

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

**Richmond Memorial Library**

**Board of Trustees**

**August 9, 2021**

The August meeting of the Library Board of Trustees was held on Monday, August 9, 2021. President Gregg McAllister called the meeting to order at 6:30 p.m.

Members present: Gregg McAllister, Norm Argulsky, Kristi Evans, and Jessica Ecock-Rotondo

Also present: Bob Conrad, Debra Levins and Sue Potera

Excused: Leslie Moma, Rebecca McGee, and Catrina Lasher

**Approval of Minutes**

Upon the motion of N. Argulsky, seconded by K.Evans, the minutes of the July 12, 2021 meeting were approved. All members voted yes. Motion carried.

**Public to be Heard**

Youth Service Librarian Sue Potera shared her concerns about unmasked children using the library against CDC recommendations, and her support of the safety policy proposed for discussion and adoption later in the meeting.

**Library Director's Report**

**"Friends of the Years" Reception: Saturday, August 14, 11am to 1pm**

R. Conrad reminded board members about the "Friends of the Years" reception which will honor Sue Chiddy (2020) and Jerianne Barnes (2021). Vice President Jessica Ecock-Rotondo and Director Conrad will do the Proclamations.

**Nioga Annual Dinner**

R. Conrad also reminded board members about the Nioga Annual Dinner. It will be held at Krull Park in Olcott, NY on Thursday, September 2, 2021 at 5:30 pm.

**Updated contact information and committee assignments (handout)**

An updated board contact chart was emailed and also distributed.

### **July 2021 Reports of Librarians McCormack, Stryker Basile, Beardslee, Wood and Potera**

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

The Board also reviewed the Combined Youth Services Report from Librarian Sue Potera.

The GIFT Program was re-launched with additional sites added. A thank you letter for the children's books was received from Millie Tomidy-Pepper, Executive Director of the YWCA.

### **June 2021 Statistics**

The June 2021 Statistics were reviewed with comparisons through 2018.

### **Overdrive eBook and eAudiobook stats from Nioga & RML**

Statistics for Overdrive eBook and Audiobooks were presented as a follow-up from the previous board meeting.

### **CDC recommendations and Genesee County status**

Current CDC recommendations and the status of Covid and vaccinations in Genesee County were discussed.

### **Proposed Temporary Safety Policy**

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to pass the Proposed Temporary Safety Policy with changes. All members voted yes. Motion carried.

### **Pricing for library security contract**

The Director discussed the possible need for library security to help enforce return of the mask mandate in the library. B. Conrad has reached out to security companies for rates.

### **Ask the Lawyer reply to Personnel Committee inquiry**

The Board reviewed correspondence from the "Ask the Lawyer" service in regards to a Personnel Committee inquiry.

## **Committee Reports**

### **Personnel Committee (Handbook update)**

The Personnel Committee met at least 4 times and is still working on the Employee Handbook.

### **Foundation Committee**

Richmond Memorial Library Foundation President G. McAllister updated the Board on the status of a donor wall. The place in the Library of the donor wall is still being determined.

## **Financial Reports**

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

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to approve the July 2021 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

### **June Bank Reconciliations**

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to approve the June 2021 Bank Reconciliations. All members voted yes. Motion carried.

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

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to approve the manual checks on Warrant 8. The amount of \$1,617.61 was received by Proflex Administrators LLC for July Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$11,716.24 on Supplemental Warrant 6. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$21,684.60 on Warrant 9. All members voted yes. Motion carried.

## **Communications**

### **Objective and Scope of Audit (Kathryn Barrett, Freed Maxick)**

Kathryn Barrett, CPA, Director of FreedMaxick sent the Board and Library Director a letter communicating matters related to the planned scope and timing of the Library's audit for the fiscal year ending June 30, 2021.

### **Resignation of Library Pages**

Resignations of Library Pages Lucy Oltramari (eff. 8/12) and Jennifer Bartz (eff. 8/20) were received.

### **Request for Reduction in Working Hours (Kelly March)**

The Board discussed a request for a reduction in working hours from Library Assistant Kelly March. Portions of the library handbook were reviewed for reference. It was determined that no motion is needed to honor this request. It was referred to the Library Director to work out the appropriate staffing.

### **Unfinished Business - None**

### **New Business**

#### **Resolutions Commending Friends of the Year**

Upon the motion of K. Evans, seconded by N. Argulsky, it was resolved to approve the Resolutions Commending Sue Chiddy as the 2020 RML Friend of the Year and Jerianne Barnes as the 2021 RML Friend of the Year. All members voted yes. Motion carried.

#### **Executive Session to discuss the appointment of a person**

Upon the motion of N. Argulsky, seconded by J. Ecock-Rotondo, it was resolved to enter into Executive Session at 8:12 p.m. All members voted yes. Motion carried.

Upon the motion of J. Ecock-Rotondo, seconded by K. Evans, it was resolved to exit Executive Session at 8:36 p.m. All members voted yes. Motion carried.

### **Adjournment**

Upon the motion of K. Evans, seconded by N. Argulsky, it was resolved to adjourn the meeting at 8:36 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

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