

*Approved by the Library Board of Trustees August 14, 2023*

**Richmond Memorial Library**

**Board of Trustees**

**July 10, 2023**

The reorganization meeting of the Library Board of Trustees was held on Monday, July 10, 2023. Vice President Jessica Ecock Rotondo called the meeting to order at 6:35 p.m.

Members present: Jessica Ecock Rotondo, Norm Argulsky, Kristi Evans, Leslie Moma, Catrina Lasher, and Richard Beatty

Also present: Library Director Beth Paine and Deputy Clerk Debra Levins

Excused: Rebecca McGee

**Signing of Conflict of Interest Agreement**

Board members present signed the Conflict of Interest Agreement.

**Approval of Minutes**

Vice President J. Ecock Rotondo declared the minutes of the June 21 and June 29, 2023 meetings as approved.

**Public Comment - None**

**Reorganization**

**Election of President**

Upon the motion of K. Evans, seconded by N. Argulsky, Jessica Ecock Rotondo was nominated as the President of the Board of Trustees. All members voted yes. Motion carried.

**Election of Vice President**

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, Leslie Moma was nominated as the Vice President of the Board of Trustees. All Members voted yes. Motion carried.

**Appointment of Clerk**

Upon the motion of J. Ecock Rotondo, seconded by C. Lasher, Beth Paine was appointed as Clerk to the Board of Trustees. All members voted yes. Motion carried.

**Appointment of Deputy Clerk**

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, Debra Levins was appointed as Deputy Clerk to the Board of Trustees. All members voted yes. Motion carried.

**Appointment of Treasurer**

Upon the motion of K. Evans, seconded by L. Moma, Kim Mills was appointed as Treasurer to the Board of Trustees. All members voted yes. Motion carried.

**Appointment of Deputy Treasurer**

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, Kristi Evans was appointed as Deputy Treasurer to the Board of Trustees. All members voted yes. Motion carried.

**Appointment of Purchasing Agent**

Upon the motion of J. Ecock Rotondo, seconded by C. Lasher, Beth Paine was appointed as Purchasing Agent to the Board of Trustees. All members voted yes. Motion carried.

**Designation of Library Attorney**

Upon the motion of N. Argulsky, seconded by L. Moma, Peter Casey, Esq. of the DelPlato Casey Law Firm was appointed to be the attorney of record to represent the Richmond Memorial Library. All members voted yes. Motion carried.

**Designation of Auditing Firm**

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, Allied CPAs, PC was appointed as the auditing firm for Richmond Memorial Library. All members voted yes. Motion carried.

**Designation of Official Bank Depository**

Upon the motion of K. Evans, seconded by R. Beatty, Five Star Bank was appointed as the Official Bank Depository for Richmond Memorial Library. All members voted yes. Motion carried.

**Designation of Bank Signatories**

Upon the motion of N. Argulsky, seconded by R. Beatty, Treasurer Kim Mills, Deputy Treasurer Kristi Evans and Jessica Ecock Rotondo were appointed to be the Bank Signatories for the Richmond Memorial Library. All members voted yes. Motion carried.

### **Designation of Payroll Certifier**

Upon the motion of N. Argulsky, seconded by R. Beatty, Director Beth Paine was appointed to be the Payroll Certifier for the Richmond Memorial Library. All members voted yes. Motion carried.

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

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, Samantha Basile was appointed to be the Deputy Payroll Certifier for the Richmond Memorial Library. All members voted yes. Motion carried.

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

Upon the motion of K. Evans, seconded by R. Beatty, it was resolved to approve a Petty Cash amount of \$200 for the Richmond Memorial Library and \$100 for the Library Visits Program. All members voted yes. Motion carried.

### **Designation of Official Newspaper**

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, The Daily News was appointed Richmond Memorial Library's official newspaper. All members voted yes. Motion carried.

### **Subcommittee Appointments**

Subcommittee Appointments for fiscal year 2023-24 are as follows:

**Buildings, Grounds & Safety** – Norm Argulsky, Leslie Moma, Cat Lasher, and Jessica Ecock Rotondo

**Finance** – Krisi Evans, Rebecca McGee and Richard Beatty

**Personnel Committee** – Rebecca McGee, Kristi Evans, Jessica Ecock Rotondo and Norm Argulsky

**Policy Review** – Leslie Moma, Cat Lasher, Richard Beatty

### **By-Laws Review**

The By-Laws were reviewed. No revisions were made.

### **NY Open Meetings Law FAQ**

Nothing was received from HR Works regarding a recent question about the Open Meetings Law. Director Paine looked into the inquiry and learned that trustees can attend

meeting by Zoom. However, they must be using Zoom in a public place and they are not allowed to vote on motions.

### **5 Year Plan Update**

The 5 year plan will be reviewed when more information is received from BCSD.

### **Library Director's Report**

#### **June 2023 Librarian Reports**

The Board reviewed monthly reports from Librarians Samantha Basile, Elizabeth Beardslee, Felicia Cecere, Rita McCormack, Sue Potera and Deborah Wood.

### **Part-Time Library Clerk**

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the salary of our new part-time Library Clerk Katie Bonk, (hired on June 1, 2023) at \$15.00 per hour. All members voted yes. Motion carried.

### **Trustee Handbooks**

The most recent Trustee Handbooks were handed out.

### **Trustee Education Schedule**

Nioga approved Director Beth Paine to facilitate the mandated Trustee training sessions. There will be four 30 minute sessions starting in September.

### **Staff Training Day**

The Director discussed changing the staff training day to a Friday instead of a Thursday. This way the library will be closed to the public on an 8 hour day vs a 12 hour day. The trustees welcomed the idea. It will most likely be the last Friday in October or November.

### **Empire Pass Update**

Due to possible issues with digital Empire (NYS Park) Passes being copied, only the physical card can be used.

### **Webinar**

Director Paine attended a WebJunction webinar on June 29<sup>th</sup> called *Low Morale in Libraries: Impacts and Countermeasures*.

**Update on Personnel Search**

Beth Paine gave an update on the search for personnel. As noted above, Katie Bonk was hired as our new part-time Library Clerk. Applications are being reviewed for 1 or 2 Library Pages. The search for a substitute custodian also continues.

**Committee Reports - None****Supplemental Warrants**

Director Paine explained to the Board that Supplemental Warrants were similar to what was called “Standards” at her previous library. Standards did not have to be voted on since they were routine bills that were already paid.

**Communications**

B. Paine sent a “thank you” to Assemblyman Steve Hawley to show our gratitude for the notice informing us of the \$2,850 Bullet Aid that we will receive in October or November. She will be meeting with him on Wednesday.

**Financial Reports****Revenue and Appropriations Status Reports, June 2023**

Upon the motion of N. Argulsky, seconded by K. Evans, it was resolved to approve the June 2023 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

**Bank Reconciliations, May 2023**

Upon the motion of N. Argulsky, seconded by K. Evans, it was resolved to approve the May 2023 Bank Reconciliations. All members voted yes. Motion carried.

**Approval of Invoices for Payment**

Upon the motion of N. Argulsky, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 78 for June dental insurance by Solstice and June Health Care Costs by Proflex Administrators LLC in the total amount of \$3,495.27. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by K. Evans, it was resolved to approve the payment of \$13,449.90 on Supplemental Warrant 74. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by K. Evans, it was resolved to approve the payment of \$5,471.99 on Supplemental Warrant 76. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by K. Evans, it was resolved to approve the payment of \$20,640.10 on Warrant 2. All members voted yes. Motion carried.

### **Old Business**

#### **Updated Warrant and Meeting Schedule**

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to approve the revised Warrant and Meeting Schedule as presented. All members voted yes. Motion carried.

The Director brought up the idea of bumping the board meetings up from 6:30 pm to 5:30 pm. The idea will be discussed at another time.

### **New Business**

#### **Email for Trustees**

A general email for all board trustees was talked about. The Director will see if Nioga can set one up.

#### **Library Fireplace**

Board President J. Ecock Rotondo will discuss options for our fireplace with BCSD Superintendent Jason Smith.

#### **Executive Session**

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to enter into Executive Session at 7:50 p.m. for discussion related to employment of a particular person. All members voted yes. Motion carried.

Upon the motion of J. Ecock Rotondo, seconded by R. Beatty, it was resolved to exit Executive Session at 8:14 p.m. All members voted yes. Motion carried.

### **Adjournment**

Upon the motion of C. Lasher, seconded by K. Evans, it was resolved to adjourn the meeting at 8:15 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Beth Paine, Clerk

*Next Board Meeting: Regular Monthly Meeting - Monday, August 14, 2023*