

Approved by the Library Board of Trustees January 10, 2022

Richmond Memorial Library

Board of Trustees

December 13, 2021 via Zoom

The December meeting of the Library Board of Trustees was held on Monday, December 13, 2021. President Gregg McAllister called the meeting to order at 6:32 p.m.

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

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

Excused: Catrina Lasher

Approval of Minutes

Upon the motion of L. Moma, seconded by Jessica Ecock Rotondo, the minutes of the November 8, 2021 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Adult & Teen librarians, November 2021

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

The Board also reviewed the monthly report from Children's Room Librarian Sue Potera.

October 2021 Statistics

The October 2021 Statistic Report was reviewed.

BCSD 21st Century Classroom Grant (update, eff. 11/19/21)

Director Conrad explained the library's downgrading from being a "partner agency" to being a "service provider" for the school district's 21st Century Classroom Grant, due to requirements for partner agencies that the library could not meet.

Info Advantage (tech support) proposal status

The proposal status of the IT contractor Info Advantage was briefly discussed.

Website status (restored 12/10/2021) and saga

Website issues were resolved, details were given.

Director's SMART Goals update

A copy of the Director's SMART Goals was scanned to the Trustees in the agenda packet. The status of each of the goals was discussed at length.

Wilson Legacy Grant application

Director Conrad shared a completed copy of the Wilson Legacy Grant application with the trustees and answered questions. If received, the grant would provide funds to extend The Library Visits Program to people under 60 and bring the Program Coordinator up to Full Time hours.

Employee Handbook final draft

An executive summary of the Employee Handbook will be ready for discussion at the January board meeting. Adoption of the Handbook is tentatively planned for vote at the February meeting.

Committee Reports - None

Financial Reports

November 2021 Summary of Revenues and Appropriations

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

October 2021 Bank Reconciliations

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

Approval of Invoices for Payment

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 32. The amount of \$5,335.36 was received by Proflex Administrators LLC for November Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$17,348.86 on Supplemental Warrant 30. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$111,368.13 on Supplemental Warrant 33. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the payment of \$23,434.57 on Warrant 34. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of J. Ecock Rotondo, seconded by R. McGee, it was resolved to approve the following transfers:

\$380.00 from Other Expenses to NYS Retirement for the 2022 Annual Invoice from NYS & Local Retirement System.

\$489.61 from Other Expenses to Microfilm for the cost increase of microfilming and vault storage.

All members voted yes. Motion carried.

Communications

Resignation of Library Page Ciarra Doty

A resignation of Library Page Ciarra Doty was received. Her last day was November 19, 2021.

Unfinished Business - None

New Business

Adoption of updates to *Temporary Safety Policy*

Upon the motion of J. Ecock Rotondo, seconded by R. McGee, it was resolved to approve the updates to the *Temporary Safety Policy* as presented. All members voted yes. Motion carried.

Donation of a large format photograph by the artist, Daniel Hogan

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to accept the donation of a large format photograph by the artist Daniel Hogan without restrictions. All members voted yes. Motion carried.

Suspension of patrons from the library

Upon the motion of K. Evans, seconded by L. Moma, it was resolved to suspend the following library patrons:

For 3 months (Through 3/14/22)

Mr. Scott R. Buckel

Mr. Kenneth Marrocco

For 6 months (Through 6/14/22)

Jaziah Ayala

Jaden Tyndell

All members voted yes. Motion carried.

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

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to approve the revised 2022-23 Budget Vote/Trustee Election Calendar. All members voted yes. Motion carried.

Adjournment

Upon the motion of R. McGee, seconded by J. Ecock Rotondo, it was resolved to adjourn the meeting at 8:33 p.m. All members voted yes. Motion carried.

Respectfully submitted,

Bob Conrad, Clerk

Next meeting: Monday, January 10, 2022. 6:30 pm, via Zoom