

Approved by the Library Board of Trustees May 13, 2024

Richmond Memorial Library

Board of Trustees

April 8, 2024

2024-25 Proposed Budget Presentation

A Public Information meeting of the Board of Trustees of Richmond Memorial Library for the 2024-25 Proposed Budget was held on Monday, April 8, 2024. President Jessica Ecock-Rotondo called the meeting to order at 6:31 pm.

Trustees present: President Jessica Ecock Rotondo, Norm Argulsky, Kristi Evans, Catrina Lasher, Richard Beatty, and Becky Lefevre

Excused: Leslie Moma

Also present: Director Beth Paine, Deputy Clerk Debra Levins, Kathy Facer, John Roach, Cheryl Kowalik, John Deleo, Terrence McCormack, Rita McCormack, Rich Schauf, Felipe Oltramari, and Brian Quinn

Welcome

President Jessica Ecock Rotondo welcomed everyone to the 2024-25 Proposed Budget Presentation. The Library Trustees and Director Beth Paine were introduced.

Library Review/Budget Presentation

Director Beth Paine presented the proposed budget for fiscal year 2024-25. The Proposition on the library vote will be to raise the tax levy for the 2024-25 fiscal year by \$13,814 to increase the annual appropriation from \$1,381,469 to \$1,395,283. This year there will also be a trustee election on the ballot. Norm Argulsky and Jessica Ecock Rotondo will not be running for re-election.

Public Comment

John Deleo praised the Library Board of Trustees, our Library Director Beth Paine and the library staff for continued outstanding service.

John Roach used this opportunity to introduce himself as a candidate running for one of the three year term trustee seats which begins July 1, 2024. He gave a brief bio and expressed his support for the library.

Cheryl Kowalik also signed up to speak. She has been a library patron for many years. She is an advocate of the library and praised the programs and dedicated staff.

Felipe Oltramari also introduced himself as a candidate for the 2024 trustee election. He summarized his work experience, hobbies, and interests. He said he and his family have been library users and supporters for many years. In addition, his wife Laurie was formerly employed at Richmond Memorial Library as a Library Assistant.

Adjournment

With no further public comments or questions, President Jessica Ecock Rotondo thanked those in attendance and adjourned the meeting at 6:51 p.m.

Regular Meeting

The regular April meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 8, 2024. Jessica Ecock Rotondo called the meeting to order at 6:52 p.m.

Members present: President Jessica Ecock Rotondo, Norm Argulsky, Kristi Evans, Catrina Lasher, Richard Beatty, and Becky Lefevre

Excused: Leslie Moma

Also present: Director Beth Paine, Deputy Clerk Debra Levins, John Roach, Cheryl Kowalik, John Deleo, Rich Schauf, and Felipe Oltramari

Approval of Minutes

President Jessica Ecock Rotondo declared the minutes of the March 11, 2024 meeting approved.

Public Comment - None

Library Director's Report

March 2024 Librarian Reports

The Board of Trustees were previously scanned the monthly reports from Librarians Samantha Basile, Elizabeth Beardslee, Laura Dumuhosky, Sue Potera,

Deborah Wood and Library Assistant Ellen Caton. Director Paine was available to answer any questions.

Annual Report Statistics

Annual Report statistic comparisons for the years 2018-2023 were reviewed.

E-rate Update

Director Paine received the go-ahead from e-rate to check the bids for Form 470's that were submitted in February. Spectrum was chosen as the lowest and best constructed quote. The 470 for the technology equipment only received one quote from Info Advantage. This project will update much of the Richmond Library technology and cabling that are well past their replacement time. This project's quote is \$89,831 and would be 85% covered if the application is approved.

Personnel Changes

Sue Potera has resigned as Children's Librarian effective April 5, 2024. Charles Burton was hired as Library Page and Emily LeMaster was hired as a Part-time/Sub Clerk. Katherine Elia was rehired as a Library Assistant at a starting wage of \$21.50/hr. She will be working a four-day workweek and will be starting the week of April 15th.

Eclipse Glasses

All of the eclipse glasses were given out by April 4th. There were 500 pairs set aside to hand out the day of the event.

NYS Retirement System Employer Education Seminar

Director Paine will be attending the NYS Retirement System Employer Education Seminar in LeRoy on April 12, 2024.

Committee Reports

Strategic Planning Committee & Personnel Committee

The Strategic Planning Committee and Personnel Committee are still having meetings and going over current plans.

Financial Reports

Supplemental checks were reviewed.

N. Argulsky made a motion to approve the March 2024 Revenue & Appropriations Status/Profit Loss Reports, the February 2024 Bank Reconciliations and the Approval Board Warrants/Bills for Vendors for Payment as well as the manual verifications. R. Beatty seconded the motion; motion carried.

Ralph C. Wilson Grant

Our Library Visits program did not receive the Ralph C. Wilson Grant this year. We will apply again for the next budget year.

Communications – None

Unfinished Business – None

Deputy Treasurer

A Deputy Treasurer will be appointed at a future meeting when more information is attained.

New Business - None

Executive Session

R. Beatty made a motion to enter into Executive Session at 7:32 p.m. for discussion related to employment of a particular person. N. Argulsky seconded it; motion carried.

K. Evans made a motion to exit Executive Session at 8:00 p.m. R. Beatty seconded it; motion carried.

Adjournment

N. Argulsky made a motion to adjourn the meeting at 8:00 p.m. B. Lefevre seconded it; motion carried.

Respectfully submitted,
Beth Paine, Clerk

Next Board Meeting: Monday, May 13, 2024 @ 6:30 pm in the Gallery Room