

Approved by the Library Board of Trustees February 8, 2021

Richmond Memorial Library

Board of Trustees

January 11, 2021 via Zoom & Gallery Room

The January meeting of the Library Board of Trustees was held on Monday, January 11, 2021. President Norm Argulsky called the meeting to order at 6:30 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 Debbie Levins

Approval of Minutes

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, the minutes of the December 14, 2020 meeting were approved. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Cascell, the minutes of the December 21, 2020 special meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Librarians McCormack, Stryker Basile, Beardslee, Wood and Potera

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 - November 2020

The November 2020 Statistics were reviewed.

Safety Plan's sanitization guidelines (handout) and staffing (discussion)

Director Conrad reviewed additions to the Safety Plan's sanitization guidelines with the Trustees.

Director's SMART Goals update

The Director's SMART Goals were tabled until Executive Session.

Oath of Office info

A reminder of the Oath of Office Requirement for Public Library Trustees was emailed to Library Directors from Nioga's Outreach Consultant, Lisa Erickson. Director Conrad noted that this is required once per term, but that Richmond Library Trustees renew their oaths every year.

Library Attorney Resignation

Tom Williams of the Williams Law Firm resigned his position of representing Richmond Memorial Library as the attorney of record.

Trustees were asked to aid in the search for an attorney to appoint having familiarity with employment law, state education law, First Amendment, and US Copyright Laws. Director Conrad offered to draft a duty description and a summary of the qualities required. He will also check with our CPA Kathryn Barrett, of Freed Maxick Accounting Firm, for suggestions.

Committee Reports

Policy Committee

The Policy Committee drafted a revision of the Meeting Room Policy.

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to adopt the Meeting Room Policy with the revisions presented. All members voted yes. Motion carried.

Finance Committee

Finance Committee members K. Evans and R. McGee will meet with Director Conrad on February 22, 2021 at 5 p.m to discuss the preliminary budget.

Financials

December 2020 Summary of Revenues and Appropriations

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

November 2020 Bank Reconciliations

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

Approval of Invoices for Payment

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the manual checks on Warrant 41. The amount of \$1,405.63 was received by Proflex Administrators LLC for December Health Care costs. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$13,152.15 on Supplemental Warrant 36. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$1,548.34 on Supplemental Warrant 38. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$18,822.24 on Warrant 40. All members voted yes. Motion carried.

Communications - None

Unfinished Business - None

New Business

Approval of Meeting Room Policy

Approved above.

Other Business - None

Executive Session

Upon the motion of G. McAllister, seconded by L. Moma, it was resolved to enter into Executive Session at 7:13 p.m. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to exit Executive Session at 7:35 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to adjourn the meeting at 7:36 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: February 8, 2021 @ 6:30 p.m.

Approved by the Library Board of Trustees March 8, 2021

Richmond Memorial Library

Board of Trustees

February 8, 2021

The February meeting of the Library Board of Trustees was held on Monday, February 8, 2021. President Norm Argulsky called the meeting to order at 6:32 p.m.

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

Also present: Bob Conrad and Debra Levins

Excused: Leslie Moma

Approval of Minutes

Upon the motion of K. Evans, seconded by G.McAllister, the minutes of the January 11, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Librarians McCormack, Stryker Basile, Beardslee, Wood and Potera

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 – December 2020

The December 2020 Statistics were reviewed.

**Addition to Agenda –
Drive-Thru Book Drop**

Director Conrad apprised the Board of damage done to the drive-thru book drop by a snowplow. He advised the Director of Facilities Jason DeGraff that a single-wide book drop would probably suffice rather than the double wide units that were purchased in 2015.

Attorney search update

B. Conrad previously shared with the Board the duty descriptions of a library attorney and has begun conversations with one interested party. If trustees have other candidates in mind, they can share the duty descriptions and have candidates contact Director Conrad.

Committee Reports - None

Financials

January 2021 Summary of Revenues and Appropriations

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, it was resolved to approve the January 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

December 2020 Bank Reconciliations

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

Approval of Invoices for Payment

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, it was resolved to approve the manual checks on Warrant 45. The amount of \$734.41 was received by Proflex Administrators LLC for January Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$15,066.44 on Supplemental Warrant 42. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$1,929.11 on Supplemental Warrant 44. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$14,385.01 on Warrant 46. All members voted yes. Motion carried.

Request for Budgetary Transfer

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

\$1,000.00 from Salaries – Marshall Grant to Books – Marshall Grant for additional books.

\$1,000.00 from Salaries – Marshall Grant to AV – Marshall Grant for additional AV purchases.

\$1,000.00 from NYS Retirement – Marshall Grant to Books – Marshall Grant for additional books.

All members voted yes. Motion carried.

Communications

Jonathan Incho, President of the Nioga Library System Board of Trustees

B. Conrad read communications from Jonathan Incho, President of the Nioga Library System Board of Trustees, and answered questions about the Trustee vacancies.

Library Trustee Association Section of the New York Library Association

The Library Director also answered questions in regards to communication we received from the Library Trustee Association Section of the New York Library Association.

Old Business - None

New Business

Lower the mileage reimbursement rate to \$0.56 effective January 1, 2021

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to lower the mileage reimbursement rate to \$0.56 effective January 1, 2021. All members voted yes. Motion carried.

Set the date of the annual election and budget vote to Thursday, May 6, 2021, and the number of seats to be elected

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to set the date of the annual board of trustee election and library budget vote to May 6, 2021, and the number of seats to be elected to one. All members voted yes. Motion carried.

Resolutions pertaining to that election:

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to approve the 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 8, 2021

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 13, 2021 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 13th of April, to wit, on April 1st and April 8th 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 13, 2021 from 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 PM to 9:00 PM. "Any person otherwise qualified to vote who is not currently registered under permanent personal registration in the election district in which he or she resides, or who has moved to another residence within that district following the date of such registration, or who has not voted at a general election at least once in the last four successive calendar years, should, in order to be entitled to vote, present himself or herself personally for the registration or otherwise register at the Genesee County Board of Elections."

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 8, 2021

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 6, 2021 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 22 and April 29, 2021 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 6, 2021.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 8, 2021

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 6, 2021, which dates of publication shall be on March 18, March 25, April 1 and April 8 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 6, 2021 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 2021-2022 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of said School District; and,
- (2) To elect one (1) Trustee of Richmond Memorial Library, to fill a five-year term commencing July 1, 2021 and ending June 30, 2026, as a result of the expiration of the term of office presently held by Jennifer Cascell; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 6, 2021, 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 12, 2021 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 6, 2021 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 13, 2021 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 22, 2021 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 27, 2021 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 3, 2021 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, 2021. 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 6, 2021, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 6, 2021.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 8, 2021

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 6, 2021 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 8, 2021

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

All members voted yes. Motion carried.

Other Business - None

Adjournment

Upon the motion of G. McAllister, seconded by R. McGee, it was resolved to adjourn the meeting at 7:33 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: March 8, 2021

Approved by the Library Board of Trustees April 12, 2021

Richmond Memorial Library

Board of Trustees

March 8, 2021

The March meeting of the Library Board of Trustees was held on Monday, March 8, 2021. President Norm Argulsky called the meeting to order at 6:31 p.m.

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

Also present: Bob Conrad

Excused: Leslie Moma

Approval of Minutes

Upon the motion of J. Cascell, seconded by G. McAllister, the minutes of the February 8, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Committee Reports - None

Financials

February 2021 Summary of Revenues and Appropriations

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the February 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, January 2021

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

Approval of Invoices for Payment

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the manual checks on Warrant 54. The amount of \$1,028.90 was received

by Proflex Administrators LLC for February Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$3,096.72 on Supplemental Warrant 48. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$13,971.40 on Supplemental Warrant 50. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$42,110.20 on Warrant 53. All members voted yes. Motion carried.

Communications

Peter Casey, Del Plato & Casey Law Firm

Attorney Peter M. Casey, a partner of DelPlato Casey Law Firm LLP, expressed interest in the vacant library attorney position. His proposal was discussed.

James Simonds, library patron/Appended: Borrowing Materials Policy

A letter from patron James Simonds was discussed.

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to allow Mr. Simonds to pay \$10.00 to clear his library card. All members voted yes. Motion carried.

Old Business

Appointment of a Library Attorney

Upon the motion of R. McGee, seconded by J. Cascell, it was resolved to appoint Attorney Peter Casey of DelPlato & Casey Law Firm to the position of Library Attorney. All members voted yes. Motion carried.

New Business

Approval of the creation of a new Part Time Library Assistant position

Upon the motion of G. McAllister, seconded by R. McGee, it was resolved to approve the creation of a new Part Time Library Assistant position. All members voted yes. Motion carried.

Resolution to nominate Andrea Fetterly for trustee of the Nioga Library System

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to nominate Andrea Fetterly for trustee of the Nioga Library System. All members voted yes. Motion carried.

Resolution Appointing Election Inspectors for May 6, 2021 Budget Vote/Trustee Election

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to approve the Resolution Appointing Election Inspectors for the May 6, 2021 Budget Vote/Trustee Election. All members voted yes. Motion carried.

Approval of Proposed FY 2021-22 Budget

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the Proposed FY 2021-22 Budget as presented. All members voted yes. Motion carried.

President Norm Argulsky left the meeting at 7:11 p.m. Vice President Gregg McAllister took over.

Library Director's Report

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

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, January 2021

The January 2021 Statistics were reviewed.

Update on Charter Amendment (oral)

Director Conrad updated the Board on the Charter Amendment.

Petitions to serve as library trustee: now available

Petitions are now available for the library trustee position. They are due back to the library by 5 p.m. on April 6, 2021.

- **No updates on any Executive Orders suspending petitions or altering election**

Conversation upon the removal of six Dr. Seuss titles from print by his publisher

B. Conrad discussed replies to a survey from Nioga's Executive Director Tom Bindeman. The survey was in regard to the Dr. Seuss books that have been a recent topic of controversy.

Update on the search for a new Attorney

See above approval.

Other Business - None

Adjournment

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, it was resolved to adjourn the meeting at 7:42 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: April 12, 2021 – immediately after Public Info. Mtg.

Approved by the Library Board of Trustees May 10, 2021

Richmond Memorial Library

Board of Trustees

April 12, 2021 via Zoom / Conference call

Public Information Meeting Via Zoom

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 12, 2021. Director B. Conrad called the meeting to order at 6:33 PM.

Trustees present were: Norm Argulsky, Gregg McAllister, Rebecca McGee, Kristi Evans, Jenn Cascell, and Jessica Ecock-Rotondo.

Excused: Leslie Moma

Also present were: Bob Conrad, Debbie Levins, and Art Marshall

Welcome/Introduction of Trustees

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

Library Review/Budget Presentation

B. Conrad presented the proposed budget for fiscal year 2021-22, including comparisons with the current operating budget. The proposed budget calls for no increase to the tax levy.

Public comment - None

Adjournment

With no public comments, B. Conrad thanked those attending the Public Information Meeting.

There being no further business, President Norm Argulsky adjourned the meeting at 6:46 p.m.

Regular Meeting

The regular April meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 12, 2021. President N. Argulsky called the meeting to order at 6:46 p.m.

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

Also present: Bob Conrad and Debra Levins

Excused: Leslie Moma

Approval of Minutes

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, the minutes of the March 8, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Librarians McCormack, Stryker Basile, Beardslee, Wood and Potera

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.

NYLA YSS Conference Report, Sue Potera

A report of the NYLA YSS Spring Conference by Sue Potera was reviewed.

Library Statistics – February 2021

The February 2021 Statistics were reviewed.

Property Tax Cap filing

The proposed budget calls for no increase to the tax levy. This was reflected in the tax cap filing.

Status update on Trustee Election, Annual Reports / Budget Newsletter

An update on the Trustee Election, Annual Reports and Budget Newsletter was given.

Tracking Library Open Hours – a comparison of NY library systems

The comparison of NY library system hours of service and of services available in February, 2021, was reviewed in response to Coronavirus reopenings. RML was shown to be running par-for-the course in a return to most services, and stood with the majority of NY public libraries in not being open for prolonged seating.

Vaccination status of RML staff

Director Conrad gave the Trustees a brief update on the status of RML staff vaccinations.

Safety Plan update / recommendations (all on page 6 of Safety Plan)

- Nioga recommends relaxing library materials quarantine to 24 hours
- Staff request to permit in-person library programs with social distancing of 6 ft *in combination* with face coverings

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to accept the changes in the Safety Plan as recommended. All members voted yes. Motion carried.

Committee Reports - None

Financial Reports

March 2021 Summary of Revenues and Appropriations

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the March 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

February 2021 Bank Reconciliations

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

Approval of Invoices for Payment

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the manual checks on Warrant 57. The amount of \$2,779.48 was received by Proflex Administrators LLC for March Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$926.78 on Supplemental Warrant 52. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$16,497.82 on Supplemental Warrant 56. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$944.98 on Supplemental Warrant 59. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by R. McGee, it was resolved to approve the payment of \$21,237.59 on Warrant 60. All members voted yes. Motion carried.

Request for Budgetary Transfers

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

a transfer of \$600.00 from Travel & Meetings – Marshall Grant to Books – Marshall Grant for book purchases.

a transfer of \$2,000.00 from NYS Retirement – Marshall Grant to AV – Marshall Grant for AV purchases.

a transfer of \$78.00 from NYS Retirement – Marshall Grant to Materials & Supplies – Marshall Grant for supplies.

a transfer of \$500.00 from Other Expenses – Marshall Grant to Materials & Supplies – Marshall Grant for supplies.

All members voted yes. Motion carried.

Communications

Don Shukecht

Upon the motion of R. McGee, seconded by G. McAllister, it was resolved to accept the gift of a bench in memory of Mary Shuknecht. All members voted yes. Motion carried.

Old Business

Resolution of a Special Meeting of the Board of Trustees of the Richmond Memorial Library / Petition for Amendment of Charter

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to accept the Resolution of a Special Meeting of the Board of Trustees of the Richmond Memorial Library along with the Petition for Amendment of Charter as presented. All members voted yes. Motion carried.

New Business

Approve the termination of library page

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, it was resolved to terminate library page Jacelyn Ferringer. All members voted yes. Motion carried.

Approve the appointments of library pages Norman Vincent March and Lucille Oltramari at \$12.50/hr

Upon the motion of J. Ecock-Rotondo, seconded by J. Cascell, it was resolved to approve the appointments of library pages Norman Vincent March and Lucille Oltramari at \$12.50/hr. All members voted yes. Motion carried.

Approve the RML Annual Report 2020

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to accept the 2020 Annual Report as presented. All members voted yes. Motion carried.

Other Business - None

Adjournment

Upon the motion of R. McGee, seconded by G. McAllister, it was resolved to adjourn the meeting at 7:51 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: May 10, 2021, 6:30 pm

Approved by the Library Board of Trustees June 14, 2021

Richmond Memorial Library

Board of Trustees

May 10, 2021 via Zoom/Conference call

The May meeting of the Library Board of Trustees was held on Monday, May 10, 2021. President Norm Argulsky called the meeting to order at 6:32 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 G. McAllister, seconded by R. McGee, the minutes of the April 12, 2021 Public Information meeting and April board meeting were approved as amended, with the addition of the 2021-22 budget newsletter and annual reports 2018-2019 & 2019-2020. J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

Public to be Heard - None

J. Cascell entered the meeting at 6:39 p.m.

Library Director's Report

Reports of Librarians McCormack, Stryker Basile, Beardslee, Wood and Potera

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 - March 2021

The March 2021 Statistics were reviewed

Trustee Election Results

Congratulations to our new library board trustee Catrina Lasher! The results of the May 6, 2021 Trustee Election is as follows:

Catrina Lasher 97

Odilia Coffta 73

Total votes 170

Five Year Plan update

Director Conrad updated the board on the five year plan.

Committee Reports - None

Financial Reports

April 2021 Summary of Revenues and Appropriations

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the April 2021 Summary of Revenues and Appropriations. J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

March 2021 Bank Reconciliations

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the March 2021 Bank Reconciliations. J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the manual checks on Warrant 65. The amount of \$2,145.48 was received by Proflex Administrators LLC for April Health Care costs. J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$13,330.99 on Supplemental Warrant 62. J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$2,691.90 on Supplemental Warrant 64. J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$30,710.77 on Warrant 66. J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

Request for Budgetary Transfer

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

\$2,000.00 from Salaries – Marshall Grant to AV – Marshall Grant for AV purchases.

\$2,500.00 from Social Security – Marshall Grant to Books – Marshall Grant for book purchases.

\$300.00 from Travel & Meetings – Marshall Grant to Materials & Supplies – Marshall Grant for supplies.

J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

Communications

Library Visits Program Coordinator Lucine Kauffman and Clerk Liz LeFort

A Thank you card to the Board for the purchase of the new Library Visits vehicle was received by Library Visits Coordinator Lucine Kauffman and Clerk Liz LeFort. They stated that the vehicle is much safer and practical than the previous one.

Old Business - None

New Business

Adoption of the 2021-22 Budget

Upon the motion of G. McAllister, seconded by R. McGee, it was resolved to adopt the 2021-22 Library Budget as presented. J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

Other Business - None

Executive Session

Upon the motion of G. McAllister, seconded by R. McGee, it was resolved to enter into Executive Session at 7:38 p.m. J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by Leslie Moma, it was resolved to exit Executive Session at 7:59 p.m. J. Ecock-Rotondo abstained. All others present voted yes. Motion carried.

Adjournment

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

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: June 14, 2021, 6:30 pm

Approved by the Library Board of Trustees July 12, 2021

Richmond Memorial Library

Board of Trustees

June 14, 2021

Zoom / Conference Call

The June meeting of the Library Board of Trustees was held on Monday, June 14, 2021. President Norm Argulsky called the meeting to order at 6:35 p.m.

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

Also present: Catrina “Cat” Lasher, Bob Conrad and Debra Levins

Approval of Minutes

Upon the motion of L. Moma, seconded by G. McAllister, the minutes of the May 10, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard

No public to be heard, but Trustee-Elect Catrina “Cat” Lasher was present. Upon being introduced, she said she came to see how things go before officially starting next month.

Library Director’s Report

Reports of Librarians McCormack, Stryker Basile, Beardslee, Wood and Potera

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.

“Spotify for Books” article

A “Where is our Spotify for Books?” article by Nathan Newman was shared with the Board.

Update on Custodial Staffing situation

Effective June 11th, Senior Custodian Jim Donahue is out on FMLA through August 26, 2021. Custodian Peggy George took over his hours. No sub custodian is available.

Staff Training Day summary, review

The Board reviewed the staff training day surveys.

Library Statistics – April 2021 and explanation of Overdrive / Zinio / RB Digital consolidation

The April 2021 Statistics were reviewed. Director Conrad gave details about the Overdrive/Zinio/RB Digital consolidation and how it affects statistic reports.

Committee Reports - None

Financial Reports

May 2021 Summary of Revenues and Appropriations

Upon the motion of R.McGee, seconded by L. Moma, it was resolved to approve the May 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

April and May 2021 Bank Reconciliations

Upon the motion of R.McGee, seconded by L. Moma, it was resolved to approve the April and May 2021 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of R.McGee, seconded by L. Moma, it was resolved to approve the manual checks on Warrant 71. The amount of \$2,458.58 was received by Proflex Administrators LLC for May Health Care costs. All members voted yes. Motion carried.

Upon the motion of R.McGee, seconded by L. Moma, it was resolved to approve the payment of \$12,741.55 on Supplemental Warrant 68. All members voted yes. Motion carried.

Upon the motion of R.McGee, seconded by L. Moma, it was resolved to approve the payment of \$5,636.55 on Supplemental Warrant 70. All members voted yes. Motion carried.

Upon the motion of R.McGee, seconded by L. Moma, it was resolved to approve the payment of \$32,562.95 on Warrant 72. All members voted yes. Motion carried

Request for Budgetary Transfer

Upon the motion of J. Ecock-Rotondo, seconded by L. Moma, it was resolved to approve a transfer of \$7,000.00 from books to e-books for e-book purchases. All members voted yes. Motion carried.

Communications

Resignation of PT Library Asst. Laurie Oltramari

A resignation letter was received from PT Library Assistant Laurie Oltramari. An exit interview summary will be held with results reviewed by the Personnel Committee and passed onto the Board.

Old Business - None

New Business

Creation of a Donors Wall for the RML Foundation

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo, it was resolved to designate library wall space for the Foundation to acknowledge donors and to appoint the selection of an appropriate wall to the buildings and grounds committee with input from the Foundation. All members voted yes. Motion carried.

Discuss and Approve fully revised Covid-19 Reopening Safety Plan

The board discussed the fully revised Covid-19 Reopening Safety Plan that Director Conrad presented.

Upon the motion of L. Moma, seconded by N. Argulsky, it was resolved to approve the fully revised Covid-19 Reopening Safety Plan as presented. All members voted yes. Motion carried.

Approve the Warrant Schedule for FY 2021-22 and Board of Trustee meeting dates

Upon the motion of J. Ecock-Rotondo, seconded by J. Cascell, it was resolved to approve the FY 2021-22 Warrant Schedule and the FY 2021-22 Board of Trustee meeting dates as presented. All members voted yes. Motion carried.

Approve the Appointment of Ellen Brokaw to PT (Teen) Library Assistant at \$17.10/hr

Upon the motion of G. McAllister, seconded by R. McGee, it was resolved to approve the appointment of Ellen Brokaw to PT (Teen) Library Assistant at \$17.10 per hour. All members voted yes. Motion carried.

Other Business

Presentation of gift to outgoing Trustee Jenn Cascell

The board gifted an etched paperweight to outgoing Trustee Jenn Cascell in honor of her 5 years of service as a Library Board Trustee completing one term.

Adjournment

Upon the motion of J. Cascell, seconded by L. Moma, it was resolved to adjourn the meeting at 7:48 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: July 12, 2021, 6:30 pm

Approved by the Library Board of Trustees August 9, 2021

Richmond Memorial Library

Board of Trustees

July 12, 2021

The reorganization meeting of the Library Board of Trustees was held on Monday, July 12, 2021. President Norm Argulsky called the meeting to order at 6:32 p.m.

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

Also present: Bob Conrad, Debra Levins, and Alice Zito

Excused: Rebecca McGee

Swearing in of Board of Trustees

Board members Norm Argulsky, Gregg McAllister, Kristi Evans, Jessica Ecock-Rotondo, Leslie Moma, and Catrina Lasher were sworn in by Notary Public Alice Zito. Upon completion, A. Zito left the meeting at 6:34 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 K Evans, seconded by L. Moma, it was resolved to approve the minutes of the June 14, 2021 Board Meeting. All members voted yes.
Motion carried.

Public to be heard - None

Charter Amendment

Effective June 7, 2021, the Board of Regents of The University of the State of New York, on behalf of the State Education Department, the Richmond Memorial Library Charter was amended to specify the trustee term length to be three years.

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 Reports

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

Jessica Ecock-Rotondo arrived at 6:39 p.m. (The Reorganizational portion of the meeting was held off until her arrival.)

Reorganization

Election of President

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

Election of Vice President

Upon the motion of K. Evans, seconded by L. Moma, Jessica Ecock-Rotondo was nominated as the Vice President of the Board of Trustees. All Members voted yes. Motion carried.

Appointment of Clerk

Upon the motion of N. Argulsky, seconded by L. Moma, 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 N. Argulsky, seconded by L. Moma, 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 N. Argulsky, seconded by L. Moma, 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 N. Argulsky, seconded by L. Moma, Melissa Currier and Rebecca McGee 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 N. Argulsky, seconded by L. Moma, 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 N. Argulsky, seconded by L. Moma, Peter Casey, Esq. of the DelPlato Casey 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 N. Argulsky, seconded by L. Moma, 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 N. Argulsky, seconded by L. Moma, 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 N. Argulsky, seconded by L. Moma, Treasurer Kim Mills, President Gregg McAllister, and Co-Deputy Treasurers Melissa Currier and Rebecca McGee 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 N. Argulsky, seconded by L. Moma, 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 N. Argulsky, seconded by L. Moma, 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 N. Argulsky, seconded by L. Moma, 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 N. Argulsky, seconded by L. Moma, 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. The Director noted that there is a procedure to make amendments, if needed.

5 Year Plan Review

The 5 year plan was reviewed.

An *ad hoc* committee of L. Moma and President G. McAllister will assist Director Conrad with initiating the Community Needs Assessment.

Subcommittee Appointments

Trustees will email President Gregg McAllister with their choice of subcommittees.

May 2021 Statistics

The May 2021 Statistics were reviewed.

Update on air handler problems resulting in library closures

Director Conrad gave trustees an update on the air handler problems which resulted in one library closure and shortened days.

Update on substitute or contract custodian status

R. Conrad also updated trustees on the status of substitute and contract custodian options.

Save the Date: Nioga Annual Dinner

The 2021 Nioga Board of Trustees Annual Dinner Meeting will be held at Krull Park in Olcott on Thursday, September 2nd. Registration starts at 5:30 p.m., and dinner will begin at 6:00 p.m. with the annual meeting to follow.

Review of NY Open Meetings Law

The NY Open Meetings Law was reviewed.

Brand Platform; Brand Promise (Powerpoint); Brand Development Next Steps

L. Moma gave a summary of the brand development sessions and a handout was emailed to the Trustees in the Board scan.

Committee Reports - None

Financial Reports

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the payment of \$827.16 on Supplemental Warrant 74. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the payment of \$15,223.95 on Supplemental Warrant 76. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the payment of \$9,297.62 on Supplemental Warrant 2. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the manual checks on Warrant 77. The amount of \$2,133.40 was received by Proflex Administrators LLC for June Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to approve the payment of \$66,461.60 on Warrant 3. All members voted yes. Motion carried.

Communications

A card of gratitude from former Trustee Jenn Cascell was shared with the Board.

An email from Nioga Director Tom Bindeman was included in the agenda packet scan to the Board.

Unfinished Business - None

New Business

Authorization of bonus pay to Custodian Peggy George

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the payment of a onetime bonus of \$802 to Custodian Peggy George for services rendered during scheduled, canceled vacation time. All members voted yes. Motion carried.

Approval of the cash payout of unused 2020-21 vacation accrual for Peggy George

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve a cash payout of unused 2020-21 vacation accrual for Custodian Peggy George at her regular hourly wage. All members voted yes. Motion carried.

Update contact information

Updated contact information was received. A new Board of Trustee Contact Chart will be available after subcommittees are determined.

Executive Session

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to enter into Executive Session at 8:34 p.m to discuss personnel matters. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to exit Executive Session at 8:40 p.m. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by L. Moma, it was resolved to award Library Director Robert Conrad a 3% salary increase retroactive July 1, 2021. All members voted yes. Motion carried.

Adjournment

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to adjourn the meeting at 8:43 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, August 9, 2021. 6:30 pm, Gallery Room

Approved by the Library Board of Trustees September 13, 2021

Richmond Memorial Library

Board of Trustees

August 9, 2021

The August meeting of the Library Board of Trustees was held on Monday, August 9, 2021. President Gregg McAllister called the meeting to order at 6:30 p.m.

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

Also present: Bob Conrad, Debra Levins and Sue Potera

Excused: Leslie Moma, Rebecca McGee, and Catrina Lasher

Approval of Minutes

Upon the motion of N. Argulsky, seconded by K.Evans, the minutes of the July 12, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard

Youth Service Librarian Sue Potera shared her concerns about unmasked children using the library against CDC recommendations, and her support of the safety policy proposed for discussion and adoption later in the meeting.

Library Director's Report

"Friends of the Years" Reception: Saturday, August 14, 11am to 1pm

R. Conrad reminded board members about the "Friends of the Years" reception which will honor Sue Chiddy (2020) and Jerianne Barnes (2021). Vice President Jessica Ecock-Rotondo and Director Conrad will do the Proclamations.

Nioga Annual Dinner

R. Conrad also reminded board members about the Nioga Annual Dinner. It will be held at Krull Park in Olcott, NY on Thursday, September 2, 2021 at 5:30 pm.

Updated contact information and committee assignments (handout)

An updated board contact chart was emailed and also distributed.

July 2021 Reports of Librarians McCormack, Stryker Basile, Beardslee, Wood and Potera

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.

The GIFT Program was re-launched with additional sites added. A thank you letter for the children's books was received from Millie Tomidy-Pepper, Executive Director of the YWCA.

June 2021 Statistics

The June 2021 Statistics were reviewed with comparisons through 2018.

Overdrive eBook and eAudiobook stats from Nioga & RML

Statistics for Overdrive eBook and Audiobooks were presented as a follow-up from the previous board meeting.

CDC recommendations and Genesee County status

Current CDC recommendations and the status of Covid and vaccinations in Genesee County were discussed.

Proposed Temporary Safety Policy

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to pass the Proposed Temporary Safety Policy with changes. All members voted yes. Motion carried.

Pricing for library security contract

The Director discussed the possible need for library security to help enforce return of the mask mandate in the library. B. Conrad has reached out to security companies for rates.

Ask the Lawyer reply to Personnel Committee inquiry

The Board reviewed correspondence from the "Ask the Lawyer" service in regards to a Personnel Committee inquiry.

Committee Reports

Personnel Committee (Handbook update)

The Personnel Committee met at least 4 times and is still working on the Employee Handbook.

Foundation Committee

Richmond Memorial Library Foundation President G. McAllister updated the Board on the status of a donor wall. The place in the Library of the donor wall is still being determined.

Financial Reports

July 2021 Summary of Revenues and Appropriations

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to approve the July 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

June Bank Reconciliations

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to approve the June 2021 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to approve the manual checks on Warrant 8. The amount of \$1,617.61 was received by Proflex Administrators LLC for July Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$11,716.24 on Supplemental Warrant 6. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$21,684.60 on Warrant 9. All members voted yes. Motion carried.

Communications

Objective and Scope of Audit (Kathryn Barrett, Freed Maxick)

Kathryn Barrett, CPA, Director of FreedMaxick sent the Board and Library Director a letter communicating matters related to the planned scope and timing of the Library's audit for the fiscal year ending June 30, 2021.

Resignation of Library Pages

Resignations of Library Pages Lucy Oltramari (eff. 8/12) and Jennifer Bartz (eff. 8/20) were received.

Request for Reduction in Working Hours (Kelly March)

The Board discussed a request for a reduction in working hours from Library Assistant Kelly March. Portions of the library handbook were reviewed for reference. It was determined that no motion is needed to honor this request. It was referred to the Library Director to work out the appropriate staffing.

Unfinished Business - None

New Business

Resolutions Commending Friends of the Year

Upon the motion of K. Evans, seconded by N. Argulsky, it was resolved to approve the Resolutions Commending Sue Chiddy as the 2020 RML Friend of the Year and Jerianne Barnes as the 2021 RML Friend of the Year. All members voted yes. Motion carried.

Executive Session to discuss the appointment of a person

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to enter into Executive Session at 8:12 p.m. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by K. Evans, it was resolved to exit Executive Session at 8:36 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of K. Evans, seconded by N. Argulsky, it was resolved to adjourn the meeting at 8:36 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, September 13, 2021, 6:30 pm, via Zoom

Approved by the Library Board of Trustees October 18, 2021

Richmond Memorial Library

Board of Trustees

September 13, 2021 via Zoom

The September meeting of the Library Board of Trustees was held on Monday, September 13, 2021. President Gregg McAllister called the meeting to order at 6:33 p.m.

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

Also present: Bob Conrad and Debra Levins

Excused: Norm Argulsky

Approval of Minutes

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, the minutes of the August 9, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Librarians McCormack, Stryker Basile, Beardslee, Wood and Potera

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

Adult Summer Reading Recap 2021

A recap of the 2021 Adult Summer Reading Program was given.

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

Summer Reading Program Report

The Summer Reading Program Report was viewed.

July 2021 Statistics

The July 2021 Statistics were reviewed.

Director SMART goals for FY 2021-22

The Director's SMART goals were moved to Executive Session.

“Friends of the Years” reception recap

R. Conrad said the “Friends of the Years” reception honoring Sue Chiddy (2020 RML Friend of the Year) and Jerianne Barnes (2021 RML Friend of the Year) was particularly well attended. Adult Services Librarian Samantha Stryker Basile did a great job heading the event. Vice President Jessica Ecock Rotondo and Director Conrad read the Proclamations.

Genesee County Funding update (incl. update on libraries’ rechartering initiatives)

Director Conrad attended the Genesee County Human Services Budget meeting. He gave a recap on the request of the Libraries.

“Back to School” letter (encl.)

The “Back to School” letter from the Library Director to Middle School parents was reviewed.

New Logo update

The New RML Logo team that consists of Director Conrad, Library Visits Coordinator Lucine Kauffman and Community and Librarian Samantha Stryker Basile has been meeting and will have the new logo soon.

Committee Reports

Personnel Committee

Per Personnel Committee member G. McAllister, the Committee met over a period of weeks to answer questions posed by HR Works’ initial draft of the Employee Handbook, make edits and revisions, and pose additional questions. After compiling the changes and questions, Director Conrad will touch base with the company to inquire when a completed draft may be available for board review.

Financial Reports

August 2021 Summary of Revenues and Appropriations

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the August 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

July 2021 Bank Reconciliations

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the July 2021 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the manual checks on Warrant 15. The amount of \$3,058.39 was received by Proflex Administrators LLC for August Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$2,914.30 on Supplemental Warrant 11. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$15,782.31 on Supplemental Warrant 12. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$26,400.61 on Warrant 17. All members voted yes. Motion carried.

Communications

Resignation of Library Assistant Katherine Elia

A letter of resignation from Library Assistant Katherine Elia was shared with the Library Board. An exit interview was reviewed by the personnel committee.

Unfinished Business - None

New Business

Approval of 2022 Library Closures and Early Closings

Upon the motion of J. Ecock Rotondo, seconded by R. McGee, it was resolved to approve the 2022 Library Closures and Early Closings as presented. All members voted yes. Motion carried.

Approval of the appointment of Felicia Cecere to a Librarian I vacancy at \$44,500/yr

Upon the motion of L. Moma, seconded by K. Evans, it was resolved to approve the appointment of Felicia Cecere to a Librarian I vacancy at \$44,500/yr. All members voted yes. Motion carried.

Approval of the increase of Librarian Deborah Wood's hourly wage to \$23.01

Upon the motion of C. Lasher, seconded by L. Moma, it was resolved to approve an increase of Librarian Deborah Wood's hourly wage to \$23.01. All members voted yes. Motion carried.

Approval of the suspension of library patrons from the premises

Upon the motion of J. Ecock Rotondo, seconded by R. McGee, it was resolved to approve the suspension of the following from the premises:

Until November 29th

Jaziah Ayala
Naj'Mell Gardner
Taariq Munroe
Jaden Tyndell
Tianna Williams
Karizma Wescott

Until Jan 3rd:

Dymon Gardner

All members voted yes. Motion carried.

Executive Session

Upon the motion of R McGee, seconded by K. Evans, it was resolved to enter into Executive Session at 8:04 p.m. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to exit Executive Session at 8:25 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to adjourn the meeting at 8:25 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, October 18, 2021. 6:30 pm, via Zoom

Approved by the Library Board of Trustees November 8, 2021

Richmond Memorial Library

Board of Trustees

October 18, 2021 via Zoom

The October meeting of the Library Board of Trustees was held on Monday, October 18, 2021. President Gregg McAllister called the meeting to order at 6:37 p.m.

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

Also present: Bob Conrad, Debra Levins, and Sue Potera

Excused: Rebecca McGee

(President G. McAllister was in and out of the meeting due to internet issues.)

Approval of Minutes

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, the minutes of the September 13, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Librarians McCormack, Stryker Basile, Wood, Potera, and Cecere

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, and Deborah Wood. Librarian Elizabeth Beardslee's report deadline was extended.

The Board also reviewed monthly reports from Children's Room Librarian Sue Potera and Teen Services Librarian Felicia Cecere.

Special recognition was given by C. Lasher for the Children's Room's stuffed animal sleepover event.

August 2021 Statistics

The August 2021 Statistic Report was reviewed.

Trustee L. Moma entered the Zoom meeting at 7:00 PM.

New logo, logo rationale and guidelines, sample letterhead

Richmond Memorial Library's new logo was revealed. The logo rationale, guidelines and a sample of the new letterhead was also disclosed and discussed.

Committee Reports

Maintenance Committee

There was a brief discussion of the wooden picket fencing near the reading garden (attached to the carriage garage). Director Conrad was in favor of Head Custodian J. Donahue's recommendation of tearing it down and replacing it when the cost of wood goes down.

The Children's room's bathrooms will be changed to unisex and family bathrooms.

President G. McAllister re-entered the meeting in person at 7:15 PM.

Personnel Committee

Personnel Handbook

Committee revisions and questions about the first draft of the new Personnel Handbook were completed and handed off to consultants HR Works. A second draft is expected back on Nov 29th. Some thought and care will need to be made in transitioning employees from one vacation accrual method to another.

Financial Reports

September 2021 Summary of Revenues and Appropriations

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the September 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, August 2021

August 2021 Bank Reconciliations

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the August 2021 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the manual checks on Warrant 24. The amount of \$2,125.54 was received by Proflex Administrators LLC for September Health Care costs. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$3,052.62 on Supplemental Warrant 14. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$9,488.74 on Supplemental Warrant 16. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$1,932.65 on Supplemental Warrant 20. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$13,663.25 on Warrant 22. All members voted yes. Motion carried.

Communications - None

Unfinished Business - None

New Business

Suspension of students

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to approve a 3 month suspension of Ethan Jackson. All members voted yes. Motion carried.

L. Moma made a motion to suspend Mya Perez, however, it was not seconded. Continued documentation was advised.

Approval of the appointment of Crystal Polk to the Library Assistant vacancy at \$16.50/hr

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to approve the appointment of Crystal Polk to the Library Assistant vacancy at \$16.50/hr. All members voted yes. Motion carried.

Approval of the appointment of Ciarra Doty to the Library Page vacancy at \$12.50/hr

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to approve the appointment of Ciarra Doty to the Library Page vacancy at \$12.50/hr. All members voted yes. Motion carried.

Approval of the appointment of Alyssa Buie to the Library Page vacancy at \$12.50/hr

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to approval the appointment of Alyssa Buie to the Library Page vacancy at \$12.50/hr. All members voted yes. Motion carried.

Adjournment

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to adjourn the meeting at 7:50 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, November 8, 2021. 6:30 pm, via Zoom

Approved by the Library Board of Trustees December 13, 2021

Richmond Memorial Library

Board of Trustees

November 8, 2021 Via Zoom

The November meeting of the Library Board of Trustees was held on Monday, November 8, 2021. President Gregg McAllister called the meeting to order at 6:31 p.m.

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

Also present: Bob Conrad, Debra Levins, and Sue Potera

Absent: Rebecca McGee

Approval of Minutes

Upon the motion of L. Moma, seconded by C. Lasher, the minutes of the October 18, 2021 meeting were approved as corrected. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

September & October 2021 Reports of Librarian Beardslee

The Board reviewed the September and October 2021 reports from Librarian Elizabeth Beardslee.

October 2021 Reports of Librarians McCormack, Stryker Basile, Wood, Potera and Cecere

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

The Board also reviewed monthly reports from Children's Room Librarian Sue Potera and Teen Services Librarian Felicia Cecere.

September 2021 Statistics

The September 2021 Statistics Report was reviewed.

Logo progress, next steps

Director Conrad gave the Board an update on the new library logo.

BCSD Community Schools 21st Century Community Learning Center (CCLC) Grant

Richmond Library is a partner in BCSD's application for a 21st Century Classroom Grant. The Director shared examples of how the Library will support.

IT Contractor (Info Advantage)

Info Advantage was highly recommended by Hoag Memorial Library Director Betty Sue Miller. Director Bob Conrad and IT/Webmaster Librarian Elizabeth Beardslee are requesting a quote for services.

Ask a Lawyer

Ask a Lawyer clarified their recommendation on the point of training minor employees on sexual harassment and intellectual freedom policies in the library.

Wilson Legacy Grant

The Wilson Legacy Grant could supplement an expansion of the Library Visits services to people under age 60.

Committee Reports - None

Financial Reports

October 2021 Summary of Revenues and Appropriations

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the October 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

September 2021 Bank Reconciliations

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the September 2021 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the manual checks on Warrant 27. The amount of \$922.98 was received by Proflex Administrators LLC for October Health Care costs. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the payment of \$11,322.54 on Supplemental Warrant 23. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the payment of \$5,944.67 on Supplemental Warrant 26. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the payment of \$16,523.78 on Warrant 28. All members voted yes. Motion carried.

Communications - None

Unfinished Business

There was discussion of a student who was not suspended last month, but no further action was taken.

New Business

Suspension of patron from the library for a period of 3 months

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to suspend Mr. Lazeuia Washington for a period of 3 months. All members voted yes. Motion carried.

Approval of the 2022-23 Budget Vote/Trustee Election Calendar

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to approve the 2022-23 Budget Vote/Trustee Election Calendar with the amendment that petitions be available on March 5, 2022 if allowable by statute. All members voted yes. Motion carried.

Genesee County Funding

Increase in Genesee County Funding for calendar year 2022 was discussed. (This would be received in fiscal year 2022-23.)

Adjournment

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to adjourn the meeting at 7:31 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, December 13, 2021. 6:30 pm, via Zoom

Approved by the Library Board of Trustees January 10, 2022

Richmond Memorial Library

Board of Trustees

December 13, 2021 via Zoom

The December meeting of the Library Board of Trustees was held on Monday, December 13, 2021. President Gregg McAllister called the meeting to order at 6:32 p.m.

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

Also present: Bob Conrad, Debra Levins, and Sue Potera

Excused: Catrina Lasher

Approval of Minutes

Upon the motion of L. Moma, seconded by Jessica Ecock Rotondo, the minutes of the November 8, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Adult & Teen librarians, November 2021

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

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

October 2021 Statistics

The October 2021 Statistic Report was reviewed.

BCSD 21st Century Classroom Grant (update, eff. 11/19/21)

Director Conrad explained the library's downgrading from being a "partner agency" to being a "service provider" for the school district's 21st Century Classroom Grant, due to requirements for partner agencies that the library could not meet.

Info Advantage (tech support) proposal status

The proposal status of the IT contractor Info Advantage was briefly discussed.

Website status (restored 12/10/2021) and saga

Website issues were resolved, details were given.

Director's SMART Goals update

A copy of the Director's SMART Goals was scanned to the Trustees in the agenda packet. The status of each of the goals was discussed at length.

Wilson Legacy Grant application

Director Conrad shared a completed copy of the Wilson Legacy Grant application with the trustees and answered questions. If received, the grant would provide funds to extend The Library Visits Program to people under 60 and bring the Program Coordinator up to Full Time hours.

Employee Handbook final draft

An executive summary of the Employee Handbook will be ready for discussion at the January board meeting. Adoption of the Handbook is tentatively planned for vote at the February meeting.

Committee Reports - None

Financial Reports

November 2021 Summary of Revenues and Appropriations

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the November 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

October 2021 Bank Reconciliations

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the October 2021 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 32. The amount of \$5,335.36 was received by Proflex Administrators LLC for November Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$17,348.86 on Supplemental Warrant 30. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$111,368.13 on Supplemental Warrant 33. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$23,434.57 on Warrant 34. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of J. Ecock Rotondo, seconded by R. McGee, it was resolved to approve the following transfers:

\$380.00 from Other Expenses to NYS Retirement for the 2022 Annual Invoice from NYS & Local Retirement System.

\$489.61 from Other Expenses to Microfilm for the cost increase of microfilming and vault storage.

All members voted yes. Motion carried.

Communications

Resignation of Library Page Ciarra Doty

A resignation of Library Page Ciarra Doty was received. Her last day was November 19, 2021.

Unfinished Business - None

New Business

Adoption of updates to *Temporary Safety Policy*

Upon the motion of J. Ecock Rotondo, seconded by R. McGee, it was resolved to approve the updates to the *Temporary Safety Policy* as presented. All members voted yes. Motion carried.

Donation of a large format photograph by the artist, Daniel Hogan

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to accept the donation of a large format photograph by the artist Daniel Hogan without restrictions. All members voted yes. Motion carried.

Suspension of patrons from the library

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to suspend the following library patrons:

For 3 months (Through 3/14/22)

Mr. Scott R. Buckel

Mr. Kenneth Marrocco

For 6 months (Through 6/14/22)

Jaziah Ayala

Jaden Tyndell

All members voted yes. Motion carried.

Approval of the Revised 2022-23 Budget Vote/Trustee Election Calendar

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the revised 2022-23 Budget Vote/Trustee Election Calendar. All members voted yes. Motion carried.

Adjournment

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to adjourn the meeting at 8:33 p.m. All members voted yes. Motion carried.

Respectfully submitted,

Bob Conrad, Clerk

Next meeting: Monday, January 10, 2022. 6:30 pm, via Zoom