

DRAFT

**Richmond Memorial Library
Board of Trustees
November 12, 2024**

The November meeting of the Library Board of Trustees was held on Tuesday, November 12, 2024. President Leslie Moma called the meeting to order at 6:02 pm.

Members present: Leslie Moma, Catrina Lasher, Richard Beatty, John Roach, and Felipe Oltramari

Also present: Director Beth Paine, Deputy Clerk Debra Levins, and A/V Librarian Laura Dumuhosky

Excused: Kristi Evans

Approval of Minutes

President Leslie Moma declared the minutes of the October 8, 2024 meeting approved.

Public Comment - None

Presentation by Librarian Laura Dumuhosky

AV Librarian Laura Dumuhosky gave a very informative presentation on the library's streaming services.

Kanopy is the newest service which started Oct 1st. Each patron receives 20 tickets per month. These tickets can be used to stream movies, tv shows, and documentaries from either a computer, desktop, mobile device, or tv. Roku, Fire, or Apple TV can download the app.

Our library has had the Hoopla streaming service for nearly 10 years. Ten items per month are allowed per patron. These tickets are used for audiobooks, ebooks, magazines, graphic novels, movies/tv, and music. There is more variety of content with Hoopla than Kanopy. The last week of the month is an unlimited “Bonus Borrows” week.

Libby is a mobile app that supports users in accessing library ebooks and audiobooks. Libby’s checkouts have limited copies of each item.

Library Director’s Report

October 2024 Librarian Reports review & Richmond Reads

The Board of Trustees reviewed previously emailed monthly department reports. The reports were from Librarians Samantha Stryker (Assistant Director), Elizabeth Beardslee, Laura Dumuhosky, Matthew Hoople, Library Assistant Ellen Caton, and Library Visits Program Director Lucine Kauffman. Director Paine was available to answer questions.

Richmond Reads

There were 67 in attendance for the Autor Visit with Peter Heller. The presentation went very well.

New Programs and higher attendance in the Children’s Room

Director Paine praised new Children’s Librarian Matthew Hoople. Many new programs have been added and higher attendance was noted.

Children’s Room and Teen Corner Grants

B. Paine briefly discussed Children’s Room and Teen Corner Grants.

Annual Staff Training report

Staff training day was held on Friday, October 25th from 9 am to 5 pm. There were 27 out of 30 employees in attendance. It went great. All of the sessions were useful, and the staff really enjoyed the trainings done by staff from Genesee County Mental Health & Community Services.

The final 90 minutes was spent reviewing the updated version of the Employee Handbook and Director Paine answering questions.

Sustainability

Board member Richard Beatty and Director Paine attended the orientation with staff from the Sustainable Libraries Initiative on October 15th. We will be applying to start the certification process.

Personnel

R. Beatty made a motion to promote Laura Dumuhosky to the position of Librarian II effective November 13, 2024 at her same rate of pay. F. Oltramari seconded; motion carried.

An updated personnel organizational chart was previously scanned to board members.

Empire Access issues

There were issues with Empire Access since we switched over to Spectrum for our internet service provider for our e-rate contact. After persistence from the library director, the issues were finally resolved November 1st with a credit that is going towards our phone service through Empire.

Professional Development

Director Paine attended the following Webinars in October: The New Basics of Professional Customer Service, Effective Library Advocacy, Word/Google Docs-Mastering Document Templates, Sustaining Ecosystems for Climate Learning, and Solve Problems & Craft Perfect Text Using AI's ChatGPT

2025 Annual Holidays/Closings list

F. Oltramari made a motion to approve the 2025 Annual Holidays/Closing list as presented. R. Beatty seconded it; motion carried.

Committee Reports

Building, Grounds & Safety

Update re: architect and capital project

Vice President Beatty and Director Paine met with architects from CPL to go over what we would be doing to move towards applying for a NYS Construction Grant in 2025. They also met with BCSD Superintendent Jason Smith, BCSD Director of Facilities Chad Bliss, and BCSD Business Administrator Andrew Lang to go over what library projects we would like to be considered for the district's capital project.

Policy Committee

R. Beatty made a motion to add the Professional Development Policy and the Work Schedule, Flex Time, and Overtime/Compensatory Time for Exempt/Administrative Staff Policy to the Employee Handbook.

J. Roach seconded it; motion carried.

Financial Reports

J. Roach made a motion and R. Beatty seconded to approve the following financial reports:

October 2024 Revenue & Appropriations/Profit Loss Report/Cash Disbursements/Receipts

October 2024 Manual Verifications

October 22, 2024 and October 23 – November 12, 2024 Bill Payments for All Vendors

Reconciliations ending October 31, 2024

Motion carried.

Communications

Estate of Lenore Battaglia

We received a letter from The Williams Law Firm, LLP regarding the last will and testament of Lenore A. Battaglila. Ms. Battaglia has bequeathed a Merlin ultra-enhanced vision machine to the library.

Unfinished Business

Memorandum of Understanding

We have received the updated MOU from the school district for approval.

R. Beatty made a motion to accept the memorandum of understanding with a minor correction. J. Roach seconded; motion carried.

E-rate – New project starting; Chromebooks

We received the final decision from USAC (e-rate) that they will be funding our large technology renovation in the amount of \$56,056.64. We are just waiting for the start date from Info Advantage.

Chromebooks will soon be available for checkout from non-profits for 1 year loan periods.

Local History and Genealogy Collection

B. Paine will be meeting with Curator Tyler Angora from Holland Land Office Museum to get his input for our Local History Policy.

New Board Trustee – conflict of interest

We still need to find a 7th Trustee. NYSL confirmed that Board of Trustees members cannot also be on the Foundation or the Friends Boards.

Water bill

The city water bill was very high again. Head Custodian Casey Stockwell is tracking the water meter readings for a week. Results will be given at the next board meeting.

New Business - None

Executive Session

J. Roach made a motion to enter into Executive Session at 7:30 pm for discussion related to employment of a particular person. F. Oltramari seconded it; motion carried.

F. Oltramari made a motion to exit Executive Session at 7:48 pm.
R. Beatty seconded it; motion carried.

Adjournment

R. Beatty made a motion to adjourn the meeting at 7:49 pm.
J. Roach seconded it; motion carried.

Respectfully submitted,
Beth Paine, Clerk

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