

# DRAFT

**Richmond Memorial Library  
Board of Trustees  
July 9, 2024**

The July (Reorganizational) meeting of the Library Board of Trustees was held on Tuesday, July 9, 2024. Vice President Leslie Moma called the meeting to order at 6:04 p.m.

Members present: Leslie Moma, Catrina Lasher, Richard Beatty, Becky Lefevre, and John Roach

Also present: Assistant Director Samantha Stryker and Deputy Clerk Debra Levins

Excused: Felipe Oltramari, Kristi Evans, and Director Beth Paine

## **New Trustee Oath; Signing of Conflict of Interest Agreement**

John Roach was sworn in by Notary Alice Zito last week. Trustee Felipe Oltramari will be sworn in when he's back in the country the first week of August.

Board members present signed the Conflict of Interest Agreement.

Vice President Leslie Moma declared the minutes of the June 10, 2024 Board Meeting and the June 25 End of Fiscal Year Financial Meeting approved.

**Public Comment** – None

## **Reorganization**

### **Election of President**

- B. Lefevre nominated Leslie Moma as President of the Board of Trustees.
- C. Lasher seconded it; motion carried.

### **Election of Vice President**

- C. Lasher nominated R. Beatty as Vice President of the Board of Trustees.
- B. Lefevre seconded it; motion carried.

**Appointment of Clerk**

J. Roach nominated Beth Paine as Clerk to the Board of Trustees.  
C. Lasher seconded it; motion carried.

**Appointment of Deputy Clerk**

J. Roach nominated Debra Levins as Deputy Clerk to the Board of Trustees.  
C. Lasher seconded it; motion carried.

**Appointment of Treasurer**

J. Roach nominated Stephanie Ruppert as Treasurer to the Board of Trustees.  
C. Lasher seconded it; motion carried.

**Appointment of Deputy Treasurer**

J. Roach nominated Assistant Director Samantha Stryker as Deputy Treasurer to the Board of Trustees. C. Lasher seconded it; motion carried.

**Designation of Library Attorney**

J. Roach nominated Stacey Trien of Adams Leclair LLP as Attorney of Record to represent Richmond Memorial Library. C. Lasher seconded it; motion carried.

**Designation of Auditing Firm**

J. Roach nominated Allied CPAs, PC as the auditing firm for Richmond Memorial Library. C. Lasher seconded it; motion carried.

**Designation of Official Bank Depository**

J. Roach nominated Five Star Bank as the Official Bank Depository for Richmond Memorial Library. C. Lasher seconded it; motion carried.

**Designation of Bank Signatories**

J. Roach nominated Board President Leslie Moma, Treasurer Stephanie Ruppert, Library Director Beth Paine, and Assistant Director Samantha Stryker as Bank Signatories for Richmond Memorial Library. C. Lasher seconded it; motion carried.

**Designation of Payroll Certifier**

J. Roach nominated Director Beth Paine as Payroll Certifier for Richmond Memorial Library. C. Lasher seconded it; motion carried.

### **Designation of Deputy Payroll Certifier**

J. Roach nominated Assistant Director Samantha Stryker as Deputy Payroll Certifier for Richmond Memorial Library. C. Lasher seconded it; motion carried.

### **Designation of Petty Cash Funds**

J. Roach made a motion to approve a Petty Cash amount of \$200 for the Richmond Memorial Library and \$100 for the Library Visits Program. C. Lasher seconded it; motion carried.

### **Appointment of Subcommittees**

(The Board President is an ex officio of all committees)

#### **Personnel**

Leslie Moma, Chair  
 Becky Lefevre [revised 7/16/24]  
 Catrina “Cat” Lasher  
 John Roach

#### **Building, Grounds & Safety**

Becky Lefevre, Chair  
 Catrina “Cat” Lasher  
 John Roach

#### **Finance**

Kristi Evans, Chair  
 Richard Beatty  
 Felipe Oltramari

#### **Policy**

Richard Beatty, Chair  
 Leslie Moma  
 Kristi Evans [revised 7/16/24]  
 Felipe Oltramari

#### **Special Acknowledgement**

Gratitude from the Board of Trustees was expressed to Head Custodian Casey Stockwell for his quick action in resolving the recent Air Conditioning issue. Appreciation was also expressed to staff for their flexibility and foresight in alerting the public of our temporary closures.

## **Library Director's Report**

Assistant Director Samantha Stryker reviewed the Director's report.

Ellen Caton's review of Tween and Teen programs will be presented at another time.

### **June 2024 Librarian Reports review**

S. Stryker reviewed her June 2024 Librarian Report along with reports from Librarians Elizabeth Beardslee, Laura Dumuhosky, Deborah Wood and Library Assistant Ellen Caton. She answered questions and detailed her programs as well as also another popular Richmond Reads Reveal event held June 24th. The 33 attendees learned that *The Last Ranger* by Peter Heller was selected as the next Richmond Reads. Specially designed cookies, themed decorations, and a special message from the author highlighted the night. In addition two copies of the book were given away. Pete Stanbridge's reading was praised. Author Peter Heller will visit our library on October 24<sup>th</sup> at 7 pm. .

B. Lefevre asked about the Tax assistance program for seniors. The Assistant Director explained the beneficial program in detail.

C. Lasher said she'd be interested in a presentation from Deborah Wood. Deborah Wood is our Special Collections Librarian. In her Librarian's Report, she posed the question of registering for a customary plaque to distinguish this designation.

Ms. Stryker said The Friends of the Library are planning to do an additional memorial for former Library Director Martha Spinnegan. They are also considering a memorial for longtime head custodian Richard "D.C." Couillard.

Assistant Director Stryker facilitated the Library's involvement in this year's pride storytime and parade. The storytime was held at Jackson Square which was the perfect location. Library staff provided a craft during the storytime and hosted the craft table. Approximately 50 people were interacted with directly.

The search for a Children's Librarian is ongoing at this point.

S. Stryker announced that the RML Friend of year will be Norm Argulsky. There will be a reception for him on Saturday, August 3<sup>rd</sup>. The Board will be doing a Proclamation. The Friends of the Library and The Library Foundation will share the cost of the reception.

### **Committee Reports**

Building and Grounds Chairperson Becky Lefevre talked to Chad Bliss, BCSD Director of Facilities about the library's foundation. Since the cost of scoping the drains was more than expected, they need to get quotes from two other companies. She was asked to talk to BCSD Superintendent Jason Smith in the future. A building, grounds & safety meeting is being scheduled.

B. Lefevre also gave a presentation on a trustee training that she was a part of on June 18, 2024. Intro to Sustainability as a New Core value which was adopted by the American Library Association. She distributed a handout which explained sustainability as environmentally sound, socially equitable, and economically feasible. The goal listed is to "lessen isolation, build community and help people understand they can work together and solve problems". This objective is achieved by reflecting on and implement these strategies with library planning, policies, funding and facilities. Becky gave some great examples and said this as well as other webinars can be replayed or viewed via zoom as part of the mandated trustee training credit.

### **Communications**

Joan Dickinson contacted Assistant Library Director about a painting she would like to donated to the library. The painting is by Marge Bald, a local artist and founding member of the Batavia Society of Artists. (Research by S. Stryker; Daily News, November 27, 2002.)

J. Roach made a motion for the Library to accept the donation of a painting by Marge Bald from Joan Dickinson; R. Beatty seconded it; motion carried.

### **Financial Reports**

Supplemental checks were reviewed.

R. Beatty made a motion and B. Lefevre seconded to approve the following financial reports:

June 2024 Revenue & Appropriations/Profit Loss Report

Updated May 2024 Manual Verifications

June 2024 Manual Verifications

July 1 - 9, 2024 Bill Payments for All Vendors

June 2024 Reconciliations

Motion carried.

**Old Business**

**Updated Warrant Schedule**

This will be done another time.

**BCSD MOU**

We are still waiting on an updated MOU from the school district.

**Digital Sign**

Toth Sports will be installing the new digital sign within the next 7-10 days.

**Staff Organizational Chart**

The staff organizational chart will be reviewed at the August meeting.

**New Business - None**

**Adjournment**

B. Lefevre made a motion to adjourn the meeting at 7:50 p.m.

R. Beatty seconded it; motion carried.

Respectfully submitted,  
Debra Levins, Deputy Clerk

Next Board Meeting: Tuesday, August 13, 2024 @ 6:00 pm, Gallery Room