

Approved by the Library Board of Trustees July 9, 2024

Richmond Memorial Library

Board of Trustees

June 10, 2024

The June 2024 meeting of the Library Board of Trustees was held on Monday, June 10, 2024. President Jessica Ecock Rotondo called the meeting to order at 6:35 p.m.

Members present: Jessica Ecock Rotondo, Leslie Moma, Kristi Evans, Richard Beatty, and Becky Lefevre

Also present: Deputy Clerk Debra Levins, John Roach & Rich Schauf

Excused: Norm Argulsky, Catrina Lasher, and Director Beth Paine

Approval of Minutes

President Jessica Ecock Rotondo declared the minutes of the May 13, 2024 meeting approved.

Public Comment – Rich Schauf

In addition to a tree at the front of the building that commemorates her retirement from 34 years as library director, and a memorial tree planted near at Children’s Storybook Garden, Rich Schauf stated that he believes more should be done in honor and memory of former Library Director Martha Spinnegan.

Mr. Schauf stated “If we don’t respect the past, we lose the future.” He also mentioned that something should be done in memory and honor of former Head Custodian Richard Couillard. Mr. Couillard, aka “D. C.” was a retiree of Batavia City School District after 30+ years of service. [A majority of that time he worked at Richmond Memorial Library, where he was fondly admired and respected.] Mr. Schauf stated that due to D.C.’s superior maintenance skills and keen preservation efforts, the

library building has far exceeded its lifespan in many ways. To date, no memorial has been done in his honor.

Both Mrs. Spinnegan and Mr. Couillard passed away in recent months.

The Board will discuss Mr. Schauf's suggestions.

Library Director's Report

May 2024 Librarian Reports review

The Board of Trustees were previously scanned the monthly reports from Librarians Samantha Basile, Elizabeth Beardslee, Laura Dumuhosky, Deborah Wood and Library Assistant Ellen Caton for review.

Health Insurance update

Health insurance – One employee has been added to our health insurance during this open enrollment period. Issues with the BRI benefits card led to a switch to Lifetime Benefit Solutions effective 7/01/24.

Personnel update

L. Moma made a motion to regretfully accept the resignation of Library Page Shari Norton, with her last day as 6/01/24. R. Beatty seconded it; motion carried.

Library Page Peyton Woeller will be leaving for college in August. Page Supervisor Liz LeFort suggested filling the Page shortage with only one replacement in August.

After interviewing both internal and external candidates, it was decided to promote from within for the Full-Time Library Clerk position.

B. Lefevre made a motion to promote Anthony Regina to Full-Time Library Clerk-Typist at his rate of pay for the 2024-25 budget year. R. Beatty seconded it; motion carried.

L. Moma made a motion to promote Samantha Stryker (Basile) to the position of Assistant Director at the salary agreed upon for the 2024-25 budget year.

B. Lefevre seconded it; motion carried.

NY State Construction Grant

Director Paine is in the midst of getting quotes from various contractors and door installation companies for the NYS Construction Grant.

Meeting and check run schedule for 2024-2025

K. Evans made a motion to approve the 2024-25 Board Meeting Dates and Check Run Schedule. L. Moma seconded it; motion carried.

Committee Reports

Policy Committee

R. Beatty made a motion to approve the NYS Sexual Harassment Policy and Reporting form; the Employee Social Media policy with the minor changes discussed; and the Library Displays, Exhibits, and Bulletin Boards policy with the minor changes discussed. K. Evans seconded it; motion carried.

Strategic Plan

B. Lefevre made a motion to approve, with a very minor change, the 2024-28 Strategic Plan. R. Beatty seconded it; motion carried.

It was agreed upon that the strategic plan will be reviewed on a regular quarterly basis.

Financial Reports

Supplemental checks were reviewed.

K. Evans made a motion and B. Lefevre seconded to approve the following financial reports:

May 2024 Revenue & Appropriations/Profit Loss Report

May 2024 Manual Verifications

May 14, 2024 – June 10, 2024 Board Warrants/Bills for Vendors

May 2024 Reconciliations

Motion carried.

Communications

The Director received notification that our e-rate application for coverage of internet services was approved at the rate of 90%. She will be discussing the changeover in service with the internet service provider as soon as possible.

Muriel H. Marshall Grant

Our Library Visits program received the Muriel H. Marshall grant for \$60,000 again for this coming year. In the Director's Report, B. Paine congratulated Lucine Kauffman for her continued hard work in keeping this program funded and running smoothly.

Unfinished Business

BCSD MOU

The Memorandum of Understanding with Batavia City School District continues to be in negotiations with the attorneys. How to move forward has not been specified. We were told a follow up on the scope drainage would need to be coordinated with other buildings. The library board would like the scope done by our July meeting and the foundation work to be done before winter. This will impact our budget next year.

Employee Handbook

The goal is to have the Employee Handbook finished by the new fiscal year – July 1st.

RML Digital Sign

Director Paine has reached out to Rusty at Toth Sports to get an update on how the digital sign replacement is proceeding. She will report on this when she receives the information.

New Business

A timeline was suggested for things such as agendas, goals, budget meetings, performance reviews, etc., for the board and the director to use as a guideline.

Executive Session

K. Evans made a motion to enter into Executive Session at 7:22 p.m. for discussion related to employment of a particular person. L. Moma seconded it; motion carried.

K. Evans made a motion to exit Executive Session at 7:37 p.m.
R. Beatty seconded it; motion carried.

Adjournment

R. Beatty made a motion to end the board meeting at 7:40 p.m.
L. Moma seconded it; motion carried.

Respectfully submitted,
Debra Levins, Deputy Clerk

***Very Brief End of Year Trustee Financial Meeting: June 25th
@ 5:30 pm, Gallery Room – need a quorum***

With our new fiscal year beginning July 1st, our board meetings will now be the second Tuesday of the month at 6 p.m. Our next board meeting will be Tuesday, July 9th.