

Approved by the Library Board of Trustees February 10, 2014
**Richmond Memorial Library
Board of Trustees
January 13, 2014**

The January meeting of the Library Board of Trustees was held on Monday, January 13, 2014. President Dana Charters Warren called the meeting to order at 6:30 p.m.

Members present: Dana Charters Warren, Beth Stich, Deborah Rider and Michael Rivers

Also present: Colleen Brudz, Diana Wyrwa and Debra Levins

Excused: Jennifer Reardon

Approval of Minutes

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the minutes of the December 9, 2013 meeting. All members voted yes. Motion carried.

Public to be Heard – None.

**Report of Librarian
Personnel**

D. Wyrwa read a letter of resignation from Library Clerk Jared VanDyke. Upon the motion of M. Rivers, seconded by D. Rider, it was resolved to accept the resignation of Jared VanDyke. All members voted yes. Motion carried.

President D. Charters Warren read a letter of intent to retire from Library Director Diana Wyrwa. A letter of intent to retire from Librarian Paula Haven was also read. Both have an anticipated last work day of June 27, 2014. Upon the motion of M. Rivers, and seconded by D. Rider, it was resolved to accept, with regret, the resignation of both D. Wyrwa and P. Haven. All members voted yes. Motion carried.

Vote/Budget Preparation

Plans are underway for the 2014-15 Library Budget Vote and Trustee Election. Trustee Deborah Rider's position expires this June. Petitions for the position will be available beginning in March.

Long Range Plan 2013 – 2014

D. Wyrwa reviewed the accomplishments of 2013 and activities set for 2014. Major 2013 accomplishments include:

- Focus on foreign language resources and programs
- Outdoor digitized sign was purchased and installed
- READ poster campaign was initiated
- Special collections also began. (Cake pans)
- RML Foundation was approved in conjunction with Friends of the Library

Major plans for 2014 include:

- Beginning of the capital improvement project
- Digitization project to begin
- Foundation completely established and functioning

Library Statistics

Materials Circulation	November 2013	20,783
Ebooks	November 2013	435
Freegal Downloads	November 2013	499
Zinio	November 2013	34
Internet Usage	November 2013	2,636
Literacy Stations	November 2013	166
Attendance	November 2013	13,567
Website Usage	November 2013	5,647
Materials Circulation	December 2013	19,548
Ebooks	December 2013	436
Freegal Downloads	December 2013	416
Zinio	December 2013	Information unavailable @ printing
Internet Usage	December 2013	2446
Literacy Stations	December 2013	293
Attendance	December 2013	12,109
Website Usage	December 2013	5,050

Report of Committees – None.

Financials

Transfers

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve a transfer of \$20,330.00 from Retirement to Health Care Costs. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the payment of \$7,491.94 on Supplemental Warrant 110. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the payment of \$436.46 on Supplemental Warrant 115. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the payment of \$44,472.26 on Warrant 116. All members voted yes. Motion carried.

The manual warrant for health care was unavailable at the current time. It will be up for approval at the February 2014 Board Meeting.

June Summary of Revenues and Appropriations

Approval of the June 2013 Summary of Revenues and Appropriations, also considered the 2012-2013 fiscal year end report, is now appropriate since the 2012-2013 audit has been completed and accepted. Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the June 2013 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

December Summary of Revenues and Appropriations

The December revenues and appropriations report was tabled and will be up for approval in February when health care information is finalized.

December Bank Reconciliations

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the December bank reconciliations for savings, checking, payroll and CD accounts. Health care account was unavailable and will be reviewed at February meeting. All members voted yes. Motion carried.

Capital Reserve – None

Communications – None.

Unfinished Business

The Board of Education presentation was rescheduled to January 21, 2014.

New Business – None.

Adjournment

There being no further business, President Dana Charters Warren adjourned the meeting at 7:36 p.m.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees March 10, 2014
Richmond Memorial Library
Board of Trustees
February 10, 2014

The February meeting of the Library Board of Trustees was held on Monday, February 10, 2014. President Dana Charters Warren called the meeting to order at 6:30 p.m.

Members present: Dana Charters Warren, Beth Stich, Deborah Rider, Jennifer Reardon and Michael Rivers.

Also present: Colleen Brudz, Diana Wyrwa and Debra Levins

Approval of Minutes

Upon the motion of D. Charters Warren, seconded by M. Rivers, it was resolved to approve the minutes of the January 13, 2014 meeting. All members voted yes. Motion carried.

Public to be Heard – None.

Report of Librarian

Personnel

Upon the motion of B. Stich, seconded by D. Rider, it was resolved to approve Leslie DeLooze hosting an internship for SUNY Potsdam undergraduate student Elizabeth Beardslee. Elizabeth's internship will be June 24 through August at 32 hours per week. Leslie will develop specific goals and objectives for her work at RML. All members voted yes. Motion carried.

Many applications were received for the part-time clerk-typist position. Interviews will be conducted during the week of February 17th. We anticipated approval from Genesee County Civil Service before the end of February, and final Board approval at the March meeting.

Civil Service will inform us of the testing date for Librarian 1 when they hear back from Albany.

Upon the motion of D. Rider, seconded by M. Rivers, it was resolved to approve the posting for Library Director with an application due date of March 22, 2014. All members voted yes. Motion carried.

No additional retirement letters were received by the February 10th deadline.

Revised Budget Calendar

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the revised 2014 budget calendar as presented. All members voted yes. Motion carried.

Resolutions Appointing Elections Inspectors and Noticing Meetings

RESOLUTION APPOINTING BOARD OF REGISTRATION

UPON THE MOTION OF M. Rivers and seconded by J. Reardon, the following resolutions were adopted.

All members voted yes. Motion carried.

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 persons:

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 \$185.00.

By the order of the Board of Trustees
Richmond Memorial Library
Dated: February 10, 2014

Diana Wyrwa, Clerk
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**

UPON THE MOTION OF M. Rivers and seconded by J. Reardon, the following resolutions were adopted:

All members voted yes. Motion carried.

BE IT RESOLVED, that the said Board of Registration is hereby directed to meet at Richmond Memorial Library, 19 Ross Street, Batavia, New York for the purpose of preparing the registers for the forthcoming special district meeting on April 15, 2014 which day is hereby fixed for the purpose, 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,

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 15th of April, to wit, on April 1 and April 8 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 15, 2014 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 10, 2014

Diana Wyrwa, Clerk
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

UPON THE MOTION OF M. Rivers and seconded by J. Reardon, the following resolution was adopted:

All members voted yes. Motion carried.

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 6, 2014 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 15 and April 22, 2014 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 6, 2014.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 10, 2014

Diana Wyrwa, Clerk
of Richmond Memorial Library

RESOLUTION NOTICING SPECIAL DISTRICT MEETING OF RICHMOND MEMORIAL LIBRARY

UPON THE MOTION OF M. Rivers and seconded by J. Reardon, the following resolution was adopted:

All members voted yes. Motion carried.

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 6, 2014, which dates of publication shall be on March 11, March 18, March 25 and April 1 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 Tuesday, May 6, 2014 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 voting machine, upon the following items:

- (1) To adopt the Annual Library District Budget of Richmond Memorial Library for the fiscal year 2014-2015 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 five-year term commencing July 1, 2014 and ending June 30, 2019, as a result of the expiration of the term of office presently held by Deborah Rider; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 6, 2014, 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 14, 2014 at 7:00 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 Wednesday, April 2, 2014 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 15, 2014 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 16, 2014 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 28, 2014 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 5, 2014 if the ballot is to be delivered personally to the voter. 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 6, 2014, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 6, 2014.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 10, 2014

Diana Wyrwa, Clerk
of Richmond Memorial Library

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

UPON THE MOTION OF M. Rivers and seconded by J. Reardon, the following resolution was adopted:

All members voted yes. Motion carried.

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 6, 2014 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 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 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.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 10, 2014

Diana Wyrwa, Clerk
of Richmond Memorial Library

125th Anniversary Update

The Richmond Memorial Library 125th anniversary celebration calendar was discussed. Celebration will take place throughout April 2014 with several programs and Gallery Room exhibits planned.

Long Range Plan

Monthly update reviewed; highlights included:

- Library Director presented 125 years of RML history to BOE
- April programming for the 125th celebration was established
- Dean Richmond Jr.'s diary was digitized and is available on our web page
- READ campaign continues – 1st 2014 READ poster featured Friends President Dianne Boenheim
- Children's librarian Vinise Campanella investigated providing earned credit hours to participants (daycare providers, early literacy teachers, librarians) when they attend an Every Child Ready to Read Workshop at RML
- New web pages were sent to web designer from children's services and local history
- Cake pan publicity brought in 17 cake pans plus additional baking items
- NYS granted approval for official name change to establish Foundation:
The Friends and Foundation of the Richmond Memorial Library
 - The Friends bylaws were rewritten to incorporate the Foundation
 - Proposed bylaws will be voted on at the February Friends meeting

Library Statistics

Materials Circulation	December 2013	19,548
Ebooks	December 2013	436
Freegal Downloads	December 2013	416
Zinio	December 2013	53
Internet Usage	December 2013	2,446
Literacy Stations	December 2013	293
Attendance	December 2013	12,109
Website Usage	December 2013	5,050

Library Statistics

Materials Circulation	January 2014	20,190
Ebooks	January 2014	557
Freegal Downloads	January 2014	438
Zinio	January 2014	83
Internet Usage	January 2014	2,490
Literacy Stations	January 2014	345
Attendance	January 2014	13,012
Website Usage	January 2014	5,519

Report of Committees

Finance Committee

2014-2015 Budget Vote – Progress discussed at meeting.

Financials

Transfers

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve a transfer of \$158 worker's comp to unemployment claims. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve a transfer of \$9290 from part-time salaries to equipment. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the manual check on Warrant 114. The amount of \$1,880.85 was received by P & A Administrative Services for *December 2013* high deductible and flex employee contributions. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$4,677.90 on Supplemental Warrant 119. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$959.17 on Supplemental Warrant 120. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the manual check on Warrant 121. The amount of \$2,021.31 was received by P & A Administrative Services for January high deductible and flex employee contributions. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$37,007.92 on Warrant 122. All members voted yes. Motion carried.

December/January Summary of Revenues and Appropriations

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the December 2013 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the January 2014 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

December/January Bank Reconciliations

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the December 2013 Bank Reconciliations for the health care account. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the January 2014 Bank Reconciliations. All members voted yes. Motion carried.

Capital Reserve – No change

Communications

Genesee County Funding – Annual Review Date

The annual review date for funding Genesee County libraries has been set for August 4, 2014.

Unfinished Business - None

New Business - None

Adjournment

There being no further business, President Dana Charters Warren adjourned the meeting at 8:15 p.m.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees April 14, 2014

Richmond Memorial Library

Board of Trustees

March 10, 2014

The March meeting of the Library Board of Trustees was held on Monday, March 10, 2014. President Dana Charters Warren called the meeting to order at 6:35 p.m.

Members present: Dana Charters Warren, Beth Stich, Jennifer Reardon, and Michael Rivers

Also present: Colleen Brudz, Diana Wyrwa and Debbie Levins

Excused: Deborah Rider

Approval of Minutes

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the minutes of the February 10, 2014 meeting. All members voted yes. Motion carried.

Public to be Heard – None.

Report of Librarian

Personnel

Robin Webster has been selected and approved by civil service as our new part-time library clerk. Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to appoint Robin Webster as a part-time clerk for Richmond Memorial Library. All members voted yes. Motion carried.

The Librarian I test has been scheduled. The last filing date with civil service is March 26, 2014. The training and experience online questionnaire will become available on May 1st, and must be completed by May 31st. Scoring is done in Albany. Genesee County Civil Service expects test results in July. Therefore P. Haven who is retiring in June, is planning the summer teen reading program which will be covered by present staff along with the new Teen Services Librarian when hired.

Resolution Appointing Election Inspectors for Budget Vote/Trustee Election

RESOLUTION APPOINTING ELECTION INSPECTORS FOR MAY 6, 2014 BUDGET VOTE/TRUSTEE ELECTION

UPON THE MOTION OF B. Stich, and seconded by J. Reardon, the following resolution was adopted:

All members voted yes. Motion carried.

RESOLVED: That pursuant to section 2607 of the Education Law this Board of Trustees of Richmond Memorial Library hereby appoints as Inspectors of Election for the Annual Budget Vote/Trustee Election to be held at Richmond Memorial Library on May 6, 2014 the following qualified voters residing in Batavia City School District:

Debra Levins, Chairperson
Carrie Henning
Harold Harloff
Barbara Matarazzo

And the clerk is hereby directed to give written notice of the appointment to the persons so appointed, and

BE IT FURTHER RESOLVED: That the compensation of each inspector is hereby fixed at \$135.00 and \$185.00 for the Chairperson.

By order of the Board of Trustees
Richmond Memorial Library
Dated: March 10, 2014

Diana Wyrwa, Clerk
of Richmond Memorial Library

Petitions for Library Trustee - Available March 11th

D. Rider will not be running for re-election. D. Wyrwa will place notices around the library to inform people that a position will be open. By starting with notices in the library, potential candidates would be library users and familiar with the library. The position is a 5 year term to begin July, 2014.

2013 Annual Report

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the 2013 Richmond Memorial Library Annual Report. All members voted yes. Motion carried.

Long Range Plan - February

Monthly update reviewed; highlights included:

- Foundation established. Friends of the Library approved new by-laws at February meeting. Newly established entity is officially named: The Friends and Foundation of the Richmond Memorial Library.
- P. Haven was featured on Buffalo's Channel 2 Daybreak show featuring our new cake pan collection. Since the show aired, we have received 30 more cake pans, cookie cutters and candy molds. Paula is working with Nioga to establish cataloging and circulating parameters for this new collection.
- School District has final approval from NYSED for first phase of capital improvement project: roof and masonry. Project will be going out to bid.
- D. Wyrwa met with Daily News ad director, Sheila Mitchell to discuss publicity for 125th celebration. Library anniversary will be featured in a Daily News insert on March 20. Deadline for submissions is March 10.
- Children's room will participate in Batavia Muckdogs "Hit the Books" summer reading program. RML will serve as a distribution center for the Muckdogs reading program and send information to other Genesee and Orleans County libraries.
- Revised volunteer policy was written for approval by the Library Board.

Library Statistics

Materials Circulation	February 2014	20,218
Ebooks	February 2014	466
Freegal Downloads	February 2014	324
Zinio	February 2014	19
Internet Usage	February 2014	2,428
Literacy Stations	February 2014	389
Attendance	February 2014	12,392
Website Usage	February 2014	6,056

Report of Committees

Finance Committee

2014-15 Preliminary Budget and Proposition

D. Wyrwa presented the proposed 2014-15 Library Budget as discussed by the Finance Committee. The amount to be voted on is \$19,441 which is an increase of 1.6%, which is under the allowable tax levy. Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the 2014-15 Proposed Budget and Proposition. All members voted yes. Motion carried.

Financials

Transfers

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve a transfer of \$181.00 from the Marshall Grant– retirement account to the Marshall Grant – other services account for additional funds needed for SAGE ads in the monthly Genesee County Office for the Aging Newsletter. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve a transfer of \$650.00 from the Marshall Grant – AV account to the Marshall Grant – Supplies account to provide processing supplies for Marshall Grant A.V. purchases. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$8,077.45 on Supplemental Warrant 124. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$1,608.80 on Supplemental Warrant 127. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the manual check on Warrant 130. The amount of \$1,163.14 was received by P & A Administrative Services for February Health Care costs. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$11,761.04 on Warrant 126. All members voted yes. Motion carried.

February 2014 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the February 2014 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

February 2014 Bank Reconciliation

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the February 2014 Bank Reconciliations. All members voted yes. Motion carried.

Capital Reserve – No changes.

Communications

National Library Week /Friend of the Year

D. Wyrwa reviewed a letter from Dianne Boeheim, President of the Friends of the Library Board of Directors announcing that Don Fox has been selected as the 2014 Friend of the Year. In light of the library's 125th anniversary, the Friends will also be presenting a posthumous award to Mary Richmond. Both Mr. Fox and Mary Richmond will be honored at a public reception on Thursday, April 17, 2014. The reception begins at 3:30, with the presentation beginning at 4:00.

Unfinished Business

Volunteer Policy

D. Wyrwa reviewed the proposed Richmond Memorial Library Volunteer Policy. Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the proposed Richmond Memorial Library Volunteer Policy as written. All members voted yes. Motion carried. L. Delooze will replace P. Haven as Volunteer Coordinator due to retirement.

New Business

Director search

Proposed interview questions for the Director search were reviewed. Resumes received to date were distributed to Board Members. Further resumes received before the deadline of March 22, 2014 will be forwarded to the Board of Trustees.

Adjournment

There being no further business, President Dana Charters Warren adjourned the meeting at 8:27 p.m.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees May 12, 2014

Richmond Memorial Library

Board of Trustees

April 14, 2014

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 14, 2014. Vice President of the Board Beth Stich called the meeting to order at 7:00 pm. Trustees present: Beth Stich, Deborah Rider, Jennifer Reardon and Michael Rivers. Also present were: Norm Argulsky, Diana Wyrwa, Debbie Levins, Kathleen Facer, Priscilla Facer, Carol Richardson, Roger Richardson, Jill Crocker and Cathie Plaisted.

Excused: Dana Charters Warren and Colleen Brudz

Welcome/Introduction of Trustees

B. Stich welcomed all attendees, led The Pledge of Allegiance, and introduced the members of the Library Board of Trustees. Library director, Diana Wyrwa was then introduced to present this year's program.

Library Review/Budget Presentation

D. Wyrwa presented the budget overview, which consisted of a review of the four major goals of the 2013-2017 Long Range Plan. Major accomplishments and continued plans for 2013-14 were also reviewed, along with major 2014-15 plans.

D. Wyrwa then discussed the proposed 2014-15 budget revenues and expenditures. The proposed 1.6%, tax levy increase of \$19,441 would largely be for healthcare, contractual services such as security and e-books. The allowable tax levy is 1.7% without using any available rollover. The decreases include salaries and benefits due to retirements, equipment, computer support, and other such as lower audit service costs.

D. Wyrwa also noted the 2013 statistics of the Library's use through visits (179,035), items borrowed (288,592), computer usage (111,887), web page use (55,189), and reference questions (20,217) as well as the many other library services such as program attendance (21,729).

Of special note this year are Richmond Memorial Library's 125th Anniversary and Friends of the Library's 40th Anniversary celebrations.

Public Comment - None

Adjournment

With no public comment or questions, B. Stich thanked all for attending and concluded the Public Information Meeting at 7:25 p.m.

Continued Business

The regular meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 14, 2014. Vice President of the Board Beth Stich called the meeting to order at 7:30 pm.

Members present: Beth Stich, Deborah Rider, Jennifer Reardon and Michael Rivers.

Also present were: Diana Wyrwa, and Debbie Levins.

Excused: Dana Charters Warren and Colleen Brudz

Approval of Minutes

Upon the motion of J. Reardon, seconded by M. Rivers, it was resolved to approved the minutes of the March 10, 2014 meeting. All members voted yes. Motion carried.

Report of Librarian

D. Wyrwa gave an update on the Library's 125th Anniversary celebration events, including a special donation of Mary Richmond's Bible from Richmond family descendant Doug McFarland. Mr. McFarland will present the Bible at the library during the final 125th program on April 28.

Upon the motion of J. Reardon, seconded by M. Rivers, it was resolved to accept the donation of the Bible from Mr. McFarland. All members voted yes. Motion carried.

Communications

2013-2014 Audit and Fixed Asset Update / Freed Maxick

D. Wyrwa reviewed a letter from Freed Maxick Accounting Firm regarding the Library's upcoming annual audit of financial statements for the year ending June 30, 2014.

Chinese guests to re-visit the Library

Reference and Technology Librarian K. Facer received a letter from Professor Cheng Huanwen from Sun Yat-sen University, Guangzhou Guangdong China. Professor Cheng was part of the group that visited our Library in December.

Their film crew was doing a documentary on Richmond Memorial's first Librarian, the late Mary Elizabeth Wood, who began the first lending library and library school in their country. They will be re-visiting the Library April 30 – May 5 for the major filming of the documentary.

Library Statistics

Materials Circulation	March 2014	20,095
Ebooks	March 2014	424
Freegal Downloads	March 2014	359
Zinio	March 2014	32
Internet Usage	March 2014	2,808
Literacy Stations	March 2014	404
Attendance	March 2014	14,850
Website Usage	March 2014	6,119

Long Range Plan - March

Monthly update reviewed; highlights included:

- Program and publicity for first RML Academy offering (Acrylic painting course for seniors) completed.
- Cataloging of cake pans has begun
- Newspaper insert for 125th anniversary celebration published and in house publicity created.
- New Volunteer Policy approved by Library Board
- Friends of Library Everyday Book Sale established
- Information meeting for bids for first phase of capital improvement project takes place at library. Bid process for phase one roof and masonry begins.
- Streaming music component added to Freegal for Batavia patrons via the library's website.

Report of Committees

Financials

Transfers – None

Approval of Invoices for Payment

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$8,145.61 on Supplemental Warrant 131. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$2,691.57 on Supplemental Warrant 133. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$38,449.29 on Warrant 135. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$381.82 on Supplemental Warrant 136. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the manual check on Warrant 132. The amount of \$2,028.01 was received by P & A Administrative Services for March Health Care costs. All members voted yes. Motion carried.

March 2014 Summary of Revenues and Appropriations

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the March 2014 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

March 2014 Bank Reconciliations

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the March 2014 Bank Reconciliations. All members voted yes. Motion carried.

Capital Reserve - No changes

Unfinished Business

New Director Search

Resumes for the Library Director position have been reviewed by the Board of Trustees. Interview plans are underway.

New Business - None

Executive Session

Upon the motion of J. Reardon, seconded by M. Rivers, it was resolved to go into Executive session at 8:12 p.m. All members voted yes. Motion carried.

Adjournment

Vice President Beth Stich adjourned Executive session at 9:45 p.m.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees June 9, 2014

Richmond Memorial Library

Board of Trustees

May 12, 2014

The May meeting of the Library Board of Trustees was held on Monday, May 12, 2014. President Dana Charters Warren called the meeting to order at 6:20 p.m.

Members present: Dana Charters Warren, Beth Stich, Deborah Rider, Jennifer Reardon and Michael Rivers

Also present: Colleen Brudz, Diana Wyrwa and Debra Levins

Approval of Minutes

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the minutes of the April 14, 2014 meeting. All members voted yes. Motion carried.

Public to be Heard - None

Report of Librarian

Review of Budget Vote Results/Trustee Election

The Library budget passed 238 yes to 42 no. We had a few less voters than last year, but a few less no votes also. There was a total of 280 votes which made a 5 to 1 margin.

Norm Argulsky is our newest Library Board member. He will begin as Trustee in July.

Proposed Board Calendar 2014-2015

The proposed 2014-15 Board meeting calendar was reviewed. Upon the motion of D. Rider, seconded by B. Stich, it was resolved to approve the proposed Board Calendar 2014-15. All members voted yes. Motion carried.

Marshall Fund/SAGE Program Grant Application

The Marshall Fund/SAGE Program Grant application was tabled.

Long Range Plan

Monthly update reviewed; highlights included:

- 125th Anniversary Celebration takes place throughout the month
 - 7 programs with a total of 264 attendees
- Donation of Mary Richmond's Prayer Book to the Library and Dean Richmond's top hat to the Holland Land Office Museum made by Richmond family descendants Doug McFarland and Robert Richmond McFarland
- Chinese film crew films documentary of Mary Elizabeth Wood at Library
- Display and published pamphlets of Mary Elizabeth Wood's life donated by Professor Cheng of Sun-Yat Sen University, Huanweng, China to Richmond Memorial Library
- Cake pan update: 60 pan etched; cataloging continues; bags ordered, labels designed, space allocated in non-fiction baking section of library
- 2 READ posters created in April; Don Fox Friend of Year and Mary Richmond using portrait
- Full class and waiting list for first RML Academy for Seniors – Acrylic painting course
- Capital Improvement Project – Roof project awarded to Weaver Metal and Roofing of Buffalo
 - Anticipate NYS Construction Grant award of \$141,430 towards roof project

Library Statistics

Materials Circulation	April 2014	20,292
Ebooks	April 2014	387
Freegal Downloads	April 2014	305
Zinio	April 2014	29
Internet Usage	April 2014	2,609
Literacy Stations	April 2014	438
Attendance	April 2014	14,748
Website Usage	April 2014	5,718

Report of Committees

Financials

Transfers

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve a transfer of \$600 from the AV budget to electronic resources to purchase children's downloadable audiobooks. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve a total transfer of \$9,224.10 from the conference, periodicals, microfilm, retirement, postage, other services and AV budgets to professional salaries for an unused vacation payment to upcoming retirees: Diana Wyrwa and Paula Haven. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the payments totaling \$1,898.57 on Supplemental Warrant 138. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the payments totaling \$1,162.04 on Supplemental Warrant 141. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the payments totaling \$30,665.76 on Warrant 140. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the manual checks on Warrant 143. The amount of \$1,745.57 was received by P & A Administrative Services for April Health Care costs. All members voted yes. Motion carried.

April 2014 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the April 2014 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

April 2014 Bank Reconciliations

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the April 2014 Bank Reconciliations. All members voted yes. Motion carried.

Capital Reserve – No changes.

Communications – None.

Unfinished Business

Personnel – Library Director Search

Upon the motion of B. Stich, seconded by D. Rider, it was resolved to go into executive session at 6:52. All members voted yes, motion carried.

New Business – None.

Adjournment

Executive session ended at 7:50 p.m. There being no further business, President Dana Charters Warren adjourned the Board meeting at 7:55 p.m.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees July 14, 2014

Richmond Memorial Library

Board of Trustees

June 9, 2014

The regular meeting of the Library Board of Trustees was held on Monday, June 9, 2014. President Dana Charters Warren called the meeting to order at 6:35 p.m. and welcomed Norm Argulsky as an observer. She also thanked Mr. Argulsky for becoming our newest Board Member. He will begin July 1st.

Members present: Dana Charters Warren, Beth Stich, Deborah Rider, Jennifer Reardon and Michael Rivers

Also present: Colleen Brudz, Norm Argulsky, Diana Wyrwa and Debra Levins

Approval of Minutes

Upon the motion of D. Rider, seconded by B. Stich, it was resolved to approve the minutes of the May 12, 2014 meeting. All members voted yes. Motion carried.

Public to be Heard

None

Report of Librarian

Personnel

Librarian I Position

The Librarian I position will be filled under the new Library Director. Civil Service candidate list just arrived.

Executive Session

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to go into executive session at 6:38 p.m. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by D. Rider, it was resolved to end Executive session at 7:00 p.m. All members voted yes. Motion carried.

The regular monthly meeting resumed at 7:05 p.m.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to appoint Robert Conrad as the new Library Director with a starting date of July 1, 2014. All members voted yes. Motion carried.

Marshall Fund/SAGE Program Grant

D. Wyrwa announced notice of approval of the Muriel H. Marshall Fund for the Aging Grant of \$61,500 to fund the SAGE Program. D. Wyrwa signed the acceptance agreement on 5/29/14. Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the 2014-15 SAGE Program Budget. All members voted yes. Motion carried.

Summer Reading Club

Fliers for the Children's, Teen, and Adult Summer Reading Clubs were distributed to the Board Members.

Long Range Plan

Monthly update reviewed; highlights included:

- Successful budget vote and trustee election
- Mr. David Xiu visited the library for one week collecting additional information on first librarian, Mary Elizabeth Wood. Mr. Xiu is the Director of the Memorial Museum of Mary Elizabeth Wood in Tanhualin, China. Mr. Xiu donated another exhibit to the library on the life of Mary Elizabeth Wood. Also donated were books and artifacts, including a silk embroidery of the first reading room established by Miss Wood in China
- First RML Academy offering – acrylic painting classes –begins
- Survey of potential RML Academy offerings distributed
- Ipads ordered for library – final use 13-14 Grant in Aid (Bullet Grant) funds
- First cake pans available for loan; located on main floor in non-fiction baking section
- First meeting of Foundation Board takes place

Library Statistics

Materials Circulation	May 2014	18,974
Ebooks	May 2014	416
Freegal Downloads	May 2014	415
Zinio	May 2014	29
Internet Usage	May 2014	2,505
Literacy Stations	May 2014	334
Attendance	May 2014	14,250
Website Usage	May 2014	5,865

Report of Committees

Genesee County Funding Meeting

Diana will attend the Genesee County Funding meeting at Woodward Memorial Library in LeRoy on June 18th. NIOGA is coordinating the meeting for all the Genesee County Libraries.

Trustee Recognition

D. Wyrwa presented Board President Dana Charters Warren with a Certificate and Vice President Beth Stich with a Trustee pin given in their honor at the NYLA Dinner.

Financials

Transfers

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve a transfer of the final grant funds of \$1,738.00 from Equipment – NYS Grant in Aid to Supplies – NYS Grant in Aid to be used to purchase ipads that are considered supplies because they are under the library's \$2,000 threshold. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the payment of \$3,458.37 on Supplemental Warrant 144. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the payment of \$368.67 on Supplemental Warrant 148. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the payment of \$29,573.69 on Warrant 145.

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the manual checks on Warrant 149. The amount of \$3558.70 was received by P & A Administrative Services for May Health Care costs. All members voted yes. Motion carried.

Request for final warrant and supplemental payments

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to add an extra payroll to our June schedule to pay upcoming retirees D. Wyrwa and P. Haven for unused vacation time from fiscal year 2013-14. The first effective date of retirement for both of them is June 29, 2014. D. Wyrwa noted that as per the NYS Employees' Retirement System, the last day for which salary may be paid

is the day before the effective date of retirement. D. Wyrwa also noted that the actual transfer of these funds was approved at the May meeting, and that the practice of utilizing the last payroll in June for such purpose has been past practice. All members voted yes. Motion carried.

D. Wyrwa also suggested a final warrant be added to this year either by special meeting on June 24 or as a final supplement on June 27. Board members will check schedules and get back to Diana. Payment for D. Wyrwa to work with the new director, Robert Conrad was briefly discussed. Diana will propose an amount to the Board in conjunction with the final warrant preparations.

MAY 2014 Summary of Revenues and Appropriations

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the May 2014 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

May 2014 Bank Reconciliation

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the May 2014 Bank Reconciliation. All members voted yes. Motion carried.

Capital Reserve

No change

Communications

NYLA Membership Renewal

The NYLA membership dues are now structured in proportion to budget size. A motion for the NYLA Membership renewal will be presented to the Library Board when our library receives the bill.

Thank you letter

D. Levins read a thank you letter that was from one of the director candidates, Ms. Sally Snow.

Unfinished Business

Freed Maxick Audit

D. Wyrwa and C. Richardson began field work for the 2013-14 audit by Freed Maxick. The audit will be Aug 21st and 22nd. As per request by Freed Maxick, D. Wyrwa is working on the Capitalization Policy.

New Business

None

In Appreciation

The Board thanked D. Wyrwa for her 10 years of devoted service as Library Director, and D. Wyrwa thanked the board for the opportunity.

Adjournment

There being no further business, President Dana Charters Warren adjourned the meeting at 8:12 p.m.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees August 11, 2014

Richmond Memorial Library

Board of Trustees

July 14, 2014

The reorganization meeting of the Board of Trustees was held on Monday, July 14, 2014. President of the Board Dana Charters Warren called the meeting to order at 6:30 pm.

Members present: Dana Charters Warren, Beth Stich, Jennifer Reardon, Michael Rivers, and Norm Argulsky

Also present: Robert Conrad, Debra Levins, and Alice Zito

Swearing in of Board Members

All members of the Board of Trustees were sworn-in by Notary Public, Alice Zito. Upon completion, A. Zito left the meeting.

Election of President and Election of Vice President

Upon the motion of B. Stich, and seconded by M. Rivers, Dana Charters Warren was nominated as the President of the Board of Trustees.

All members voted yes. Motion carried.

Upon the motion of M. Rivers, and seconded by N. Argulsky, Beth Stich was nominated as the Vice President of the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Clerk

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved to appoint Robert Conrad as Clerk to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Deputy Clerk

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved to appoint Debra Levins as Deputy Clerk to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Treasurer

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved to appoint Sally Sanford as Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Deputy Treasurer

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved to appoint M. Rivers as Deputy Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Purchasing Agent

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved to appoint Robert Conrad as Purchasing Agent to the Board of Trustees.

All members voted yes. Motion carried.

Designation of Library Attorney

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved that the Williams Law Firm (Thomas & Gerald Williams) be the attorney of record to represent the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Auditing Firm

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved that Freed Maxick be the auditing firm for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Official Bank Depository

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved that Five Star Bank be the Official Bank Depository for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Bank Signatories

Upon the motion of J. Reardon and seconded by N. Argulsky, it was resolved that Sally Sanford, B. Stich and M. Rivers be appointed as the Bank Signatories for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Payroll Certifier

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved that Robert Conrad be appointed as the Payroll Certifier for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Petty Cash Funds

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved to approve a Petty Cash amount of \$200 for the Richmond Memorial Library and \$100 for the SAGE Program.

All members voted yes. Motion carried.

Designation of Official Newspaper

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved that The Daily News be the Richmond Memorial Library's official newspaper.

All members voted yes. Motion carried.

By-Laws Review

The Library By-Laws were reviewed. R. Conrad suggested voting by e-mail be incorporated. M. Rivers will look into this and will report back to the Board at the next meeting.

Approval of Minutes

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the minutes of the meeting of June 9, 2014.

All members voted yes. Motion carried.

Public to be Heard - None

Report of Librarian

Personnel

Librarian I Search

The Civil Service list for the Teen Services/Librarian I position had 8 eligible candidates. Interviews have been scheduled for all of them and will run thru August 19th. R. Conrad hopes to fill the position by the end of September, or better yet, by the time school begins.

Library Statistics

Materials Circulation	June 2014	18,652
Ebooks	June 2014	428
Freegal Downloads	June 2014	417
Zinio	June 2014	40
Internet Usage	June 2014	2,304
Literacy Stations	June 2014	311
Attendance	June 2014	13,838
Website Usage	June 2014	5,191

Construction status update

While the roof construction continues in full force, a strong rain storm last week created new leaks over the Library's Local History Collection. Quick action with tarps and buckets preserved the collection.

Construction Grant update

The next round of Construction Grants continues July 15th when R. Conrad meets with L. Erickson from the NIOGA Library System. R. Conrad shared some of his construction grant ideas with the Board. Besides the need for new carpeting, he suggested a few new windows and a hydraulic air lift to go with a drive up book-drop.

REACH Grant survey results

The REACH Grant's "painting with acrylics" classes proved to be very popular. Besides painting, the REACH Grant survey revealed the other most popular interest for seniors over 60 is T'ai Chi. The preferred day of the week is Thursdays, with afternoons being the most requested time during the day.

Long Range Plan

Monthly update reviewed; highlights included:

- Robert Conrad approved as the new Library Director for Richmond Memorial Library.
- Summer/Teen Reading Clubs begin.
- RML Academy class – painting class—very successful; second one day painting class planned.
- Surveys for future RML Academy offerings aggregated.
- First phase of library renovation—new roof—begins.

- Three new databases purchased: Price It and p4a, which are both antiques databases and e-sequels, information on books in a series. A trial mode will be available in August.
- Marchese Computers agreed to assist the library in purchasing 2 one year licenses to Adobe Dreamweaver, which will be up and running August 3rd. Not having access to Adobe Dreamweaver has been a major problem in launching our new web page. Final revisions to the web page are underway.
- All READ posters are on display on the main floor above the catalogs.
- Dean Richmond's top hat is now on loan to us from the Holland Land Office Museum until the end of the year. The Museum also loaned us a display case to secure the top hat. Also included in the case is the prayer book of Mary Richmond. These items are in the Reading Room.
- Ipads arrived. A mobile circulation app has been added to 2 of the 4. Ipads are currently being used in the Children's Room, at reference and with the SAGE program.

R. Conrad inquired as to whether the Board would like him to keep them informed on current and historic library and publishing trends and issues. The board agreed that they would appreciate that.

Report of Committees

Genesee County Funding

R. Conrad reported that the libraries in Genesee County are asking for an increase of 6% in county funding. He will be attending the County Funding Presentation on August 4th.

Health Insurance & Flexible Spending Overview

R. Conrad will meet with RML staff insurance broker, Jeremy Higgins, to learn about the new health insurance plan and about voluntary flexible spending.

Financials

Transfers

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve a transfer of \$50 from the NYS Retirement line to the Unemployment line to pay unemployment reimbursable billing. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve a payment of \$15,063.57 on Supplemental Warrant 150. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the payment of \$6,552.60 on Supplemental Warrant 152. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the manual checks on Warrant 154. The amount of \$1,911.48 was received by P & A Administrative Services for June high deductible employer contributions. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the payment of \$19,763.34 on Warrant 155. All members voted yes. Motion carried.

June 2014 Summary of Revenues and Appropriations

The June 2014 Summary of Revenues and Appropriations won't be available until the audit is complete.

June 2014 Bank Reconciliations

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the June 2014 Bank Reconciliation. All members voted yes. Motion carried.

Capital Reserve – No Change

Communications

R. Conrad read the following letters to the Board:

- Appreciation – the following two will be passed on to the Friends Board:
 - Bonnie Bowman participated in the six week “How to Paint with Acrylics” class under the instruction of Kimberly Argenta. She wrote a letter praising the series. Sponsored by the Friends of the Richmond Memorial Library, the series for adults 60 and over was made possible by REACH Grant Funds. She praised Kimberly and all those that made it possible.
 - Natalie Hare, an elementary teacher, corresponded to R. Conrad via email inquiring about the Friends of the Library’s book sales. After attending, she stated that she was very pleased that she made the out-of-town drive to find books for her classroom, and that she will return.

- **Congratulations**
 - U.S. Congressman Chris Collins wrote a letter of congratulations to RML's newest Director, Robert Conrad.
 - N.Y. State Assemblyman Steve Hawley wrote a letter of congratulations to former Library Director Diana Wyrwa in regards to the NYS Library's Construction Grant to improve the Library's roof.

Unfinished Business

Capitalization Policy

The Capitalization Policy, which was prepared for our auditors Freed Maxick, was reviewed. Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to accept the Policy with the minor revision noted. All members voted yes. Motion carried.

New York Library Association membership Renewal

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the NYLA Renewal. All members voted yes. Motion carried.

New Business

Collection Development Policy

R. Conrad will review/write Collection Development and also Challenged Book Policies and report back to the Board.

Petition for retention of previously accrued leave

R. Conrad presented a statement of accrued leave/sick days from his former employer. He documented an incentive offer regarding the transfer of such days that he was offered upon accepting his current position of Library Director. Members of the Board will confirm the number of days by contacting Human Resources of said former employer. D. Charters Warren will look into the procedures regarding transferring former employer accrued leave/sick days and report back to the board.

Subcommittees

R. Conrad will look into the following past RML subcommittees that our Board of Trustees are/were a part of, and report back to the Board:

- Finance Subcommittee
- Building & Grounds Subcommittee

Cell Phones

N. Argulsky asked if there was a policy regarding cell phones being allowed at board meetings. There not being a policy in place, the Board agreed that due to the convenient availability of personal schedules/calendars on cell phones, muted cell phones are justified for making Board plans.

Adjournment

There being no further business, President Dana Charters Warren adjourned the meeting at 8:36 PM.

Respectfully submitted,
Robert Conrad, Clerk

Approved by the Library Board of Trustees September 8, 2014
Richmond Memorial Library
Board of Trustees
August 11, 2014

Members Present: Dana Warren, Beth Stich, Jennifer Reardon, Michael Rivers, and Norm Argulsky

Also present: NIOGA Liaison Colleen Brudz, Library Director Robert Conrad and Deputy Clerk Debra Levins

Call to order

The regular meeting of the Library Board of Trustees was held on Monday, August 11, 2014. President Dana Warren called the meeting to order at 6:35 p.m.

Approval of Minutes

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the minutes of the July, 14, 2014 meeting, with the noted correction on Signatories. All members voted yes. Motion carried.

Public to be Heard – None

Report of Librarian

Library Director Robert Conrad reported a late library opening on 7/28 due to water streaming through the roof re-construction. The Library opened at 1:00 p.m. The public was informed on WBTA of the late opening. Some replaceable books were damaged.

Personnel

Teen Services Librarian

Interviews for the Teen Services Librarian start tomorrow (8/12/14). The hope is to have the new employee in place for the beginning of the new school year.

R. Conrad suggested the possibility of hiring a homework teacher in the library to engage youth with programming using funds that had been budgeted for an after school security officer. The Board advised hiring the teacher for an initial trial period of September through December.

NYLA Membership

R. Conrad asked D. Warren about her NYLA Membership preferences.

Policy & Procedure Review

R. Conrad showed a list of library policies that RML has in place, and a list of policies suggested by the *Handbook for New Public Library Directors in NYS*, highlighting 10 policies that are suggested for development, including a Collection Development policy, and a Challenged Books procedure.

Types of most recently challenged books from the America Library Association Website were reviewed, as well as Industry best practices for challenged library materials.

NYS Construction Grant

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to acknowledge the receipt of \$127,287.00 from NY State, equaling 90% of the NY State Construction Grant for Phase I – Roof Reconstruction, and to distribute those funds to the school district as necessary to fulfill the requirement of the grant. All members voted yes. Motion carried.

R. Conrad detailed his progress on applying for NY Construction Grant covering Phase II of the project.

Health Insurance

R. Conrad presented the final health care package chosen for 2014-15 and showed that this package came in under budget.

Long Range Plan Report

- Robert Conrad took charge as Library Director
- Summer Reading programs for children, teens, and adults continue
- Scheduled an Affordable Healthcare Enrollment program for end of August
- Created a tentative “Teacher in the Library” contact position to offer homework help and assist in crowd control during busy after-school hours.
- Prepared new website for launch and trained staff on website editing software
- Received NY State construction grant (90%) for Phase I – Roof project on behalf of school
- Renewed NYLA institutional membership and assigned associate memberships
- Arranged for the weekly deposit of photocopier coin to be counted by Five Star Bank
- Scheduled second RML Academy class for late August

Library Statistics

Materials Circulation	July 2014	22,340
Ebooks	July 2014	448
Freegal Downloads	July 2014	501
Zinio	July 2014	100
Internet Usage	July 2014	2,399
Literacy Stations	July 2014	606
Attendance	July 2014	15,243
Website Usage	July 2014	5,520

Report of Committees

Genesee County Funding

R. Conrad described to the Board the presentation that representatives from NIOGA and the county's six public libraries gave to the Genesee County Legislature requesting additional funds for library materials.

Financials

Outstanding Purchase Orders

R. Conrad apprised the Board of purchase orders outstanding from the last fiscal year.

Transfer

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the transfer of the Conference Expenses line to the Other Expenses line to fund the NYLA Membership invoice. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of B. Stich, seconded by J. Rivers, it was resolved to approve the payment of \$5,071.28 on Supplemental Warrant 154. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Rivers, it was resolved to approve the payment of \$1,026.08 on Supplemental Warrant 157. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Rivers, it was resolved to approve the payment of \$139,585.42 on Warrant 158. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Rivers, it was resolved to approve the manual checks on Warrant 160. The amount of \$1,517.96 was received by P & A Administrative Service for July high deductible and flex employee contributions. All members voted yes. Motion carried.

July 2014 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by J. Rivers, it was resolved to approve the July 2014 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

July 2014 Bank Reconciliation

Upon the motion of B. Stich, seconded by J. Rivers, it was resolved to approve the July 2014 Bank Reconciliations. All members voted yes. Motion carried.

Capital Reserve – No change

Communications - None

Unfinished Business

Capitalization Policy

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the Capitalization Policy with the revision noted. All members voted yes. Motion carried.

Petition for retention of previously accrued leave

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the transfer of 5 accrued leave/sick days from R. Conrad's former employer, as per the terms of his employment offer. All members voted yes. Motion carried.

Amend Bylaws to allow for voting over email

As per e-mail from NIOGA Director Tom Bindeman, formally making a Board decision via e-mail would violate the intent of the Open Meetings Law according to The Committee on Open Government. The Bylaws were not amended.

New Business

R. Conrad presented to the board an apparent discrepancy between the number of signatures obtained on the petitions of the last two trustee's nominations (25), and the number apparently required by the library's bylaws (100). R. Conrad went on to outline the provisions of NY Education law, Section 206, subsection 8, which, upon discussion, were determined to supersede our library's bylaws. An amendment to our bylaws aligning them with the superseding NY law was presented and distributed to the board.

M. Rivers discussed the problem of illegal parking on the library's driveway, blocking passage to and from the shared parking lot. R. Conrad will review the site improvement plans that are included in phase II of the library construction project and will report back to the Board.

Adjournment

There being no further business, President Dana Warren adjourned the meeting at 8:35 PM.

Respectfully submitted,
Robert Conrad, Clerk

Approved by the Library Board of Trustees October 20, 2014

Richmond Memorial Library

Board of Trustees

September 8, 2014

Members present: Dana Warren, Beth Stich, Jennifer Reardon, Michael Rivers, and Norm Argulsky

Also present: Colleen Brudz, Bob Conrad and Debra Levins

Call to order

The September meeting of the Library Board of Trustees was held on Monday, September 8, 2014. President Dana Warren called the meeting to order at 6:30 p.m.

Approval of Minutes

Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve the minutes of the August 11, 2014 meeting. All members voted yes. Motion carried.

Public to be Heard - None

Report of Librarian

2014 Children's Summer Reading Club Report

The Board reviewed the Children's Summer Reading Club final report which was prepared by Children's Librarian, Vinise Campanella. A new weekly program called Bark Night encouraged children to practice reading by providing a registered therapy dog as an amiable audience. There were 33 programs in all, with total participation of 1,086. A decrease in attendance may be attributed to fewer Lego Clubs and Storytimes this summer. However, the special programs, Gadgets and Gizmos and Let's Get Messy increased attendance.

Personnel

Teen Librarian appointment

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to appoint Andrea Fetterly as our new Teen Services Librarian, with a starting date of 9/09/14. All members voted yes. Motion carried.

Library Designs That Last & Interior Design Award Winners 2014

R. Conrad briefly discussed information he distributed regarding library design trends.

Little Free Library in “Jerome Place” Community Area

R. Conrad reviewed an article on “Little Free Libraries”, which are becoming more popular. Youth Services Librarian Assistant Kelly March will give a library program to a neighbor’s inaugural Little Free Library at a block party on September 27th.

Long Range Plan Report

- Wrapped up the 2014 Summer Reading Clubs.
- Advertised, interviewed, and hired Teacher in the Library to engage youth and teens with after-school homework help.
- Interviewed and hired (pending board approval) Teen Librarian Andrea Fetterly.
- Staff training on DreamWeaver (August 4) and launched the new website (August 25th); now making live edits.
- Friends of the Library sponsored Meet & Greet of new Library Director August 12.
- Interviewed prospective IT Support August 18; potential cost savings and superior service.
- Exit interviews with library summer intern Elizabeth Beardsley
- Presented at BCSD new staff orientation: RLM Friends’ Book Sale, Freading, Freegal, Overdrive, Rocket Languages
- Attended United Way symposium on collaborating with, coordinating social service efforts in Gen Co.
- Foundation board meeting August 19.
- In talks with local developer Tom Mancuso on Maker Space partnership.

Library Statistics

Materials Circulation	August 2014	20,331
Ebooks	August 2014	453
Freegal Downloads	August 2014	530
Zinio	August 2014	24
Internet Usage	August 2014	2,423
Literacy Stations	August 2014	497
Attendance	August 2014	14,036
Website Usage	August 2014	5,669

Financials

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$9,929.60 on Supplemental Warrant 159. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$1,595.22 on Supplemental Warrant 162. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$11,912.47 on Warrant 163. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the manual checks on Warrant 165. The amount of \$3,143.90 was received by P & A Administrative Services for August Health Care costs. All members voted yes. Motion carried.

Request for Approval to pay Teacher in the Library on Supplemental Warrant

Due to the pay periods prior to the next Board Meetings, R. Conrad asked permission from the board to pay the Teacher in the Library position on supplemental warrants. The payments would be bi-weekly instead of monthly. The discussion was tabled until the next Board Meeting.

August 2014 Summary of Revenue and Appropriations

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve August 2014 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

August 2014 Bank Reconciliation

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve August 2014 Bank Reconciliation. All members voted yes. Motion carried.

Capital Reserve-No changes

Communications

R. Conrad read a letter from library patron Jeffrey Ackerman. Mr. Ackerman expressed concern for disabled patrons having access to the Library. His main issues included parking, and the access ramp being too steep. Some of these issues are already addressed in the construction project; however, Mr. Ackerman's insights provide valuable observations and suggestions to keep in mind.

Unfinished Business

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to amend the Library Bylaws to align with the superseding NY law of "25, or 2%" required number of signatures on Board candidate petitions. All members voted yes. Motion carried.

New Business - None

Adjournment

There being no further business, President Dana Warren adjourned the meeting at 7:38 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees November 10, 2014

Richmond Memorial Library

Board of Trustees

October 20, 2014

Members present: Dana Warren, Beth Stich, Michael Rivers, and Norm Argulsky

Also present: Colleen Brudz, Kathryn Barrett, Sally Sanford, Carol Richardson, Bob Conrad and Debra Levins

Excused: Jennifer Reardon

Call to order

The October meeting of the Library Board of Trustees was held on Monday, October 20, 2014. President Dana Warren called the meeting to order at 6:30 p.m.

Approval of Minutes

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to approve the minutes of the September 8, 2014 meeting. All members voted yes. Motion carried.

Public to be Heard – None

Auditor's Report

CPA Kathryn Barrett of Freed Maxick reviewed the draft of the Library's audit for fiscal year 2013-2014. There were no deficiencies or audit adjustments. The checks and balances showed a job well done. M. Rivers made a motion to accept the audit as presented, and B. Stich seconded it. All members voted yes. Motion carried.

K. Barrett left the meeting at 6:48 p.m.

S. Sanford and C. Richardson left the meeting at 6:51 p.m.

Report of Librarian

GO ART! Honor

The Genesee-Orleans Regional Arts Council honored Richmond Memorial Library at its 14th Annual Community Arts Awards Gala. Community/Adult Services Librarian Leslie DeLooze accepted the award on the Library's behalf. The award applauds the Library for its continuous and significant role in providing quality arts and cultural programming to the community. It will be featured in the Library's front display case.

Construction Project Updates

R. Conrad reported that the roof project is scheduled to be finished today (10/20/14). The ceiling tiles should be done by the end of month. The Board asked Mr. Conrad to look into the possibility of doing interior work that would require the Library to be closed (such as the carpeting and windows) during the same closure timeframe as the exterior construction. It was noted that access to the Library needs to be kept in mind during the Budget Vote/Trustee election in May.

Friends & Foundation Update

The Friends & Foundation of the Library elected their Board members and set up an agenda. Gregg McAllister was elected President, and Peggy Lamb was elected Vice President. Sandy O'Donnell and Barb Matarazzo are serving the same roles as they did for the Friends of the Library Board per the Bylaws, as Secretary and Treasurer respectively. The Board would like to have more members and is recruiting.

2014 Teen and Adult Summer Reading Club Reports

R. Conrad reviewed the Teen and Adult Summer Reading Club Reports. Vice President B. Stich noted that staff paid for their own t-shirts in support of the Summer Reading Clubs. She asked Mr. Conrad to look into the possibility of the Friends & Foundation funding the cost in the future.

Executive Session

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to enter into Executive Session at 7:07 p.m. All members voted yes, motion carried. Upon the motion of M. Rivers, seconded by B. Stich, Executive Session ended at 7:15 p.m. All members voted yes. Motion carried.

Leadership Genesee

Upon receiving an invitation from Leadership Genesee, R. Conrad informed the Board that he is pursuing the opportunity to become a member. Board members praised the organization. It is known for its leadership networking/skill building, community education, and encouragement of community issue involvement.

Long Range Plan Report - Handout

Monthly update reviewed; highlights included:

- Met with Tom Mancuso of the Harvester Makerspace to discuss partnership opportunities and to position the library in Genesee County's economic development initiatives.

- Continued to refine and update webpage.
- 20 School Days in the month of September
 - 666 after-school student visits (234 Children’s Room; 432 Teen).
 - ~90 students were provided with homework assistance by the Teacher in the Library.
- Began hosting St. Joseph’s 6th grade classes on Thursdays and Fridays
- Every Child Ready to Read:
 - Hosted two staff workshops on the new early literacy program
 - Incorporated the program in story times and created a blog detailing the activities
- Continued to seek out new GRO partnerships, including the new Baby Cafe created by UMMC.

Library Statistics

Materials Circulation	September 2014	18,551
Ebooks	September 2014	445
Freegal Downloads	September 2014	694
Zinio	September 2014	68
Internet Usage	September 2014	2,631
Literacy Stations	September 2014	372
Attendance	September 2014	14,362
Website Usage	September 2014	5,863

Financials

Request for Transfer

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve a transfer of \$550 from HD Employer Contribution to Healthcare Admin Costs to cover the annual fee for Admin costs for 2014-15. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$11,586.87 on Supplemental Warrant 166. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$3,176.64 on Supplemental Warrant 170. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$2,438.80 on Supplemental Warrant 173. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$29,019.77 on Warrant 171. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the manual check on Warrant 167. The amount of \$1,412.07 was received by P & A Administrative Services for September Health Care costs. All members voted yes. Motion carried.

September 2014 Summary of Revenues and Appropriations

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the September 2014 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

End of Quarter comparisons (2013-2014 vs 2014-2015)

The end of quarter comparisons were reviewed.

September 2014 Bank Reconciliation

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the September 2014 Bank Reconciliation. All members voted yes. Motion carried.

Capital Reserve – No Changes

Unfinished Business

Acceptance of Teacher in the Library contract

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to approve the Teacher in the Library Contract with changes noted by the Board. All members voted yes. Motion carried.

New Business

Adelaide Richmond Kenney Trust

The Certificate of Deposit matures 10/25; renewal at .18% R. Conrad informed the Board that he will move the money to an interest bearing savings account while exploring the possibility of handing the principle off to The Foundation.

Proposals for 2015 holiday/construction closures & board meeting calendar

The proposed schedule of holiday closures and Board Meeting dates was discussed. The discussion was tabled to consider effects of construction closures during holiday breaks.

Non-resident card pro-rated quarterly

R. Conrad explained a trend of VA patients and seasonal workers (Darien Lake) wishing to use library resources but unwilling to pay the \$40 annual non-resident fee. R. Conrad suggested pro-rating the annual fee quarterly and will prepare a policy amendment proposal.

Bookworm Café

R. Conrad is negotiating the annual lease for the Bookworm Café. Owner Krystyna Stefanik shows tremendous loss of earnings during quiet summer months. R. Conrad proposed lowering rent those months accordingly.

Executive Session

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to again go into Executive Session at approximately 7:55 p.m. All members voted yes, motion carried.

Adjournment

There being no further business, President Dana Warren adjourned the meeting at 8:43 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees December 8, 2014

Richmond Memorial Library

Board of Trustees

November 10, 2014

The November meeting of the Library Board of Trustees was held on Monday, November 10, 2014. President Dana Warren called the meeting to order at 6:32 p.m.

Members present: Dana Warren, Beth Stich, Jennifer Reardon, Michael Rivers and Norm Argulsky

Also present: Colleen Brudz, Bob Conrad and Debra Levins

Approval of Minutes

Upon the motion of M. Rivers seconded by B. Stich it was resolved to approve the minutes of the October 20, 2014 meeting. All members voted yes. Motion carried.

Public to be Heard - None

Report of Librarian

Personnel – None

Construction closure dates suggested

Closure dates were discussed with Mr. Jacobs, Superintendent of BCSD Building and Grounds. It was suggested that exterior work begin the day after the May 5, 2014 Library Budget Vote, and interior work begin the following Monday, closing the library for one week. The intent is to be complete before the beginning of the summer reading program.

Long Range Plan – October 2014

Monthly update reviewed; highlights included:

- Foundation Board elected at meeting October 7
- SAGE program presented to Marshall Grant all-team meeting
- Installation of new wireless network
 - Improved public WiFi is installed: more reliable, better coverage
 - Fine tuning and lower level coverage continue
 - New anti-virus and firewall continue; speed tests thereafter

- ‘New’ reference desk facilitates
- Attended Agri-Business Child Development Policy Council meeting
- Attended Independent Living of Genesee Region Council
- Booked 3 Maker programs with Harvester Center for Nov/Dec
- Program-A-Rama!!!
 - 5 outreach storytimes to Batavia Head Start
 - 38 school class visits to library
 - 30 (full!) storytimes
 - Average 39 kids per day after school programs
 - ~51 Homework Help (plus indoor/outdoor security and program assistance)
 - 3 Teen programs (*Frankentoy!* and *Warm Bodies*) avg. 9
 - Family Movie *Toy Story of Terror* (21)
 - Reel Discussions *Still Mine* and *Hocus Pocus* (18 ea.)
 - Two Adult Book Discussions (18 ea.)
 - 4 Books Sandwiched in (101 total)
 - Reverse Painting on Glass (17)
 - Mystery Discussion (24)

Library Statistics

Materials Circulation	October 2014	19,141
Ebooks	October 2014	463
Freegal Downloads	October 2014	583
Zinio	October 2014	32
Internet Usage	October 2014	2,655
Literacy Stations	October 2014	434
Attendance	October 2014	15,120
Website Usage	October 2014	5,821

Report of Committees

Financials

Transfers - None

Approval of Invoices for Payment

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the payment of \$1,366.85 on Supplemental Warrant 174. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the payment of \$2,190.35 on Supplemental Warrant 178. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the manual checks on Warrant 175. The amount of \$3,988.25 was received by P & A Administrative Service for October Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the payment of \$21,061.05 on Warrant 180. All members voted yes. Motion carried.

June 2014 Summary of Revenues and Appropriations

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the June 2014 Summary of Revenues and Appropriations. All members voted yes. Motion carried. As per Board minutes July 14, 2014, the June 2014 Summary of Revenues and Appropriations was not available until the completion of the audit which was accepted October 20, 2014.

October 2014 Summary of Revenues and Appropriations –

Not available at time of scan

End of year July 2013-June 2014 Comparison –

The End of Year July 2013-June 2014 Comparison was reviewed.

October 2014 Bank Reconciliation

Not available at time of scan

Capital Reserve – No change

Communications- None

Unfinished Business

Borrowing Policy for Non-Residents

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the revised Borrowing Policy as presented to include a quarterly (3 month) fee for seasonal non-residents. All members voted yes. Motion carried.

2015-16 Board Meeting Calendar

Upon the motion of J. Reardon, seconded by M. Rivers, it was resolved to approve the 2015-16 Board of Trustee Meeting Calendar as presented. All members voted yes. Motion carried.

2015 Paid Holiday, Holiday Closure, and Compensatory Day Schedule

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the 2015 Paid Holiday, Holiday Closure, and Compensatory Day Schedule. All members voted yes. Motion carried.

Executive Session

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to go into Executive Session at 7:12 p.m. All members voted yes. Motion carried. Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to end executive session at 7:35 p.m. All members voted yes. Motion carried.

Comp Day Granted

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to award 2 (two) comp days to Custodian Peggy George for unexpectedly cutting her vacation time short to take over for the Head Custodian due unexpected medical issues. All members voted yes. Motion carried.

New Business – None

Adjournment

There being no further business, President Dana Warren adjourned the meeting at 7:40 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees January 12, 2015

Richmond Memorial Library

Board of Trustees

December 8, 2014

The December meeting of the Library Board of Trustees was held on Monday, December 8, 2014. President Dana Warren called the meeting to order at 6:32 p.m.

Members present: Dana Warren, Beth Stich, Norm Argulsky, and Jennifer Reardon

Also present: Colleen Brudz, Bob Conrad and Debra Levins

Excused: Michael Rivers

Approval of Minutes

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the minutes of the November 10, 2014 meeting. All members voted yes. Motion carried.

Public to be Heard - None

Report of Librarian

Technology Upgrades

Kathleen Facer, Reference and Technology Librarian apprised the Board of superior work that our newly contracted IT Support Andrew Wos has provided in resolving many computer issues and upgrading the Library's wireless network.

An overview of plans in action included controlling internet traffic, providing faster service, and adding additional protection. Also, workstations will soon be scheduled to install updates and virus updates from the local server instead of individually. Mr. Wos has consolidated public WiFi on existing/new access points, and has used cost saving techniques by using existing computer equipment whenever possible. He has upgraded and simplified by replacing an overworked and unreliable router, has condensed servers and cables, and can now come into the library system remotely when needed. Long term technology needs and goals were discussed.

Long Range Plan Report

Monthly update reviewed; highlights included:

November

- Completed grant application for two 3D printers and started partner programs with Harvester Makerspace
- 4 staff went to NYLA & Bob to Library Journal Director's Summit
- Updates to network and wireless; new/replacement access points installed on lower level, public Wi-Fi now covers entire building
- Computer classes:
 - Computer basics (12 people)
 - Email (13 people)
 - Internet resources (10 people)
 - Windows 8 (9 people)
- Other adult programs
 - 2 Adult Book Discussion (20 attended)
 - Christmas Card class (10 attended)
 - Tale Announcement Party (15 attended)
- A Tale for Three Counties title announced for 2015
 - *We Are Called to Rise* by Laura McBride
- Children's Room had 11 story times, 2 Lego clubs and 1 author visit during the month of November for a total of 13 programs

Library Statistics

Materials Circulation	November 2014	16,896
Ebooks	November 2014	397
Freegal Downloads	November 2014	559
Zinio	November 2014	47
Internet Usage	November 2014	2,022
Literacy Stations	November 2014	304
Attendance	November 2014	11,329
Website Usage	November 2014	5,840

Report of Committees - None

Financials

Transfers

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve a transfer of \$4,506.00 from HD Employer Contributions to NYS Retirement to cover the 2015 Annual Invoice for NYS Retirement. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve a transfer of \$360.00 from Salaries – Marshall Grant to NYS Retirement – Marshall Grant to cover the Marshall Grant portion of the 2015 Annual Invoice for NYS Retirement. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the payment of \$11,276.71 on Supplemental Warrant 179. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the payment of \$1,110.99 on Supplemental Warrant 182. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the payment of \$169,894.02 on Warrant 183. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the manual checks on Warrant 185. The amount of \$1,598.42 was received by P & A Administrative Services for November Health Care costs. All members voted yes. Motion carried.

October 2014 Summary of Revenue and Appropriations

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the October 2014 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

November 2014 Summary of Revenue and Appropriations

(Not available at time of scan.)

October 2014 Bank Reconciliations

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the October 2014 Bank Reconciliations. All members voted yes. Motion carried.

November 2014 Bank Reconciliation

(Not available at time of scan.)

Capital Reserve – No change

Unfinished Business

Adoption of 2014-15 Budget

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to adopt the 2014-15 Budget. All members voted yes. Motion carried.

New Business

Approval of 2015-16 Budget Vote/Election Calendar

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the 2015-16 Budget Vote/Election Calendar as presented. All members voted yes. Motion carried.

Approval of Tech-Support Agreement with Andrew Wos

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the Tech-Support Agreement with Andrew Wos as presented. All members voted yes. Motion carried.

Proposed Borrowing Policy for Organizations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to adopt the Borrowing Policy for Organizations as presented. All members voted yes. Motion carried.

After a brief discussion, the policy was revisited. Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to begin the Borrowing Policy for Organizations January 1, 2015. All members voted yes. Motion carried.

Proposed revised Borrowing Materials Policy

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the proposed Borrowing Materials Policy with the amendment of lowering the DVD fee to .20 cents a day to match all other material fees. All members voted yes. Motion carried.

Conflict of Interest and Whistleblower Policies

R. Conrad informed the Board of the Non-Profit Revitalization Act of 2013 that mandates all public and association libraries and public library systems to adopt a Conflict of Interest Policy. A Whistleblower Policy must also be adopted if a library system has 20 or more employees and also has had revenue in excess of \$1 million in the prior fiscal year. The Board asked R. Conrad to prepare a draft of both policies.

Fireplace

R. Conrad informed the Board that the Library's fireplace did not pass inspection and that extensive and costly repairs were necessary. He suggested pursuing information regarding a gas insert, and the Board agreed.

Kenney Trust Fund

R. Conrad suggested the idea of turning over the Kenney Trust Fund to The Friends and Foundation. He will check with the Library's attorney.

Adjournment

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to adjourn the meeting at 8:30 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk