

*Approved by the Library Board of Trustees March 14, 2022*

**Richmond Memorial Library**

**Board of Trustees**

**February 14, 2022 via Zoom**

The February meeting of the Library Board of Trustees was held on Monday, February 14, 2022. President Gregg McAllister called the meeting to order at 6:33 p.m.

Members present: Gregg McAllister, Norm Argulsky, Rebecca McGee, Kristi Evans, Leslie Moma, and Catrina Lasher

Also present: Bob Conrad, and Debra Levins

Excused: Jessica Ecock Rotondo

**Approval of Minutes**

Upon the motion of L. Moma, seconded by R. McGee, the minutes of both the January 10, 2022 regular board meeting and the January 27, 2022 special board meeting were approved. All members voted yes. Motion carried.

**Public to be Heard** - None

**Library Director's Report**

**Reports of Adult & Teen librarians, December 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.

**December 2021 Statistics**

The December 2021 Statistic Report was reviewed.

**Emergency Closures: January 18 & 19 (no heat), February 4 (snow)**

There were 3 emergency closures since the last board meeting. On January 18th & 19th the Library was closed due to furnace issues, no heat and a small fire in the furnace. On February 4th the Library was closed as a snow day due to inclement weather.

### **Tax Cap filing**

Director Conrad presented a preliminary draft of the tax cap filing. We will be allowed to raise the levy by \$41,865 without breaking the tax cap.

### **Most Popular Items by Circulation Count (2021)**

The Most Popular Items by Circulation Count (2021) Report was reviewed.

### **Byron-Bergen re-charter update**

B. Conrad gave an oral report on the status of Byron Bergen re-chartering.

### **Long Range Plan update**

The Director also gave an update on the long range plan.

### **Committee Reports**

#### **Personnel Committee**

R. McGee gave a report on the Personnel Committee meeting. Their goal is to have an approved Employee Handbook ready for implementation on July 1, 2022.

Plans are tentatively set for review of the handbook with staff on the May 19<sup>th</sup> training day.

### **Financials**

#### **January 2022 Summary of Revenues and Appropriations**

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the January 2022 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

#### **Bank Reconciliations, December 2021**

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

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

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the manual checks on Warrant 48. The amount of \$1,180.11 was received by Proflex Administrators LLC for January Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$1,590.42 on Supplemental Warrant 41. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$10,354.66 on Supplemental Warrant 44. All members voted yes. Motion carried.

Upon the motion of R. McGee, seconded by L. Moma, it was resolved to approve the payment of \$28,140.08 on Warrant 47. All members voted yes. Motion carried.

### **Request for Budgetary Transfer**

Upon the motion of K. Evans, seconded by R. McGee, it was resolved to approve the following transfers:

\$1,000 from Salaries – Marshall Grant to Books – Marshall Grant to redistribute excess funds.

\$1,000 from Salaries – Marshall Grant to AV – Marshall Grant to redistribute excess funds.

All members voted yes. Motion carried.

### **Communications - None**

### **Old Business**

President G. McAllister reported that the RML Foundation is still researching and discussing a donation wall.

Director B. Conrad reported on the Friends of the Library meeting. He suggested a possible unveiling of the donor wall during the Friends of the Year Reception. The Friends decided to move the reception to August this year. Instead of being hosted inside during National Library week in April, it will be hosted outside.

### **New Business**

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to raise the mileage reimbursement rate to \$0.585 retroactive from January 1, 2022. All members voted yes. Motion carried.

### **Set the date of the annual election and budget vote to Thursday, May 5, 2022, and the number of seats to be elected**

Upon the motion of L. Moma, seconded by R. McGee, it was resolved to set the date of the annual election and budget vote to Thursday, May 5, 2022, with the election of one seat for a 3 year term. All members voted yes. Motion carried.

**Resolutions pertaining to that election:**

Upon the motion of R. McGee, seconded by K. Evans, it was resolved to approve the following 5 Resolutions pertaining to said vote:

**RESOLUTION APPOINTING BOARD OF REGISTRATION**

RESOLVED that, pursuant to section 2606 of Education Law, the Board of Trustees of Richmond Memorial Library, Batavia, Genesee County, New York hereby appoints a Board of Registration for the term of one (1) year, consisting of one (1) member which number the Board of Trustees deems necessary, to wit, the following person:

Ms. Debra Levins

BE IT RESOLVED, that the Board of Trustees hereby designates Richmond Memorial Library, 19 Ross Street, Batavia, New York, which is a place within the said Batavia City School District, as the place where such Board of Registration shall oversee for the purpose of preparing a register of qualified voters of the District pursuant to Section 2606 of Education Law, and the compensation for Ms. Debra Levins is hereby fixed at a stipend of \$210.00.

By the order of the Board of Trustees  
Richmond Memorial Library  
Dated: February 14, 2022

Robert Conrad, Clerk of the Board of Trustees  
of Richmond Memorial Library

**RESOLUTION NOTICING TIME AND PLACE OF REGISTRATION OF VOTERS  
FOR SPECIAL DISTRICT MEETING OF RICHMOND MEMORIAL LIBRARY  
19 ROSS STREET, BATAVIA, NEW YORK**

BE IT RESOLVED, that the said Board of Registration is hereby directed to meet on April 12, 2022 at Richmond Memorial Library, 19 Ross Street, Batavia, New York, during the hours of 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 o'clock PM to 9:00 o'clock PM, for the purpose of preparing the registers for the forthcoming special district meeting,

BE IT FURTHER RESOLVED, that this Board of Trustees shall publish a notice of registration, and the clerk is hereby directed to do so, once in each of the two (2) weeks preceding the 12th of April, to wit, on March 31st and April 7th in the *Batavia Daily News*, which notice shall be in the following form:

**NOTICE OF TIME AND PLACE OF REGISTRATION OF VOTERS  
FOR SPECIAL DISTRICT MEETING  
RICHMOND MEMORIAL LIBRARY, BATAVIA, GENESEE COUNTY, NEW YORK**

NOTICE IS HEREBY GIVEN that for the purpose of preparing registers of the qualified voters of the City School District of the City of Batavia, New York, at Richmond Memorial Library, 19 Ross Street, Batavia, New York on April 12, 2022 from 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 PM to 9:00 PM. "Any person otherwise qualified to vote who is not currently registered under permanent personal registration in the election district in which he or she resides, or who has moved to another residence within that district following the date of such registration, or who has not voted at a general election at least once in the last four successive calendar years, should, in order to be entitled to vote, present himself or herself personally for the registration or otherwise register at the Genesee County Board of Elections."

By order of the Board of Trustees  
Richmond Memorial Library  
Dated: February 14, 2022

Robert Conrad, Clerk of the Board of Trustees  
of Richmond Memorial Library

**RESOLUTION TO NOTICE THE FILING OF REGISTERS FOR THE SPECIAL DISTRICT  
MEETING OF  
RICHMOND MEMORIAL LIBRARY, BATAVIA,  
GENESEE COUNTY, NEW YORK**

RESOLVED: that pursuant to Section 2606 of Education Law, the Board of Trustees of Richmond Memorial Library publish, and it hereby directs the clerk thereof so to do, a motion stating that the library election registers have been filed and noting that the Richmond Memorial Library, 19 Ross St., Batavia, New York as the place at which they are on file, and setting the hours to wit: from 9:00 o'clock AM to 5:00 o'clock PM in each week day other than Saturday from date of the notice up to May 5, 2022 when they will be open for inspection and such notice shall be published once in each of the two weeks preceding such election in the *Batavia Daily News*, as newspaper having a general circulation in said City School District of Batavia, to wit: on April 21 and April 28, 2022 which said notice shall be in the following form:

**NOTICE OF FILING OF REGISTERS  
SPECIAL DISTRICT MEETING  
RICHMOND MEMORIAL LIBRARY, BATAVIA, GENESEE COUNTY, NEW YORK**

NOTICE IS HEREBY GIVEN that the registers prepared as provided in section 2606 of the Education Law have been completed and have been filed in the Richmond Memorial Library and notice is further given that said registers will continue to be on file at the Richmond Memorial Library, 19 Ross St., and will be open for inspection from the hours of 9:00 o'clock AM to 5:00 o'clock PM in each week day other than Saturday from the date hereof up to the date of annual meeting to wit: May 5, 2022.

By order of the Board of Trustees  
Richmond Memorial Library  
Dated: February 14, 2022

Robert Conrad, Clerk of the Board of Trustees  
of Richmond Memorial Library

**RESOLUTION NOTICING SPECIAL DISTRICT MEETING OF  
RICHMOND MEMORIAL LIBRARY**

RESOLVED, that pursuant to section 2004 of Education Law, that the Board of Trustees of Richmond Memorial Library, cause, and hereby does direct the clerk to cause a notice to be published four times within the seven weeks, next preceding such district meeting, the first publication to be at least forty-five days before said meeting on May 5, 2022, which dates of publication shall be on March 17, March 24, March 31 and April 7 in the following form:

**NOTICE OF SPECIAL DISTRICT MEETING  
OF BATAVIA CITY SCHOOL DISTRICT  
BATAVIA, GENESEE COUNTY, NEW YORK  
ON BEHALF OF  
RICHMOND MEMORIAL LIBRARY**

NOTICE IS HEREBY GIVEN, that a special district meeting of the qualified voters of the Batavia City School District, Batavia, Genesee County, New York, will be held at Richmond Memorial Library, 19 Ross Street, Batavia, New York on Thursday, May 5, 2022 during the hours of 9:00 o'clock AM to 9:00 o'clock PM, prevailing time, during which hours polls will be open for the purposes of voting, by paper ballot, upon the following items:

- (1) To adopt the Annual Library District Budget of Richmond Memorial Library for the fiscal year 2022-2023 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of said School District; and,

- (2) To elect one (1) Trustee of Richmond Memorial Library, to fill a three-year term commencing July 1, 2022 and ending June 30, 2025, as a result of the expiration of the term of office presently held by Rebecca McGee; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 5, 2022, the polls will be open between the hours of 9:00 o'clock AM and 9:00 o'clock PM, prevailing time, and voting will be held in the Richmond Memorial Library, 19 Ross Street, Batavia, New York; and,

FURTHER NOTICE IS HEREBY GIVEN, that a copy of the statement of the amount of money which will be required for the ensuing year for Richmond Memorial Library's purposes, exclusive of public monies, may be obtained by any taxpayer in Batavia City School District during the seven days immediately preceding said meeting, except Sunday and holidays, from Richmond Memorial Library, located at 19 Ross Street, Batavia, New York, during the hours of 9:00 o'clock AM to 5:00 o'clock PM, prevailing time; and,

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to Section 2017 of Education Law a public information meeting for purposes of discussion of the expenditure of funds and the budgeting thereof, will be held at Richmond Memorial Library, 19 Ross Street, Batavia, New York, on Monday, April 11, 2022 at 6:30 PM; and,

FURTHER NOTICE IS HEREBY GIVEN, that petitions nominating candidates for the office of Trustee of Richmond Memorial Library shall be filed in the Office of the Clerk of the Richmond Memorial Library, 19 Ross Street, Batavia, New York, not later than Tuesday, April 5, 2022 which petitions shall be filed between the hours of 9:00 o'clock AM to 5:00 o'clock PM, prevailing time. Vacancies on the library board are not considered separate, specific offices, and the nominating petitions, therefore, shall not describe any specific vacancies upon the library board for which the candidate is nominated. Each petition must be directed to the Clerk of the Richmond Memorial Library, must be signed by at least twenty-five (25) qualified voters of the School District, and must state the residence of each signer, and the name and residence of the candidate; and,

FURTHER NOTICE IS HEREBY GIVEN, that personal registration of voters is required either pursuant to Section 2606 of Education Law or pursuant to article 5 of the Education Law. If a voter has heretofore registered pursuant to Section 2606 of Education Law and has voted at any annual or specific district meeting within the past four years, such voter is eligible to vote at this election; if a voter is registered and eligible to vote pursuant to Article 5 of the Election Law, such voter is also eligible to vote at this election. All other persons who wish to vote must register. The Board of Registration will meet for the purpose of registering all qualified voters of the District pursuant to Section 2606 of Education Law at Richmond Memorial Library on Tuesday, April 12, 2022 between the hours of 1:00 o'clock PM and 5:00 o'clock PM, and 7:00 o'clock PM and 9:00 o'clock PM, prevailing time, and in addition, voters may register at the Genesee County Board of Elections, to add any additional names to the register to be used at the aforesaid election, at which time any person will be entitled to have his or her name placed on such registers, providing that at the meeting of the Board of Registration he or she is known, or proven to the satisfaction of the Board of Registration to be then or thereafter entitled to vote at such public hearing or election for which such registers are prepared, and that the registers so prepared pursuant to section 2606 of the Education Law of the State of New York and the registration list prepared by the Board of Elections of Genesee County will be filed in the office of the Clerk of Richmond Memorial Library, 19 Ross Street, Batavia, New York and will be open for inspection by any qualified voter of the District between the

hours of 9:00 o'clock AM to 5:00 o'clock PM, prevailing time, on and after April 21, 2022 and each day thereafter prior to the day set for the special district meeting, except holidays, Saturdays and Sundays; and,

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to the provisions of 2018-a of the Education Law, absentee ballots for the election of Trustee of the Library and the adoption of the annual budget may be applied for at the Richmond Memorial Library, 19 Ross Street between the hours of 9:00 o'clock AM to 5:00 o'clock PM. Such application must be received by the Clerk of the Richmond Memorial Library by 4:00 o'clock PM on April 26, 2022 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 2, 2022 if the ballot is to be delivered personally to the voter. Absentee ballots shall be available at Richmond Memorial Library during regular business hours beginning April 11, 2022. A list of all persons to whom absentee ballots shall have been issued will be available in the Richmond Memorial Library on each of the five (5) days prior to May 5, 2022, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 5, 2022.

By order of the Board of Trustees  
Richmond Memorial Library  
Dated: February 14, 2022

Robert Conrad, Clerk of the Board of Trustees  
of Richmond Memorial Library

### **RESOLUTION APPROVING RULES AND REGULATIONS GOVERNING PROOF OF IDENTITY FOR NEW VOTERS**

RESOLVED: That pursuant to section 2607 of the Education Law, and establishing the same procedures approved by the Batavia Board of Education for governing proof of identity of new voters at their April 23, 1996 meeting, the Board of Trustees of Richmond Memorial Library hereby approves for the Special District Meeting of Richmond Memorial Library on May 5, 2022 the following rules and regulations:

#### **RULES AND REGULATIONS GOVERNING PROOF OF IDENTITY FOR NEW VOTERS**

1. A personal acquaintance by any one member of the Inspectors of Election shall be sufficient evidence to establish identity.
2. The production of a New York State Driver's license or non-driver I.D. with a signature shall be sufficient evidence of identity.
3. The production of a Social Security card shall be sufficient evidence of identity.
4. The production of a Selective Service registration card shall be sufficient evidence of identity.
5. The production of a United States Passport or Passport card shall be sufficient evidence of identity.
6. The making of a statement by the voter in writing before the chairman of the



Inspectors of Election that he or she is the person who seeks to vote shall be sufficient proof of identity.

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All members voted yes. Motion carried.

**Review and amend Temporary Safety Policy in light of latest CDC Guidelines**

Upon the motion of N. Argulsky, seconded by C. Lasher, it was resolved to approve the revised Temporary Safety Policy as noted. All members voted yes. Motion carried.

**Suspension of library patrons for periods of 3, 6 and 12 months**

Upon the motion of N. Argulsky, seconded by L. Moma, it was resolved to suspend the following:

3 months: Tyara Davis

6 months: Tianna Williams, and Karizma Wescott

1 year: Dymon Gardner

All members voted yes. Motion carried.

**Other Business - None**

**Adjournment**

Upon the motion of R. McGee, seconded by N. Argulsky, it was resolved to adjourn the meeting at 8:03 p.m. All members voted yes. Motion carried.

Respectfully Submitted,  
Bob Conrad, Clerk