

*Approved by the Library Board of Trustees December 13, 2021*

**Richmond Memorial Library**

**Board of Trustees**

**November 8, 2021 Via Zoom**

The November meeting of the Library Board of Trustees was held on Monday, November 8, 2021. President Gregg McAllister called the meeting to order at 6:31 p.m.

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

Also present: Bob Conrad, Debra Levins, and Sue Potera

Absent: Rebecca McGee

**Approval of Minutes**

Upon the motion of L. Moma, seconded by C. Lasher, the minutes of the October 18, 2021 meeting were approved as corrected. All members voted yes. Motion carried.

**Public to be Heard** - None

**Library Director's Report**

**September & October 2021 Reports of Librarian Beardslee**

The Board reviewed the September and October 2021 reports from Librarian Elizabeth Beardslee.

**October 2021 Reports of Librarians McCormack, Stryker Basile, Wood, Potera and Cecere**

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker Basile, and Deborah Wood.

The Board also reviewed monthly reports from Children's Room Librarian Sue Potera and Teen Services Librarian Felicia Cecere.

**September 2021 Statistics**

The September 2021 Statistics Report was reviewed.

### **Logo progress, next steps**

Director Conrad gave the Board an update on the new library logo.

### **BCSD Community Schools 21<sup>st</sup> Century Community Learning Center (CCLC) Grant**

Richmond Library is a partner in BCSD's application for a 21<sup>st</sup> Century Classroom Grant. The Director shared examples of how the Library will support.

### **IT Contractor (Info Advantage)**

Info Advantage was highly recommended by Hoag Memorial Library Director Betty Sue Miller. Director Bob Conrad and IT/Webmaster Librarian Elizabeth Beardslee are requesting a quote for services.

### **Ask a Lawyer**

Ask a Lawyer clarified their recommendation on the point of training minor employees on sexual harassment and intellectual freedom policies in the library.

### **Wilson Legacy Grant**

The Wilson Legacy Grant could supplement an expansion of the Library Visits services to people under age 60.

### **Committee Reports - None**

### **Financial Reports**

#### **October 2021 Summary of Revenues and Appropriations**

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the October 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

#### **September 2021 Bank Reconciliations**

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the September 2021 Bank Reconciliations. All members voted yes. Motion carried.

#### **Approval of Invoices for Payment**

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the manual checks on Warrant 27. The amount of \$922.98 was received by Proflex Administrators LLC for October Health Care costs. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the payment of \$11,322.54 on Supplemental Warrant 23. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the payment of \$5,944.67 on Supplemental Warrant 26. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by C. Lasher, it was resolved to approve the payment of \$16,523.78 on Warrant 28. All members voted yes. Motion carried.

**Communications** - None

**Unfinished Business**

There was discussion of a student who was not suspended last month, but no further action was taken.

**New Business**

**Suspension of patron from the library for a period of 3 months**

Upon the motion of J. Ecock Rotondo, seconded by K. Evans, it was resolved to suspend Mr. Lazeuia Washington for a period of 3 months. All members voted yes. Motion carried.

**Approval of the 2022-23 Budget Vote/Trustee Election Calendar**

Upon the motion of J. Ecock Rotondo, seconded by L. Moma, it was resolved to approve the 2022-23 Budget Vote/Trustee Election Calendar with the amendment that petitions be available on March 5, 2022 if allowable by statute. All members voted yes. Motion carried.

**Genesee County Funding**

Increase in Genesee County Funding for calendar year 2022 was discussed. (This would be received in fiscal year 2022-23.)

**Adjournment**

Upon the motion of L. Moma, seconded by J. Ecock Rotondo, it was resolved to adjourn the meeting at 7:31 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

*Next meeting: Monday, December 13, 2021. 6:30 pm, via Zoom*