

*Approved by the Library Board of Trustees September 10, 2024*

**Richmond Memorial Library**

**Board of Trustees**

**August 13, 2024**

The August meeting of the Library Board of Trustees was held on Tuesday, August 13, 2024. President Leslie Moma called the meeting to order at 5:59 p.m.

Members present: Leslie Moma, Kristi Evans, Catrina Lasher, Richard Beatty, Becky Lefevre, John Roach, and Felipe Oltramari

Also present: Director Beth Paine (Via Zoom), Deputy Clerk Debra Levins and Library Assistant Kelly March

**Approval of Minutes**

President Leslie Moma declared the minutes of the July 9, 2024 meeting approved.

**Public Comment** – None

**Presentation by Children's Room Library Assistant Kelly March**

Library Assistant Kelly March gave a presentation on the GLOBE Conference she attended July 15th-18th. There were attendees from 36 countries comprising of 321 adults and 161 students. She also briefed the Board on things she's working on, answered questions, and handed out a brochure of Children's Fall 2024 Programs.

**Library Director's Report**

**July 2024 Librarian Reports review**

The Board of Trustees reviewed previously scanned monthly reports from Librarians and Assistants. The reports were from Librarians Samantha Basile (Assistant Director), Elizabeth Beardslee, Laura Dumuhosky, Deborah Wood, and Library Assistants Kelly March and Ellen Caton.

**Patron Suspension**

There was a 3 month suspension of an adult patron in July for violating the Library's Patron Code of Conduct.

**Rotary Grant**

We received a grant from Rotary Club of Batavia in memory of Martha Spinnegan that funded our new AV Cart, the large screen TV, speakers, and a Lenovo IdeaPad Laptop. Head Custodian Casey Stockwell got this all set up for use. The staff is very excited to start using it for programming.

**Library Card Sign-Up month**

Each September for the last few years we have sponsored Library Card Sign-Up Month and free replacement cards. The Board agreed to do this again next month.

**Check Schedule**

The Board was apprised of a minor change on the check schedule.

**Training updates**

The annual staff training day will be Friday, October 25<sup>th</sup>, so the library will be closed that day. The schedule of trainings will be ready for review at the September Board meeting.

**Water Bill**

The City of Batavia was contacted regarding a very large increase in our water bill. The City sent an employee to look at our meter and throughout the building. He will return on a morning before the library opens to listen for a possible leak.

**Library Closures**

An update was given on brief library closures that were due to air conditioning issues. The a/c part was quickly ordered and replaced. Gratitude to the library staff was expressed in the July Board Minutes.

**Personnel**

Laura Peck started training with Jill Crocker on the Accounts Payable system. Our Accountant Stephanie Ruppert will add Laura and Director Paine on the QuickBooks system. Laura will also be taking accounting classes online and/or through GCC.

K. Evans made a motion to accept the resignation of Library Page Peyton Woeller effective 8/01/24. R. Beatty seconded it. It was regrettably accepted by the board; motion carried.

C. Lasher made a motion to accept the following appointment pay rates:

- Matthew Clark as a Part-time/Substitute Librarian at \$19.00/hour starting on 7/29/24
- Gara Helm as Part-time Library Clerk at \$16.00/hour starting on 7/31/24
- Ophelia Walton-Slate as Library Page at \$15.00/hour starting 8/14/24
- Matthew Hoople as Children’s Librarian at \$51,000/year starting 9/03/24

B. Lefevre seconded it; motion carried.

## **Committee Reports**

### **Buildings, Grounds & Safety Committee Update**

Chairperson B. Lefevre gave an update on the July 22<sup>nd</sup> Building, Grounds & Safety Committee meeting. Members toured the building and were shown the water damaged foundation and are following up with the school district as an emergency situation.

At a previous board meeting, Richard Schauf suggested the board do additional memorials for former Library Director Martha Spinnegan. He also recommended doing a memorial for well-regarded former Head Custodian Richard “D.C.” Couillard. Both longtime employees recently passed away. The committee decided it would be best going forward to leave recognitions and memorials of longtime library employees outside of the discretion of the Library Board.

The Building, Grounds & Safety Committee agreed to distinguish our library’s designation as a historical site with a plaque at both the main entrance and the old entrance. The plaque on the former entrance will be placed on the door to avoid tampering with the aged sandstone. Director Paine will research types and prices of plaques.

### **Policy Committee Update**

Chairman R. Beatty gave an update on the July 30<sup>th</sup> Policy Committee meeting. The Employee Handbook and policies were discussed as well as formatting and keeping the consistency of the documents.

### **Financial Reports**

Director Paine submitted the Genesee County Libraries funding request. She attended the August 12<sup>th</sup> meeting with other Genesee County Library Directors to present the request to county legislators.

Supplemental checks, July 2024 receipts and July 2024 Disbursements were reviewed.

K. Evans made a motion and R. Beatty seconded to approve the following financial reports:

July 2024 Revenue & Appropriations/Profit Loss Report

July 2024 Manual Verifications

July 10-23, 2024 and August 13, 2024 Bill Payments for All Vendors

Reconciliations ending July 31, 2024

Motion carried.

J. Roach made a motion, at the suggestion of B. Paine, to move the health insurance deductible amount to its own budget line to make tracking more precise. K. Evans seconded it; motion carried.

**Communications - None**

### **Unfinished Business**

#### **Memorandum of Understanding**

We are still waiting for an updated MOU from BCSD. There is no update from their attorney. Our attorney plans to contact them again tomorrow.

#### **Employee Handbook**

This is still ongoing.

#### **Digital Sign**

Toth Sports installed the new outdoor signage. We received compliments from patrons regarding the look and how much easier it is to read. Clerk-Typist Alice Zito has been trained on the new system and will in turn train B. Paine.

**Other**

E-rate, a computer filtering system, and the phone system were briefly discussed.

**Executive Session**

B. Lefevre made a motion to enter into Executive Session at 7:08 p.m. for discussion related to employment of a particular person. F. Oltramari seconded it; motion carried.

J. Roach made a motion to exit Executive Session at 7:35 p.m. R. Beatty seconded it; motion carried.

**New Business**

In addition to previously suggesting chrome book type laptops for trustee use, F. Oltramari suggested using a drive shared by staff and trustees for monthly documents such as financials that are currently emailed prior to board meetings.

B. Lefevre made a motion to accept the Nepotism Policy. R. Beatty seconded it; motion carried.

B. Lefevre made a motion to accept the Public Relations Policy. C. Lasher seconded it; motion carried.

**Adjournment**

F. Oltramari made a motion to adjourn the meeting at 7:40 p.m. C. Lasher seconded it; motion carried.

Respectfully submitted,  
Beth Paine, Clerk

**Next Board Meeting: Tuesday, September 10, 2024 @ 6:00pm, Gallery Room**