

Approved by the Library Board of Trustees February 14, 2022

Richmond Memorial Library

Board of Trustees

Special Meeting

January 27, 2022 via Zoom

A special meeting of the Library Board of Trustees was held on Thursday, January 27, 2022. President Gregg McAllister called the meeting to order at 6:35 p.m.

Members present: Gregg McAllister, Rebecca McGee, Jessica Ecock Rotondo, and Leslie Moma

Also present: Bob Conrad

Excused: Norm Argulsky, Kristi Evans, and Catrina Lasher

Discussion of Revisions to Proposed Employee Handbook

The trustees present and Director Conrad discussed revisions to the proposed Employee Handbook.

Adjournment

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to adjourn the meeting at 8:26 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees February 14, 2022

Richmond Memorial Library

Board of Trustees

January 10, 2022 via Zoom

The January meeting of the Library Board of Trustees was held on Monday, January 10, 2022. Vice President Jessica Ecock Rotondo called the meeting to order at 6:34 p.m.

Vice President J. Ecock Rotondo wanted to note that President G. McAllister is out of state with no internet access. N. Argulsky is out of town and will connect to the meeting later if possible.

Members present: Rebecca McGee, Jessica Ecock Rotondo, Leslie Moma, and Catrina Lasher

Also present: Bob Conrad, and Debra Levins

Excused: Gregg McAllister, Norm Argulsky, Kristi Evans

Approval of Minutes

Upon the motion of R. McGee, seconded by L. Moma, the minutes of the December 13, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

President's Report (Addendum to Agenda)

Vice President Jessica Ecock Rotondo asked trustees to let her know if they aren't receiving library announcement emails. She encouraged trustees to look into the Freedom Law info/meetings along with information on the Trustee Handbook Club.

Library Director's Report

Reports of Adult & Teen librarians, December 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.

November 2021 Statistics

The November 2021 Statistic Report was reviewed.

Snow Day (Addendum to Agenda)

A snow day closed the library on Thursday, January 6, 2022. Five of the six county schools closed including Batavia City Schools.

Committee Reports

Foundation Wall update

An update on the Foundation Wall will be available at the February meeting from President G. McAllister. Previous information regarding plans were reiterated.

Financial Reports

December 2021 Summary of Revenues and Appropriations

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

Bank Reconciliations, November 2021

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

Approval of Invoices for Payment

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the manual checks on Warrant 42. The amount of \$2,624.19 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 R. McGee, it was resolved to approve the payment of \$9,385.58 on Supplemental Warrant 37. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the payment of \$5,121.67 on Supplemental Warrant 38. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the payment of \$15,358.45 on Warrant 40. All members voted yes. Motion carried.

Communications

Senior Custodial Worker James Donahue tendered his resignation. His last day will be January 31, 2022. He will be retiring after 21 years of service in the Batavia City School District/Richmond Memorial Library.

Unfinished Business

Employee Handbook

Board members expressed appreciation for the Director's summary, especially the comments. R. Magee suggested an extra board meeting specifically for the handbook review. Tentative plans are for a meeting either January 24th or 31st.

New Business

Transfer of Joe Zaso Memorials to the Foundation

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to move the funds donated to Richmond Memorial Library and/or the Friends of the Library in Memory of Joseph (Joe) Zaso in the total of \$1855.00 to the Library's Foundation. All members voted yes. Motion carried.

Creation of Head Custodian Position (Addendum to Agenda)

Upon the motion of R. McGee, seconded by C. Lasher, it was resolved to create the position of Head Custodian. 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 7:46 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, February 14, 2022. 6:30 pm, via Zoom

Approved by the Library Board of Trustees March 14, 2022

Richmond Memorial Library

Board of Trustees

February 14, 2022 via Zoom

The February meeting of the Library Board of Trustees was held on Monday, February 14, 2022. President Gregg McAllister called the meeting to order at 6:33 p.m.

Members present: Gregg McAllister, Norm Argulsky, Rebecca McGee, Kristi Evans, Leslie Moma, and Catrina Lasher

Also present: Bob Conrad, and Debra Levins

Excused: Jessica Ecock Rotondo

Approval of Minutes

Upon the motion of L. Moma, seconded by R. McGee, the minutes of both the January 10, 2022 regular board meeting and the January 27, 2022 special board meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Adult & Teen librarians, December 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.

December 2021 Statistics

The December 2021 Statistic Report was reviewed.

Emergency Closures: January 18 & 19 (no heat), February 4 (snow)

There were 3 emergency closures since the last board meeting. On January 18th & 19th the Library was closed due to furnace issues, no heat and a small fire in the furnace. On February 4th the Library was closed as a snow day due to inclement weather.

Tax Cap filing

Director Conrad presented a preliminary draft of the tax cap filing. We will be allowed to raise the levy by \$41,865 without breaking the tax cap.

Most Popular Items by Circulation Count (2021)

The Most Popular Items by Circulation Count (2021) Report was reviewed.

Byron-Bergen re-charter update

B. Conrad gave an oral report on the status of Byron Bergen re-chartering.

Long Range Plan update

The Director also gave an update on the long range plan.

Committee Reports

Personnel Committee

R. McGee gave a report on the Personnel Committee meeting. Their goal is to have an approved Employee Handbook ready for implementation on July 1, 2022.

Plans are tentatively set for review of the handbook with staff on the May 19th training day.

Financials

January 2022 Summary of Revenues and Appropriations

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the January 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, December 2021

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the December 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 48. The amount of \$1,180.11 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 L. Moma, it was resolved to approve the payment of \$1,590.42 on Supplemental Warrant 41. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$10,354.66 on Supplemental Warrant 44. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$28,140.08 on Warrant 47. All members voted yes. Motion carried.

Request for Budgetary Transfer

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

\$1,000 from Salaries – Marshall Grant to Books – Marshall Grant to redistribute excess funds.

\$1,000 from Salaries – Marshall Grant to AV – Marshall Grant to redistribute excess funds.

All members voted yes. Motion carried.

Communications - None

Old Business

President G. McAllister reported that the RML Foundation is still researching and discussing a donation wall.

Director B. Conrad reported on the Friends of the Library meeting. He suggested a possible unveiling of the donor wall during the Friends of the Year Reception. The Friends decided to move the reception to August this year. Instead of being hosted inside during National Library week in April, it will be hosted outside.

New Business

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to raise the mileage reimbursement rate to \$0.585 retroactive from January 1, 2022. All members voted yes. Motion carried.

Set the date of the annual election and budget vote to Thursday, May 5, 2022, and the number of seats to be elected

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to set the date of the annual election and budget vote to Thursday, May 5, 2022, with the election of one seat for a 3 year term. All members voted yes. Motion carried.

Resolutions pertaining to that election:

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the following 5 Resolutions pertaining to said vote:

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 14, 2022

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

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

BE IT RESOLVED, that the said Board of Registration is hereby directed to meet on April 12, 2022 at Richmond Memorial Library, 19 Ross Street, Batavia, New York, during the hours of 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 o'clock PM to 9:00 o'clock PM, for the purpose of preparing the registers for the forthcoming special district meeting,

BE IT FURTHER RESOLVED, that this Board of Trustees shall publish a notice of registration, and the clerk is hereby directed to do so, once in each of the two (2) weeks preceding the 12th of April, to wit, on March 31st and April 7th in the *Batavia Daily News*, which notice shall be in the following form:

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

NOTICE IS HEREBY GIVEN that for the purpose of preparing registers of the qualified voters of the City School District of the City of Batavia, New York, at Richmond Memorial Library, 19 Ross Street, Batavia, New York on April 12, 2022 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 14, 2022

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

**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 5, 2022 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 21 and April 28, 2022 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 5, 2022.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 14, 2022

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

**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 5, 2022, which dates of publication shall be on March 17, March 24, March 31 and April 7 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 5, 2022 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 2022-2023 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 three-year term commencing July 1, 2022 and ending June 30, 2025, as a result of the expiration of the term of office presently held by Rebecca McGee; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 5, 2022, the polls will be open between the hours of 9:00 o'clock AM and 9:00 o'clock PM, prevailing time, and voting will be held in the Richmond Memorial Library, 19 Ross Street, Batavia, New York; and,

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

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to Section 2017 of Education Law a public information meeting for purposes of discussion of the expenditure of funds and the budgeting thereof, will be held at Richmond Memorial Library, 19 Ross Street, Batavia, New York, on Monday, April 11, 2022 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 5, 2022 which petitions shall be filed between the hours of 9:00 o'clock AM to 5:00 o'clock PM, prevailing time. Vacancies on the library board are not considered separate, specific offices, and the nominating petitions, therefore, shall not describe any specific vacancies upon the library board for which the candidate is nominated. Each petition must be directed to the Clerk of the Richmond Memorial Library, must be signed by at least twenty-five (25) qualified voters of the School District, and must state the residence of each signer, and the name and residence of the candidate; and,

FURTHER NOTICE IS HEREBY GIVEN, that personal registration of voters is required either pursuant to Section 2606 of Education Law or pursuant to article 5 of the Education Law. If a voter has heretofore registered pursuant to Section 2606 of Education Law and has voted at any annual or specific district meeting within the past four years, such voter is eligible to vote at this election; if a voter is registered and eligible to vote pursuant to Article 5 of the Election Law, such voter is also eligible to vote at this election. All other persons who wish to vote must register. The Board of Registration will meet for the purpose of registering all qualified voters of the District pursuant to Section 2606 of Education Law at Richmond Memorial Library on Tuesday, April 12, 2022 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 21, 2022 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 26, 2022 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 2, 2022 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 11, 2022. 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 5, 2022, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 5, 2022.

By order of the Board of Trustees

Richmond Memorial Library

Dated: February 14, 2022

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

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 5, 2022 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 14, 2022

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

All members voted yes. Motion carried.

Review and amend Temporary Safety Policy in light of latest CDC Guidelines

Upon the motion of N. Argulsky, seconded by C. Lasher, it was resolved to approve the revised Temporary Safety Policy as noted. All members voted yes. Motion carried.

Suspension of library patrons for periods of 3, 6 and 12 months

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to suspend the following:

3 months: Tyara Davis

6 months: Tianna Williams, and Karizma Wescott

1 year: Dymon Gardner

All members voted yes. Motion carried

Other Business - None

Adjournment

Upon the motion of R. McGee, seconded by N. Argulsky, it was resolved to adjourn the meeting at 8:03 p.m. All members voted yes. Motion carried.

Respectfully Submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees April 11, 2022

Richmond Memorial Library

Board of Trustees

March 14, 2022 Via Zoom

The March meeting of the Library Board of Trustees was held on Monday, March 14, 2022. President Gregg McAllister called the meeting to order at 6:34 p.m.

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

Also present: Bob Conrad, and Debra Levins

Approval of Minutes

Upon the motion of R. McGee, seconded by L. Moma, the minutes of the February 14, 2022 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Adult & Teen librarians, February 2022

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, Deborah Wood, and Felicia Cecere. Elizabeth Beardslee's February report will be reviewed next month.

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

January 2022 Statistics

The January 2022 Statistic Report was reviewed.

Annual Report 2021

The Annual Report was reviewed.

Petitions to serve as Library Trustee: Now available (due April 5)

Petitions for the Library Trustee position have been available since March 5, 2022. They are due back to the Library by 5:00 p.m. on April 5th.

Revision to the Tax Cap filing

Before completing the tax cap filing with NYS, Director Conrad corrected the State's prior year levy entry. The tax cap filing as corrected was shared with the Board.

After School

Update – BMS & Administrator help

The Director noted the presence of middle school staff and preemptive police.

Committee Reports

Personnel – Employee Handbook

The Employee Handbook was received from HR Works. The Personnel Committee will meet soon for action.

Buildings & Grounds (Director's oral report)

Director Conrad will be meeting with Superintendent Jason Smith and Business Administrator Scott Rozanski. Jason DeGraff can act as the Building & Grounds liaison.

Finance Committee

The Finance Committee met to discuss the FY 2022-23 Budget. This will be voted on under the New Business section below.

Financials

Summary of Revenues and Appropriations, February 2022

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to approve the February 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, January 2022

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to approve the January 2022 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 49. The amount of \$904.54 was received by Proflex Administrators LLC for February 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 \$1,869.13 on Supplemental Warrant 46. 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 \$9,749.70 on Supplemental Warrant 51. 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 \$33,520.34 on Warrant 54. All members voted yes. Motion carried.

Communications - None

Old Business - None

New Business

Approval of Annual Report 2021

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

Resolution Appointing Election Inspectors for May 5, 2022 Budget Vote/Trustee Election

Upon the motion of J. Ecock Rotondo, seconded by R. McGee, it was resolved to approve the following Resolution Appointing Election Inspectors for the May 5, 2022 Budget Vote/Trustee Election:

**RESOLUTION APPOINTING ELECTION INSPECTORS FOR
MAY 5, 2022 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 5, 2022 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 \$135.00 and \$210.00 for the Chairperson.

By order of the Board of Trustees
Richmond Memorial Library
Dated: March 14, 2022

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

All members voted yes. Motion carried.

Approval of the appointment of Casey Stockwell to Head Custodial Worker at \$22/hr.

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to approve the appointment of Casey Stockwell to Head Custodial Worker at \$22/hr. All members voted yes. Motion carried.

Approval to waive the \$1 replacement fee for library cards in April 2022

Upon the motion of K. Evans, seconded by R. McGee, it was resolved to waive the \$1 replacement fee for library cards in April 2022 to coincide with National Library Month. All members voted yes. Motion carried.

Other Business - None

Executive Session

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to enter into Executive Session to discuss the appointment of a particular person at 7:20 p.m. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to exit Executive Session at 7:55 p.m. All members voted yes. Motion carried.

Approval of Proposed FY 2022-23 Budget

Upon the motion of R. McGee, seconded by C. Lasher it was resolved to amend the proposed budget by lowering the tax levy increase by \$20,000 and increasing Appropriated Fund revenues by \$20,000. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by R. McGee, the amended budget was approved. 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 8:22 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: April 11, 2022 – immediately after Public Info. Meeting

Approved by the Library Board of Trustees May 9, 2022

Richmond Memorial Library

Board of Trustees

April 11, 2022

Public Information Meeting

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 11, 2022. Director B. Conrad called the meeting to order at 6:31 PM.

Trustees Present: Gregg McAllister, Rebecca McGee, Kristi Evans, Jessica Ecock-Rotondo, Leslie Moma, and Catrina Lasher

Excused: Norm Argulsky

Also present were: Bob Conrad, Debbie Levins, and Kathleen Facer

Welcome/Introduction of Trustees

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

Library Review/Budget Presentation

B. Conrad presented the proposed budget for fiscal year 2022-23, including comparisons with the current operating budget. The proposed budget calls for an increase of \$21,865 to increase the annual appropriation from \$1,359,604 to \$1,381,469.

Public comment

K. Facer asked about the increase in the technology budget line. Director Conrad explained it was for the contract with the new IT company which better suits the library's needs.

Adjournment

With no further public comments or questions, B. Conrad thanked Miss Facer for attending.

There being no further business, President Gregg McAllister 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 11, 2022. President G. McAllister called the meeting to order at 6:46 p.m.

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

Excused: Norm Argulsky

Also present were: Bob Conrad, and Debbie Levins

Approval of Minutes

President G. McAllister declared the minutes of the March 14, 2022 meeting as approved.

Public to be Heard – None

Audit Report of Fiscal Year 2020-21

Kathryn Barrett, Freed Maxick – Postponed

The Audit Report of Fiscal Year 2020-21 with Kathryn Barrett of Freed Maxick – was postponed.

Library Director's Report

Reports of Librarians McCormick, Basile, Beardslee, Cecere, and Wood

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

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

Library Statistics – February 2022

The February 2022 Statistic Report was reviewed.

New library cards & tote

The newly designed library cards are being offered free to the public during the month of April in celebration of National Library Week which was April 3-9,

2022. To promote the Library, free totes were offered to the first 100 patrons that received a new library card.

ECF (Emergency Connectivity Fund) opportunity

Director Conrad described an opportunity to take advantage of Federal ECF funds to purchase hundreds of laptops and hot spots for the community to check out and use.

Committee Reports

Buildings & Grounds

Trustee L. Moma reported on the latest building and grounds committee meeting. The committee met Casey Stockwell, the new Head Custodian. L. Moma described a number of projects to be initiated by the Library and the School District.

Financial Reports

Summary of Revenues and Appropriations, March 2022

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the March 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, February 2022

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the February 2022 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the manual checks on Warrant 59. The amount of \$4,391.88 was received by Proflex Administrators LLC for March Health Care costs. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the payment of \$7,697.14 on Supplemental Warrant 53. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the payment of \$15,462.97 on Supplemental Warrant 56. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the payment of \$2,490.44 on Supplemental Warrant 58. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to approve the payment of \$13,192.28 on Warrant 60. All members voted yes. Motion carried.

Request for Budgetary Transfer

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

\$782.00 from Workman's Compensation to Periodicals for a shortfall on the Periodicals line due to price increases.

\$765.00 from TSA Retirement Incentive to Periodicals for a shortfall on the Periodicals line due to price increases.

\$6,000 from Capital Improvement to Utilities for a shortfall on the Utilities line due to volatility & large price increases.

All members voted yes. Motion carried.

Communications

Director Conrad shared communication from the NIOGA Board requiring a resolution to nominate the City of Batavia Trustee.

Old Business - None

New Business

Upon the motion of C. Lasher, seconded by K. Evans, the flower garden was dedicated in honor of Nancy Mortellaro in appreciation for her endless volunteer hours in making it such a beautiful enhancement of Richmond Memorial Library's landscape. All members voted yes. Motion carried.

Approval of the payment of a one-time bonus of \$580 to Peggy George

Upon the motion of R. McGee, seconded by C. Lasher, it was resolved to approve the payment of a one-time bonus of \$580 to Custodial Worker Peggy George for

the temporary performance of Senior Custodial Worker duties for 290 hours. All members voted yes. Motion carried.

Resolution nominating Jeffrey Laub to the City of Batavia Seat on the Nioga Board of Trustees

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to nominate Jeffrey Laub to the City of Batavia Seat on the Nioga Board of Trustees. All members voted yes. Motion carried.

Approval of the creation of a Student Intern position

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the creation of a Student Intern position . All members voted yes. Motion carried.

Approval of the suspension of patrons from the library premises, unless accompanied by an adult

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to approve the suspension of the following students from the library premises, unless accompanied by an adult:

JaLon Richardson “JoJo”- 5 months

Ava Alexander - 3 months

Olivia Alexander - 3 months

Armani Santiago – 5 months

All members voted yes. Motion carried.

Adoption of the new Employee Handbook, effective Fiscal Year 2022-23

This was tabled. It will be voted on at the May meeting. The Ad Hoc Employee Handbook Committee will have a meeting prior.

Other Business - None

Executive Session to discuss the appointment of a particular person

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to enter into Executive Session at 8:15 p.m. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo seconded by C. Lasher, it was resolved to exit Executive Session at 8:41 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 8:41 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: May 9, 2022, 6:30 pm

Approved by the Library Board of Trustees June 13, 2022

Richmond Memorial Library

Board of Trustees

May 9, 2022

The May meeting of the Library Board of Trustees was held on Monday, May 9, 2022. Vice President Jessica Ecock Rotondo called the meeting to order at 6:36 p.m.

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

Also present: Bob Conrad and Debra Levins

Excused: Gregg McAllister

Approval of Minutes

Upon the motion of L. Moma, seconded by R. McGee, the minutes of the April 11, 2022 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Virtual storytime at ABCD (brief oral update)

Director Conrad informed the Board that the outreach program to ABCD was still being performed virtually at their request.

Reports of Adult & Teen librarians, April, 2022

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.

NYLA YSS Spring Conference Report

The New York Library Association Youth Services Section Spring Conference Report was included with Sue Potera's written report.

March 2022 Library Statistics

The March 2022 Statistic Report was reviewed.

Revised December 2021 Library Statistics

The revised December 2021 Statistic Report was reviewed.

Ralph Wilson Grant approved

The \$25,000 Ralph Wilson Grant to extend the Library Visits services to people under 60 years of age was approved by the Buffalo Community Foundation.

Budget Vote and Trustee Election Results

Director Conrad reported that nearly 80% of voters supported the tax levy increase of \$21,865. Rebecca McGee ran unopposed and was elected to a second term.

Request to Table Adoption of Budget until June

Adoption of the 2022-23 Library Budget was tabled until June.

Invitation to Nioga Annual Dinner

Trustees were reminded that today is the last day to register for the Nioga Annual Dinner.

“Fine free” proposals (oral update)

The Board had a discussion about nearby libraries removing late fees from circulation policies and the effects it might have on us as a cooperative member library. Trustees were encouraged to attend the NIOGA dinner to discuss this further.

Local Covid Transmission: rising to MEDIUM, to HIGH

Director Conrad reported on Genesee County’s escalating covid transmission rates and reviewed CDC guidelines with the Board.

Youth Court inquiry

B. Conrad reported to the Board the findings of his inquiries about utilizing Genesee County Youth Court in some of its student discipline cases. Additional restorative justice partners and procedures were suggested by the Board.

Saturday, August 13: “Dedication Day” for Nancy’s flower bed, Friend of the Year, and Foundation Donor’s Wall

Director Conrad reported the Friends of the Library have selected Saturday, August 13th to award the Friend of the Year and have invited the Board and Foundation to schedule their respective dedication ceremonies to coincide.

Committee Reports

Buildings & Grounds committee report (Leslie)

L. Moma gave a report on the Building and Grounds Committee meeting. She will have questionnaires for library staff to fill out during the staff training day to get their ideas and input.

Financial Reports

April 2022 Summary of Revenues and Appropriations

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the April 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

March 2022 Bank Reconciliations

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the March 2022 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 63. The amount of \$791.97 was received by Proflex Administrators LLC for April 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 \$19,504.56 on Supplemental Warrant 62. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$12,540.64 on Warrant 66. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the following transfer:

\$4,500.00 from Salaries – Marshall Grant to Books – Marshall Grant to redistribute excess funds.

All members voted yes. Motion carried.

Communications

Kathryn Barrett, Freed Maxick

B. Conrad shared a letter from Kathryn Barrett, CPA/Director of Freed Maxick confirming that their firm discontinued audit and other attest services within the government sector. Their auditing service for our Library was discontinued as of March 31, 2022.

Old Business

Approve the Employee Handbook

Upon the motion of N. Argulsky, seconded by C. Lasher, it was resolved to approve the revised Employee Handbook. All members voted yes. Motion carried.

Norm Argulsky left the meeting at 8:25 p.m.

New Business

Approve the suspension of library patron

Upon the motion of L. Moma, seconded by K. Evans, it was resolved to approve the suspension of Jayda Richardson for 3 months. All members voted yes. Motion carried.

Other Business

Executive Session to discuss the appointment of a particular person

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to enter into Executive Session at 8:45 p.m. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by C. Lasher, it was resolved to exit Executive Session at 9:15 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to adjourn the meeting at 9:15p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: June 13, 2022, 6:30 pm

Approved by the Library Board of Trustees July 11, 2022

Richmond Memorial Library

Board of Trustees

June 13, 2022

The June meeting of the Library Board of Trustees was held on Monday, June 13, 2022. President Gregg McAllister called the meeting to order at 6:34 p.m.

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

Also present: Library Director Bob Conrad, Deputy Secretary Debra Levins, Treasurer Kim Mills, and Senior Manager Christian Townes of Freed Maxick

Approval of Minutes

Upon the motion of L. Moma, seconded by R. McGee, the minutes of the May 9, 2022 meeting were approved. All members voted yes. Motion carried.

Public to be Heard

Heath Eisele, a resident of Alexander School District, objected to the Library's drag queen story time; to the use of another children's performer in the Summer Reading Program whom he has determined to be LGBTQ+; and to a staffmember's second job outside of the library.

Audit Report of Fiscal Year 2021-22

Christian Townes, Senior Manager of Freed Maxick

Christian Townes gave a summary of the audit findings and the opinion that the financial statements presented fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Library.

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to approve the Audit Report of Fiscal Year 2021-22 pending updated PDF's from Freed Maxick. All members voted yes. Motion carried.

Tom Bindeman & Lisa Erickson, Nioga Library System

"Fine Free" update

Tom Bindeman's presentation was rescheduled to the July Board Meeting.

Library Director's Report

Drag Queen Story Hour Results

Director Conrad reported on a flurry of phone calls and emails from within the community and from as far away as Texas, both in support of and opposed to, and some just curious about the drag queen story time that was presented on Saturday, June 11th. Final counts were 14 contacts in favor & support of the program (pro) to 26 mildly to strongly opposed (con). Contacts came from within BCSD (2 pro, 6 con), with most additional opposition coming from the greater Genesee County area (2 pro, 13 con) and most support coming from Erie, Niagara, and Orleans counties (9 pro, 2 con). Anonymous calls, those from unknown/unverifiable locations (1 pro, 4 con) and from as far away as Texas (1 con) are included in the totals. 94 people attended the program, including 84 children and parents and 10 "other" people including librarians, media, and curious onlookers.

Reports of Adult & Teen Services Librarians

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Basile, Deborah Wood, and Felicia Cecere. Elizabeth Beardslee will submit her report next month.

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

April 2022 Statistics

The April 2022 Statistic Report was reviewed.

Staff Training Day summary (oral report)

Director Conrad gave a brief report on the schedule of content presented on the staff training day Thursday, May 19th.

Muriel Marshall Grant application approved

B. Conrad reported that the Library was approved to receive the Muriel Marshall Grant in the full amount of \$60,000.

Change to scope of Friend of the Year ceremony, August 3

The combined dedication ceremonies described last month have been scaled back to include only the dedication of the Nancy Mortellaro flower garden and the Friend of the Year reception.

Oral update on action items given by Personnel Committee

Director Conrad gave an oral update on action items given to him by the Personnel Committee pertaining to building security and internal communications.

Committee Reports

Personnel/Handbook Committee

Concerns of staff regarding changes to PTO accrual

The Personnel Committee reported on staff concerns regarding the transition to accrual of personal time off replacing an annual upfront award.

Upon the motion of N. Argulsky, seconded by C. Lasher, it was resolved to amend the Employee Handbook to allow staff to automatically carry over up to ten vacation days from one year to the next to be used within the next fiscal year. All members voted yes. Motion carried.

Financial Reports

May 2022 Summary of Revenues and Appropriations

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the May 2022 Summary of Revenues and Appropriations. 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 74. The amount of \$709.30 was received by Proflex Administrators LLC for May 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 \$6,221.27 on Supplemental Warrant 65. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$15,688.53 on Supplemental Warrant 67. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$13,452.36 on Supplemental Warrant 70. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to approve the payment of \$33,950.57 on Warrant 73. All members voted yes. Motion carried.

Request for Budgetary Transfer

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

\$2,000.00 from Capital Improvement to Utilities for shortfall on the Utilities line due to volatility and large price increases.

All members voted yes. Motion carried.

Communications

Communication from the following people was presented:

Chelsea Elliott, Executive Director of Youth Bureau, Margaret “Peggy” Yenson and Bobbie Wasikowski.

Old Business

Restorative Justice (Jess)

J. Ecock Rotondo will expand on Restorative Justice at the July meeting.

Auditor Search – addition to agenda

President G. McAllister apprised the board on the status of his search for an auditing agency.

New Business

Amend Employee Handbook to allow up to 10 days of Vacation to roll over

Motion is presented in committee report above.

Approve the Warrant Schedule for FY 2022-23 (and Board Meeting Dates)

Upon the motion of J. Ecock Rotondo, seconded by N. Argulsky, it was resolved to approve the Warrant Schedule and board meeting dates for FY 2022-23. All members voted yes. Motion carried.

Approve the Appointment of Carolyn Dawson to the PT Library Clerk vacancy at \$16.75/hr

Upon the motion of R. McGee, seconded by L. Moma, it was resolved approve the appointment of Carolyn Dawson to the PT Library Clerk vacancy at \$16.75/hr. All members voted yes. Motion carried.

Approve the suspension of a library patron

Upon the motion of J. Ecock Rotondo, seconded by C. Lasher, it was resolved to approve the suspension of Joseph Ritchie for 3 months. All members voted yes. Motion carried.

Executive Session to discuss appointments to positions

Upon the motion of R. McGee, seconded by J. Ecock-Rotondo , it was resolved to enter into Executive Session at 8:24 p.m. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to exit Executive Session at 8:55 p.m. All members voted yes. Motion carried.

Adoption of the FY 2022-23 Budget as amended

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to adopt the Library Budget as amended. The creation of another part-time Library Assistant was not approved. All members voted yes. Motion carried.

Other Business - None

Adjournment

There being no further business, President Gregg McAllister adjourned the meeting at 9:00 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: July 11, 2022, 6:30 pm

Approved by the Library Board of Trustees August 8, 2022

Richmond Memorial Library

Board of Trustees

July 11, 2022

The reorganization meeting of the Library Board of Trustees was held on Monday, July 11, 2022. President Gregg McAllister called the meeting to order at 6:33 p.m.

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

Also present: Library Director Bob Conrad, Deputy Secretary Debra Levins, Clerk Alice Zito, and Nioga Library System Director Tom Bindeman

Swearing in of Board of Trustees

Board members: Norm Argulsky, Gregg McAllister, Rebecca McGee, 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 6:35p.m.

Signing of Conflict of Interest Agreement

Board members present also signed the Conflict of Interest Agreement.

Approval of Minutes

President G. McAllister declared the minutes of the June 13, 2022 board meeting as approved.

Public to be Heard

Tom Bindeman, Nioga Library System Director

Trustee Training

Two hours of Library Trustee training will be mandated starting Jan 1st – Dec 31st yearly, beginning January 1, 2023.

“Fine Free” proposal

Nioga Director Tom Bindeman discussed the fine free proposal.

Restorative Justice opinion (email)

An email from T. Bindeman regarding his opinion on Restorative Justice was previously shared with the board. Mr. Bindeman went into further detail and answered questions regarding this and the discipline process most common with libraries in the Nioga system.

Reorganization

Election of President

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

Appointment of Deputy Clerk

Upon the motion of N. Argulsky, seconded by Jessica Ecock-Rotondo, Debra Levins was appointed as Deputy Clerk to the Board of Trustees. All members voted yes. Motion carried.

Appointment of Treasurer

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

Appointment of Deputy Treasurer

Upon the motion of N. Argulsky, seconded by Jessica Ecock-Rotondo, 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 Jessica Ecock-Rotondo, Bob Conrad was appointed as Purchasing Agent to the Board of Trustees. All members voted yes. Motion carried.

Designation of Library Attorney

Upon the motion of N. Argulsky, seconded by Jessica Ecock-Rotondo, 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 Official Bank Depository

Upon the motion of N. Argulsky, seconded by Jessica Ecock-Rotondo, Five Star Bank was appointed as the Official Bank Depository for Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Bank Signatories

Upon the motion of N. Argulsky, seconded by Jessica Ecock-Rotondo, Treasurer Kim Mills, President Gregg McAllister, and Co-Deputy Treasurers Melissa Currier and Trustee 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 Jessica Ecock-Rotondo, Director Robert Conrad was appointed to be the Payroll Certifier for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Deputy Payroll Certifier

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

Designation of Petty Cash Funds

Upon the motion of N. Argulsky, seconded by Jessica Ecock-Rotondo, it was resolved to approve a Petty Cash amount of \$200 for the Richmond Memorial Library and \$100 for the Library Visits Program. All members voted yes. Motion carried.

Designation of Official Newspaper

Upon the motion of N. Argulsky, seconded by Jessica Ecock-Rotondo, The Daily News was appointed Richmond Memorial Library's official newspaper. All members voted yes. Motion carried.

Optional – Subcommittees:

(Board President is Ex Officio Member of All Committees)

Board President McAllister invited the Trustees to inform him of any changes they'd like on the subcommittees. All subcommittees will remain the same this year. The members are as follows:

Personnel Committee - Chair is R. McGee, J. Ecock-Rotondo & N. Argulsky

Building & Grounds - Chair is N. Argulsky, L. Moma & C. Lasher

Finance - Chair is K. Evans, R. McGee

Policy - Chair is J. Ecock-Rotondo, L. Moma & C. Lasher

Review:

By-Laws

The Director provided copies of the By-Laws for review.

NY Open Meetings Law FAQ

B. Conrad also provided copies of the Open Meetings Law for review.

5 Year Plan Update

Director Conrad answered questions regarding the five year plan. The mailing lists and marketing committee plans were discussed.

Library Director's Report

Reports of Librarians

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, Elizabeth Beardslee (May & June), and Deborah Wood.

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

May 2022 Statistics

The May 2022 Statistics were reviewed.

Correction to April 2021 circulation statistic

A correction to the April 2021-22 Statistics was reviewed.

Empire Pass idea

Director Conrad asked the Board if he should purchase two NYS Empire passes. Since the Board was in agreement, he will purchase the passes for patron checkout. The passes will allow free vehicle entrance/parking to NYS parks.

New Trustee Education Requirements

The Director provided an email from NYS Library Development providing the timeline with the trustee education requirement.

State Construction estimates

K. Evans urged more research on the EV charging station, due to concerns including loss of premium parking spaces and the use of grant funding.

PT Librarian Assistant vacancy

Staffing hours and probable duties over recent years were compared. B. Conrad will bring the discussion to Personnel Committee.

Bottled water from Friends: water fountains?

Due to rising costs, alternatives to the water dispenser service funded by the Friends of the Library were discussed.

Director SMART Goals update

Director Conrad apprised the Board of the status of his SMART Goals.

Committee Reports

Finance

Auditor Search (Gregg), Interest and Scholarship Funds

G. McAllister will be getting more specific information from the two accounting firms that he has located.

Transferring interest and scholarship funds to the Foundation was discussed. The motion is under New Business.

Communications

Christian Townes, Senior Manager, Freed Maxick sent an email regarding the 2021 Financial Statements.

Financial

Revenue Status Report and Appropriation Status Report Year-end 2021

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

Bank Reconciliations, April & May 2022

Upon the motion of L. Moma, seconded by J. Ecock-Rotondo, it was resolved to approve the April & May 2022 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 77. The amount of \$1,312.80 was received by Proflex Administrators LLC for June 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 \$4,519.15 on Supplemental Warrant 72. 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 \$2,922.71 on Supplemental Warrant 76. 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 \$11,419.22 on Supplemental Warrant 1. 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 \$25,419.54 on Warrant 2. All members voted yes. Motion carried.

Old Business

Restorative Justice proposal (Jess)

J. Ecock-Rotondo discussed what restorative justice is, how it connects people back into the community, and how it may help with alternatives in conjunction with teen library bans.

New Business

Update contact information

There were no updates for the contact information chart.

Approval of corrected Salaries & Wages, FY 2022-23

Upon the motion of C. Lasher, seconded by L. Moma, it was resolved to approve the corrected salary for Kelly March and wage for Crystal Polk for FY 2022-23. All members voted yes. Motion carried.

Approval of Library Visits budget, FY 2022-23

This is a report from Lucine Kauffman, Coordinator of the Library Visits Program. No approval is needed.

Transfer of \$3,175.49 (Adelaide Kenney interest) and \$33,622.19 (scholarships) to Foundation

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to transfer the \$3,175.49 in interest from the Kenney Trust and \$33,622.19 scholarship funds to the RML Foundation. All members voted yes. Motion carried.

Adjournment

There being no further business, President Gregg McAllister declared the meeting adjourned at 8:38 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees September 12, 2022

Richmond Memorial Library

Board of Trustees

August 8, 2022

The August meeting of the Library Board of Trustees was held on Monday, August 8, 2022. 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: Library Director Bob Conrad and Deputy Secretary Debra Levins

Excused: Rebecca McGee

Approval of Minutes

President G. McAllister declared the minutes of the July 11, 2022 meeting as approved.

Public to be Heard – None

Janine Corea, HR Works (via Zoom)

Janine Corea , VP of HR Works, gave an overview of their HR strategic services via Zoom.

Library Director's Report

Fine free update

Discussions continue with Nioga Executive Director Tom Bindeman and Genesee County libraries regarding libraries going fine free. A fine free trial period may be initiated.

Credit card payments

Director Conrad shared correspondence from Librarian Felicia Cecere who looked into adding a credit card payment system. The research shows that it would not be cost effective and would not interface well with our other systems.

“Friend of the Year” Reception: Saturday, August 13, 10 am to 1pm

The Director reminded Trustees about the Garden Dedication for Nancy Mortellaro this Saturday at 10:00 am followed by the Friend of the Year Reception.

July 2022 Reports of Librarians McCormack, Basile, Beardslee, Cecere, & Wood

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

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

Empire Pass update: Parks Explorer App

Two Empire passes have been purchased and will be ready to circulate once library staff has a chance to determine how the wallet feature for digital entry may be supported.

Committee Reports - None

Financial Reports

July 2022 Summary of Revenues and Appropriations

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to approve the July 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 8. The amount of \$3,868.43 was received by Proflex Administrators LLC for July Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to approve the payment of \$1,577.11 on Supplemental Warrant 4. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to approve the payment of \$13,166.76 on Supplemental Warrant 6. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to approve the payment of \$14,822.63 on Warrant 10. All members voted yes. Motion carried.

(Bank reconciliations not available, but outstanding check for A. Humphrey canceled)

Communications - None

Unfinished Business - None

New Business

Proposal: free replacement library cards for kids in September

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to approve amnesty for the month of September for everyone for replacement of (lost) cards. All members voted yes. Motion carried.

Discussion, adoption of HR Works proposal

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to approve the proposed 2 year contract with HR Works. All members voted yes. Motion carried.

Discussion, adoption of audit proposal, Allied Partner

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to approve the proposed 1 year contract with Allied Financial Partners. All members voted yes. Motion carried.

Resolution Commending 2022 Friend of the Year Anne Iannello

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the resolution commending 2022 Friend of the Year Anne Iannello. All members voted yes. Motion carried.

L. Moma, C. Lasher and J. Ecock Rotondo will read the resolution at the reception.

Executive Session to Discuss the Appointment of a Person

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to enter into Executive Session at 8:15 p.m. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by K. Evans, it was resolved to exit Executive Session at 9:05p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to adjourn the meeting at 9:05 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, September 12, 2022 6:30 pm, Gallery Room.

Approved by the Library Board of Trustees October 17, 2022

Richmond Memorial Library

Board of Trustees

September 12, 2022

The September meeting of the Library Board of Trustees was held on Monday, September 12, 2022. President Gregg McAllister called the meeting to order at 6:35 p.m.

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

Also present: Library Director Bob Conrad and Deputy Secretary Debra Levins

Excused: Norm Argulsky

Approval of Minutes

President G. McAllister declared the minutes of the August 8, 2022 meeting as approved.

Public to be Heard - None

Library Director's Report

School District contacts re: after school

Director Conrad, S. Potera, and F. Cecere met with BMS Assistant Principals Lindsey Leone and John Martin Cannon. Resource Officer Miah Stevens is scheduled to attend the October board meeting. Hopefully some school counselors will be able to attend as well.

August 2022 Reports of Librarians McCormack, Basile, Cecere & Wood

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, Felicia Cecere, and Deborah Wood. Librarian Elizabeth Beardslee's August report will be reviewed at the October meeting along with her September report.

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

June & July 2022 Stats

The June and July 2022 Statistic Reports were reviewed.

RML headcount and staffing hours comparisons, recent years

More information regarding CR staffing hours was requested by the board. Discussions regarding the request for an additional part-time CR library assistant will continue at the October board meeting.

Employee Handbook Procedures Manual

This was just an FYI for the board. No action was needed.

Committee Reports -None

Financial Reports

August 2022 Summary of Revenues and Appropriations

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

June & July 2022 Bank Reconciliations

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to approve the June and July 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 14. The amount of \$2,004.03 was received by Proflex Administrators LLC for August 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 \$1,729.97 on Supplemental Warrant 9. 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 \$58,909.06 on Supplemental Warrant 12. 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 \$22,871.77 on Warrant 15. All members voted yes. Motion carried.

Communications

Anne Iannello sent the board and the director thank you cards for the Friend of the Year recognition.

Allied Financial Partners

Allied Financial Partners sent an introductory letter outlining services offered.

Old Business

Adoption of a “Fine Free” (no late fees) trial period

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to adopt a fine free trial period of October 1 through January 31, 2023 on RML materials. All members voted yes. Motion carried.

New Business

Approval of 2023 Library Closures

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to amend the library closure calendar. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the library closure calendar as amended. All members voted yes. Motion carried.

Approval of Increase to Standard Mileage Rate to 62.5¢/mile eff. July 1, 2022

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to increase the Standard Mileage Rate to 62.5¢/mile eff. July 1, 2022. All members voted yes. Motion carried.

Appointment of Katherine Bonk to Joe Zaso Student Internship position at \$15/hr upon Civil Service approval (Funding from foundation)

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the appointment of Katherine Bonk to the Joe Zaso Student Internship position at \$15/hr upon Civil Service approval. All members voted yes. Motion carried.

Approval of the Creation of an Interim Library Director position

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to approve the creation of an Interim Library Director position. All members voted yes. Motion carried.

Executive Discussion to Discuss an Appointment

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to enter into Executive Session at 8:00 p.m. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by R. McGee, it was resolved to exit Executive Session at 9:10 p.m. All members voted yes. Motion carried.

Upon the motion of C. Lasher, seconded by J. Ecock Rotondo, it was resolved to adjourn the meeting at 9:10 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees November 14, 2022

Richmond Memorial Library

Board of Trustees

October 17, 2022

The October meeting of the Library Board of Trustees was held on Monday, October 17, 2022. President Gregg McAllister called the meeting to order at 6:31 p.m.

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

Also present: Library Director Bob Conrad and Interim Director Diana Wyrwa

Excused: Deputy Clerk Debra Levins

Approval of Minutes

President G. McAllister declared the minutes of the September 12, 2022 meeting as approved.

Public to be Heard – None

Committee Reports

Personnel re: Appointment of PT Library Assistant

Upon the motion of R. McGee, seconded by N. Argulsky, it was resolved to table the decision regarding appointing a PT Library Assistant for the new RML director to handle. All members voted yes. Motion carried.

Building & Grounds update

A detailed building and grounds status report, which had previously been emailed to trustees, was discussed.

Introduction of Interim Director Diana Wyrwa

Diana Wyrwa was introduced as the Interim Library Director. Diana previously served as Richmond Memorial Library Director from 2004 until her retirement in 2014.

Library Director's Report

Reports of Adult & Teen librarians, September 2022

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

The Board also reviewed the monthly report and the Children's Services Summer Reading Report 2022 from Children's Room Librarian Sue Potera.

August 2022 Statistics

The August 2022 Statistic Report was reviewed.

Financial Reports

Summary of Revenues and Appropriations, September 2022

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the September 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, August 2022

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the August 2022 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the manual checks on Warrant 19. The amount of \$5,491.77 was received by Proflex Administrators LLC for September Health Care costs. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the payment of \$4,877.22 on Supplemental Warrant 16. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the payment of \$18,990.03 on Supplemental Warrant 18. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the payment of \$19.32 on Supplemental Warrant 21. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to approve the payment of \$26,849.36 on Warrant 24. All members voted yes. Motion carried.

Communications

Allied CPAs: Scope & Objectives of Audit

A letter was received from Allied CPAs to confirm their understanding of the services that they are to provide Richmond Memorial Library for the year ending June 30, 2022.

Helen Cummings: Resignation from Sub Clerk Position

Substitute Library Clerk Helen Cummings submitted a letter of resignation.

D. Fay: Donation of Palm Trees

The donation of two palm trees from Deb Fay was gratefully declined.

D. Weyer: Recommendation for Appointment

The board reviewed a letter from longtime library patron D. Weyer regarding his recommendation for a staff appointment.

New Business

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to appoint Interim Library Director Diana Wyrwa to the following positions: Clerk of the Board, Purchasing Agent, and Payroll Certifier effective October 31, 2022. All members voted yes. Motion carried.

Suspension of Library Patron

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to suspend Mr. Lazeuia Dondrell Washington for a period of 6 months. All members voted yes. Motion carried.

Unfinished Business

Executive Session to Discuss the Appointment of a Person

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to enter into Executive Session at 7:15 p.m. All members voted yes. Motion carried.

Upon the motion of L. Moma, seconded by C. Lasher, it was resolved to exit Executive Session at 8:20 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to adjourn the meeting at 8:20 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Debra Levins, Deputy Clerk
Per Notes of Bob Conrad, Former Clerk

Next meeting: Monday, November 14, 2022 @ 6:30 pm, Gallery Room

Approved by the Library Board of Trustees December 12, 2022

Richmond Memorial Library

Board of Trustees

November 14, 2022

The November meeting of the Library Board of Trustees was held on Monday, November 14, 2022. President Gregg McAllister called the meeting to order at 6:34 p.m.

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

Also present: Interim Director Diana Wyrwa and Deputy Clerk Debra Levins

Excused: Rebecca McGee

Approval of Minutes

President G. McAllister declared the minutes of the October 17, 2022 meeting approved with corrections.

Public to be Heard - None

Interim Director's Report

Interim Director Diana Wyrwa report included information regarding the budget/trustee vote, LED lights, new water fountain with bottle filler capacity, recent elevator issues, the Office for the Aging's RSVP volunteer program, and HRWorks.

October 2022 Librarian Reports

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

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

September 2022 Statistics

The September 2022 Statistic Report will be reviewed with the October 2022 Statistics at the December meeting.

Committee Reports

Personnel Committee

The Personnel Committee finished initial interviews for Library Director candidates.

Financial Reports

October 2022 Summary of Revenues and Appropriations

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to approve the October 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

September Bank Reconciliations

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to approve the September 2022 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 22. The amount of \$2,795.14 was received by Proflex Administrators LLC for October 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 \$17,226.83 on Supplemental Warrant 25. 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 \$5,670.16 on Supplemental Warrant 27. 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 \$23,846.52 on Warrant 28. All members voted yes. Motion carried.

Communications - None

New Business

Approval of the 2023-24 Budget Vote/Trustee Election Calendar

Upon the motion of N. Argulsky, seconded by C. Lasher, it was resolved to approve the 2023-24 Budget Vote/Trustee Election Calendar. All members voted yes. Motion carried.

Gift to Bob Conrad

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to gift former Library Director Bob Conrad with the bust of Julius Caesar along with the Board of Trustees best wishes as Library Director in Chappaqua, Westchester County, NY. All members voted yes. Motion carried.

Unfinished Business

Executive Session to Discuss the Appointment of a Person

Upon the motion of J. Ecock Rotondo, seconded by N. Argulsky, it was resolved to enter into Executive Session at 7:02 p.m. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Ecock Rotondo, it was resolved to exit Executive Session at 8:34 p.m. 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 8:35 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees January 9, 2023

Richmond Memorial Library

Board of Trustees

December 12, 2022

The December meeting of the Library Board of Trustees was held on Monday, December 12, 2022. President Gregg McAllister called the meeting to order at 6:34 p.m.

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

Also present: Interim Director Diana Wyrwa and Deputy Clerk Debra Levins

Excused: Kristi Evans

Approval of Minutes

President G. McAllister declared the minutes of the November 14, 2022 meeting as approved.

Public to be Heard - None

**Library Director's Report
(Interim Director's Report)**

Emergency Connectivity Fund (ECF) Application Decision

The Board reviewed an ECF Funding commitment decision letter which included the funding status, services ordered, the certification form, rules and requirements. Eric Stockmeyer is our contact person for this technology grant of \$186,564.00 which is to give laptops and hotspots in the community that cannot afford or receive Internet access. There would be 300 chrome books and 300 hotspots. MRA is doing the equipment. T Mobile is providing the hotspots.

Briefly discussed

Santa story time was a big hit. This was the first in person December Santa story time since the pandemic. A building tour was conducted with director candidates. HR works – job descriptions will be given by staff. The fine free pilot was a success. Diana will check to see if continuing is a Nioga or board decision.

C. Lasher arrived at 7:00 pm.

November 2022 Librarian Reports

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, Elizabeth Beardslee , Deborah Wood, Felicia Cecere, and the Children's Room report from Librarian Sue Potera.

September & October 2022 Statistics

The September & October 2022 Statistic Reports were reviewed.

Committee Reports

Personnel Committee business will be discussed in Executive Session.

Financial Reports

November 2022 Summary of Revenues and Appropriations

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the November 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

October 2022 Bank Reconciliations

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the October 2022 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 32. The amount of \$3,989.27 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 L. Moma, it was resolved to approve the payment of \$11,798.31 on Supplemental Warrant 29. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$78,034.38 on Supplemental Warrant 33. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$38,598.72 on Warrant 34. All members voted yes. Motion carried.

Request for Budgetary Transfer

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

\$200.00 from Other Expenses – Marshall Grant to Materials & Supplies – Marshall Grant because Materials & Supplies line is running low.

\$647.61 from Other Expenses to Microfilm for Shortfall on budget line to pay for vault storage of microfilm for Jan. 1, 2023 – Dec. 31, 2023.

All members voted yes. Motion carried.

Communications - None

New Business

Wilson Grant – 2023 Caregivers Competitive Grant Application

Review of the Library Visits Program application for the continuation of the Wilson Grant that was first received last year.

General Liability Insurance Policy

This topic will be further reviewed at the January board meeting. Interim Director Diana Wyrwa will survey other Nioga libraries on this topic.

Unfinished Business

Executive Session to Discuss the Appointment of a Person

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

Upon the motion of R. McGee, seconded by C. Lasher, it was resolved to exit Executive Session at 8:18 p.m. All members voted yes. Motion carried.

Adjournment

Upon the motion of C. Lasher, seconded by L. Moma, it was resolved to adjourn the meeting at 8:20 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Diana Wyrwa, Clerk

Next Meeting: Monday, January 9, 2023, 6:30 pm, Gallery Room