - None

Unfinished Business

Health insurance stipend

Our Accountant/Treasurer Stephanie Ruppert will be asked to come to the March Board meeting to give us more information.

Schedule of meetings

Building & Grounds – Saturday, Feb 24th @ 3:30 pm

Policy Committee – Monday, Feb 26th @ 4:30 pm

Financial Committee/Budget – Wednesday, Feb 28th @ 4:30 pm

5 Year Plan/Strategic planning – Monday, February 19th 1:00 pm -2:30 pm and
Tuesday, March 5th @ 5:00 pm – Place TBD

The Employee Handbook can be worked on 15 minutes at a time after board meetings.

Patron Suspension

Dr. John Wee requested to speak to the Board at 7:03 pm regarding a past suspension. Dr. Wee exited the meeting at 7:18 pm. The Board will discuss the information that was presented by him.

Richard Seymour Estate update

The final check from the Seymour Estate was received. The check will be going to the Library Foundation. A thank you was sent.

New Business

The federal mileage reimbursement rate has risen to \$0.67/mile effective 1/01/24

Upon the motion of B. Lefevre, seconded by R. Beatty, it was resolved to approve our mileage reimbursement to the federal rate of \$0.67/mile effective 1/01/24. All members voted yes. Motion carried.

Resolutions pertaining to the election:

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to approve the following 6 Resolutions pertaining to the 2024-25 trustee election/budget vote:

Appointing Board of Registration:

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 \$260.00.

By the order of the Board of Trustees
 Richmond Memorial Library
 Dated: February 12, 2024

Beth Paine, Clerk of the Board of Trustees
 of Richmond Memorial Library

Formal Notice of Special District Meeting:

RESOLUTION FOR NOTICE OF SPECIAL DISTRICT RESIDENTS 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 residents meeting, the first publication to be at least forty-five days before said meeting on May 2, 2024, which dates of publication shall be on March 14, March 21, March 28, and April 4 in the following form:

NOTICE OF SPECIAL DISTRICT RESIDENTS MEETING OF BATAVIA CITY SCHOOL DISTRICT RESIDENTS 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 2, 2024 during the hours of 9:00 AM to 9:00 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 2024-2025 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, to fill three-year terms commencing July 1, 2024 and ending June 30, 2027, as a result of the expiration of the terms of office presently held by Jessica Ecock Rotondo and Norm Argulsky; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 2, 2024, the polls will be open between the hours of 9:00 AM and 9:00 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 AM to 5:00 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 8, 2024 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 2, 2024 which petitions shall be filed between the hours of 9:00 AM to 5:00 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 9, 2024 between the hours of 1:00 PM and 5:00 PM, and 7:00 PM and 9:00 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 AM to 5:00 PM, prevailing time, on and after April 18, 2024 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 AM to 5:00 PM. Such application must be received by the Clerk of the Richmond Memorial Library by 4:00 PM on

April 23, 2024 if the ballot is to be mailed to the voter or by 4:00 PM on April 29, 2024 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 12, 2024. 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 2, 2024, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 2, 2024.

By order of the Board of Trustees
 Richmond Memorial Library
 Dated: February 12, 2024

Beth Paine, Clerk of the Board of Trustees
 of Richmond Memorial Library

Formal Notice of Time and Place of Registration:

RESOLUTION FOR NOTICE OF TIME AND PLACE OF REGISTRATION OF VOTERS FOR SPECIAL DISTRICT RESIDENTS 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 9, 2024 at Richmond Memorial Library, 19 Ross Street, Batavia, New York, during the hours of 1:00 PM to 5:00 PM and from 7:00 PM to 9:00 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 9th of April, to wit, on March 26th and April 2nd 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 RESIDENTS 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 9, 2024 from 1:00 PM to 5:00 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 12, 2024

Beth Paine, Clerk of the Board of Trustees
 of Richmond Memorial Library

Formal Notice of the Filing of Registers:

**RESOLUTION FOR NOTICE OF 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 AM to 5:00 PM in each week day other than Saturday from date of the notice up to May 2, 2024 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 18 and April 25, 2024 which said notice shall be in the following form:

**NOTICE OF THE FILING OF REGISTERS
 FOR THE SPECIAL DISTRICT MEETING OF
 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 AM to 5:00 PM in each week day other than Saturday from the date hereof up to the date of annual meeting to wit: May 2, 2024.

By order of the Board of Trustees
 Richmond Memorial Library
 Dated: February 12, 2024

Beth Paine, Clerk of the Board of Trustees
of Richmond Memorial Library

Approving Rules and Regulations Governing Proof of Identity of new voters:

**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 2, 2024 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 Chairperson 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 12, 2024

Beth Paine, Clerk of the Board of Trustees
of Richmond Memorial Library

Resolution appointing election inspectors:

**RESOLUTION APPOINTING ELECTION INSPECTORS FOR
MAY 2, 2024 BUDGET VOTE/TRUSTEE ELECTION**

RESOLVED: That pursuant to section 2607 of the Education Law this Board of Trustees of Richmond Memorial Library hereby appoints as Inspectors of Election for the Annual Budget Vote/Trustee Election to be held at Richmond Memorial Library on May 2, 2024 the following qualified voters residing in Batavia City School District:

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

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

BE IT FURTHER RESOLVED: That the compensation of each inspector is hereby fixed at \$195.00 and \$260.00 for the Chairperson.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 12, 2024

Beth Paine, Clerk of the Board of Trustees
of Richmond Memorial Library

All members voted yes. Motion carried.

Revision of Trustee Election/Budget Calendar

Upon the motion of J. Ecock Rotondo, seconded by R. Beatty, it was resolved to approve revisions to 2024-25 trustee election/budget vote calendar as presented. All members voted yes. Motion carried.

B. Paine presented Library Assistant Ellen Caton's request for a Tweens/Teens Field Trip to the Rochester Museum and Science Center. Further information will be provided at the March board meeting.

Adjournment

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to adjourn the meeting at 7:57 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Beth Paine, Clerk

Next Board Meeting: Monday, March 11th, 2024 @ 6:30 pm in the Gallery Room