

Approved by the Library Board of Trustees June 10, 2024

Richmond Memorial Library

Board of Trustees

May 13, 2024

The May meeting of the Library Board of Trustees was held on Monday, May 13, 2024. President Jessica Ecock Rotondo called the meeting to order at 6:30 p.m.

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

Excused: Norm Argulsky

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

Approval of Minutes

President Jessica Ecock Rotondo declared the minutes of the April 9, 2024 meeting approved.

Public Comment - None

Library Director's Report

Library Visits Update – Lucine Kauffman

Library Visits Coordinator Lucine Kauffman gave an update on the Ralph C. Wilson Grant. There was a lot more competition this year and the organization wanted to add new recipients. This is not to be a sustainable grant and is for new or expanded programs. President Jessica Ecock Rotondo commended Lucine on her presentation and said it sounded like she did a great job and that hopefully with the insight of what has changed and what they are now looking for will give us a better chance of being a recipient of the grant next year.

Budget/trustee vote results

The library budget was passed 225 to 69 for a 1% increase. This authorizes a tax increase of \$13,814. The annual appropriation will go from \$1,381,469 to \$1,395,283.

Felipe Oltramari and John Roach will be our new board members. They will begin a three-year term July 2024 –June 2027. Results of the election were:

Felipe Oltramari 270
John Roach 159
Christina Mortellaro 123

Adoption of the 2024-25 Library Budget

B. Lefevre made a motion to adopt the 2024-25 Library Budget as approved by voters. R. Beatty seconded it; motion carried.

April 2024 Librarian Reports review

The Board of Trustees were previously scanned the monthly reports from Librarians Samantha Basile, Elizabeth Beardslee, Laura Dumuhosky, Deborah Wood and Library Assistant Ellen Caton. Director Paine was available to answer questions.

Melissa Levins – resignation

Melissa Levins tendered her letter of resignation as a Substitute Librarian effective June 3, 2024. She was promoted to the position of Librarian at Woodward Memorial Library in June of 2023 and is currently moving to that area.

K. Evans made a motion to accept the resignation of Substitute Librarian Melissa Levins. C. Lasher seconded it; motion carried.

E-rate update

Our e-rate application was accepted for review. We should hear back sometime in June or July as to whether it was approved.

Health insurance

B. Lefevre made a motion to align the annual health insurance start date with our fiscal year. R. Beatty seconded it; motion carried.

NYS Construction Grant

Our Director plans to apply for the NYS Construction Grant this year. She'd like to apply for automatic sliding doors for the entrance and update the downstairs bathroom so that they are ADA compliant.

L. Moma asked if 501 (c)(3) status is needed to apply for the Construction Grant. Director Paine said it is not, but that we still plan to get that status as it gives us a better chance at grants.

2024 GLOBE - Global Learning and Observations to Benefit the Environment

Library Assistant Kelly March has requested funding to attend the 2024 GLOBE Annual Meeting at SUNY Fredonia July 15-18. This year's theme is "Climate and Resilience" which explores how the GLOBE community can impact the environmental challenges we all face.

The Board left it to the discretion of the Library Director. They suggested if Kelly does attend the event, for her to either do a presentation to the board or a written report soon afterwards.

Committee Reports**Personnel Committee**

This will be discussed in Executive Session.

Financial Reports

Supplemental checks were reviewed.

L. Moma made a motion and R. Beatty seconded to approve the following financial reports:

April 2024 Revenue & Appropriations/Profit Loss Report

April 9, 2024 - May 13, 2024 Board Warrant/Bills for Vendors

April 2024 Manual Verifications

Motion carried.

Budgetary Transfers May 2024

R. Beatty made a motion and C. Lasher seconded to approve the following Budgetary Transfers:

\$9,000 from #79310 Conference, Convention, Meeting to #76100 Computer for current shortfall on budget line.

\$7,500 from #76200 Publicity to #76100 Computer for current shortfall on budget line.

\$2,500 from #75070 Contracts to #76100 Computer for current shortfall on budget line.

\$7,384 from #90408 Workers Compensation to #76100 Computer for current shortfall on budget line.

\$7,000 from #74440 Library Programs to #76300 Professional Services for current shortfall on budget line.

\$640.30 from #56350 Marshal Grant Supplies to #56360 Marshall Grant other expenses for current shortfall on budget line.

\$75.82 from #56343 Marshal Grant Periodicals to #56360 Marshall Grant other expenses for current shortfall on budget line.

\$100 from #56370 Marshal Grant Travel to #56360 Marshall Grant other expenses for current shortfall on budget line.

\$1,779 from #56499 Wilson Grant Retirement to #56410 Wilson Grant Books to move excess funds.

\$622.48 from #56498 Wilson Grant FICA to #56410 Wilson Grant Books to move excess funds.

\$2,000 from #56460 Wilson Grant Other Expenses to #56420 Wilson Grant AV to move excess funds.

Motion carried.

Communications

NY State Department of Labor

We received notification from NYS Department of Labor that they have rejected Robert Conrad's application for unemployment benefits from Richmond Memorial Library.

St. Joseph's School

Director Beth Paine received an email from St. Joseph's Principal Karen Green thanking us for the changes that have been made to their visits to the library. She was very appreciative of the longer times and the story times/interactive lessons that began in April.

Unfinished Business

Appoint Deputy Treasurer

Sam Basile accepted the voluntary position of Deputy Treasurer effective July 1, 2024.

K. Evans made a motion to appoint Librarian Sam Basile to the position of Deputy Treasurer effective July 1, 2024. B. Lefevre seconded it; motion carried.

Special Event in June

B. Lefevre made a motion to close the library at 4:30 pm on Saturday, June 8, 2024 so that staff may attend a special story time event at Jackson Square. L. Moma seconded it; motion carried.

BCSD MOU

We have received an updated Memorandum of Understanding (MOU) from Batavia City School District. BCSD requested a MOU be drawn up because they own the library building and property. Our attorney, Stacey Trien, has stated that the agreement needs corrections before going any further.

3M Security System

Per the Library Director's request, the Board revisited the cost of using the 3M Security System gates and security strips on materials as well as the people counter. B. Paine will continue to research and make any changes necessary.

New Business - None

Executive Session

C. Lasher made a motion to enter into Executive Session at 7:40 p.m. for discussion related to employment of a particular person. R. Beatty seconded it; motion carried.

B. Lefevre made a motion to exit Executive Session at 9:08 p.m. C. Lasher seconded it; motion carried.

Employee Medical Insurance opt out

B. Lefevre made a motion to no longer offer an opt out stipend for employees who do not take the library's health insurance beginning with the fiscal year July 1, 2024. C. Lasher seconded it; 5 yeases. R. Beatty voted no. Motion carried.

Policies

A final draft of The Social Media Policy will be drawn up. Other policies were briefly discussed.

Outdoor Signage

L. Moma made a motion to approve the installation of a new internal display of our outdoor signage, keeping the original base. K. Evans seconded it; motion carried.

Adjournment

R. Beatty made a motion to adjourn the meeting at 9:20 p.m. L. Moma seconded it; motion carried.

Respectfully submitted,
Beth Paine, Clerk

Next Board Meeting: Monday, June 10th, 2024, 6:30pm, Gallery Room