

*Approved by the Library Board of Trustees October 16, 2023*

**Richmond Memorial Library**

**Board of Trustees**

**September 11, 2023**

The September 2023 meeting of the Library Board of Trustees was held on September 11, 2023. President Jessica Ecock Rotondo called the meeting to order at 6:30 p.m.

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

Also present: Director Beth Paine, and Deputy Clerk Debra Levins

**Approval of Minutes**

Upon the motion of R. Beatty, seconded by L. Moma, the minutes of the August 14, 2023 meeting were approved with a minor amendment. All members voted yes. Motion carried.

**Public Comment - None**

**Executive Session**

Upon the motion of L. Moma, seconded by R. Beatty, it was resolved to enter into Executive Session at 6:34 p.m. for discussion related to employment of a particular person. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by N. Argulsky, it was resolved to exit Executive Session at 7:05 p.m. All members voted yes. Motion carried.

**Library Director's Report**

**August 2023 Librarian Reports**

The Board of Trustees were previously scanned monthly reports from Librarians Samantha Stryker Basile, Elizabeth Beardslee, Felicia Cecere, Rita McCormack, Sue Potera, and Deborah Wood. Director Paine was available to answer questions.

**Personnel approvals; new titles; staff leave sheets**

We have posted job listings for Full-time Custodian, Part-time/substitute Custodian, Substitute Librarian, and Library Page.

Our current Page Monica Colantonio will be promoted from Part-time Library Page to Part-time Library Clerk beginning October 1, 2023.

Upon the motion of K. Evans, seconded by L. Moma, Monica Colantonio's rate of pay will increase to \$15.38 an hour beginning October 1, 2023. All members voted yes. Motion carried.

**Resignation of Peggy George**

Upon the motion of C. Lasher, seconded by R. Beatty, it was with much gratitude and thanks that Peggy George's resignation, effective October 31, 2023, was accepted. All members voted yes. Motion carried.

**HR Works**

An update on HR Works was given.

**Committee Reports - Policy Committee****Collection Development Policy and Patron Request for Reconsideration of Library Materials Form**

Upon the motion of C. Lasher, seconded by R. Beatty, it was resolved to approve the Collection Development Policy and Patron Request for Reconsideration of Library Materials Form as presented. All members voted yes. Motion carried.

**Financial Reports****August 2023 Summary of Revenues and Appropriations**

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to approve the August 2023 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

**July 2023 Bank Reconciliations**

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to approve the July 2023 Bank Reconciliations. All members voted yes. Motion carried.

### **Approval of Invoices for Payment**

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to approve the manual checks on Warrant 12 for August Dental Insurance by Solstice and August Health Care Costs by Proflex Administrators LLC in the total amount of \$2,385.47. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Ecock Rotondo, it was resolved to approve the payment of \$21,533.49 on Warrant 15. All members voted yes. Motion carried.

### **Communications**

#### **Letter of Resignation**

(See above resignation of Custodian Peggy George.)

#### **Patron Compliment to Ellen Caton and Crystal Polk**

In an email to Director Paine and library staff, Librarian Samantha Basile relayed a compliment from a patron praising Library Assistants Ellen Caton and Crystal Polk. Samantha stated “They had nothing but nice things to say about the "ladies downstairs" - which happened to be the two of you. [Ellen & Crystal] The mom said you made her kids feel so special. Keep up the good work, those little moments mean so much!”

### **Unfinished Business**

#### **Change of Board Meeting time**

This will be discussed at a future meeting.

#### **New Board Trustee update**

A couple of people who previously expressed an interest in being on the library board will be contacted to see if they are still interested in filling the vacancy left by previous trustee Rebecca McGee.

#### **Part-time employee sick time**

Director Paine continued research and still has not found a definite answer as to whether we are considered a government entity or a not-for-profit, which would qualify our part-time employees. She would like to offer this as a benefit for our part-time staff.

The board tabled making a decision on this until the October meeting.

**New Business****2024 Holiday Closings**

Upon the motion of C. Lasher, seconded by R. Beatty, the 2024 Holiday Closings Calendar was approved as presented. All members voted yes. Motion carried.

**Adjournment**

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

Respectfully submitted,  
Beth Paine, Clerk

*Next Board Meeting: Monday, October 16th, 2023, 6:30 pm, Gallery Room*