

Approved by the Library Board of Trustees February 9, 2015

Richmond Memorial Library

Board of Trustees

January 12, 2015

The January meeting of the Library Board of Trustees was held on Monday, January 12, 2015. President Dana Warren called the meeting to order at 6:26 p.m.

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

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

Excused: Jennifer Reardon

Approval of Minutes

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

Public to be Heard - None

Treasurer

Treasurer S. Sanford thoroughly answered all questions that were previously brought up regarding the Comparison Figures 2012-13 vs 2013-2014 and the Appropriation Status Report of fiscal year 2013-14.

Financials

Approval of Invoices for Payment

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the payment of \$13,880.65 on Supplemental Warrant 186. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the payment of \$1,955.25 on Supplemental Warrant 189. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the payment of \$42,451.49 on Warrant 188. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the manual checks on Warrant 191. The amount of \$4,349.55 was received by P & A Administrative Services for December 2014 Health Care costs. All members voted yes. Motion carried.

Summary of Revenues and Appropriations, November 2014

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

Bank Reconciliation, November 2014

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

Summary of Revenues and Appropriations, December 2014

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

Comparison Figures

Comparison figures of 2013-2014 vs 2014-2015 Revenues and Appropriations to date were reviewed.

Bank Reconciliation, December 2014

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

S. Sanford continued to successfully answer any questions during the financials portion of the meeting.

S. Sanford and C. Richardson were excused from the meeting at 6:58 p.m.

Report of Librarian

Personnel – None

Security incident and suggested library response

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to ban for the periods of 6 and 12 months, the two Batavia Middle School students that were involved in an incident at the Library on December 9, 2014. All members voted yes. Motion carried.

Fireplace poll results

B. Conrad reported results of the fireplace poll as 40 in favor of wood, 51 in favor of gas, and a few with the “humbug” response.

Tax forms and filing assistance

Due to budget constraints to the IRS, the Tax Forms Outlet Program (TFOP) has to significantly reduce the amount of Tax Forms and Instruction packets that they provide us with. After much discussion, it was decided that hard copies will be available for the public to copy at the usual price of 20 cents per page. A link to IRS resources will be available from the Library’s webpage.

Long Range Plan – December accomplishments

Monthly update reviewed; highlights included:

December

- Finance Committee met in early Dec. to begin 2015-2016 budget
- Professional staff met to brainstorm Teen/Media space, services
- Foundation meeting; members added; progress on Kenney Trust; brochure drafted; meetings scheduled
- Adult Book Discussion: 2 sessions, 18 attendees
- Christmas Card class: 9 attendees
- Centerpiece class: 6 attendees, incl. 2 new faces
- 2 computer classes: 26 attendees
- Genealogy by Appointment: 1
- Planned and promoted Reel Discussion & Billy Wilder DVD series, music programs
- 39 in house, outreach, and after-school children’s programs serving 764 people; including Santa storytime (103 people)
- Installation of Trend Micro antivirus software finally completed
- Updates made to library's webpage
- Harvester Makerspace family “Brush Bot” program; 12-15 attendees
- Sadly: Did NOT win 3D printer grant

Library Statistics

Materials Circulation	December 2014	17,572
Ebooks	December 2014	498
Freegal Downloads	December 2014	586
Zinio	December 2014	71
Internet Usage	December 2014	2,041
Literacy Stations	December 2014	221
(One computer sent out to be serviced)		
Attendance	December 2014	12,018
Website Usage	December 2014	4,864

Unfinished Business

Conflict of Interest Policy/Disclosure

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the Conflict of Interest Policy as presented. All members voted yes. Motion carried.

Whistleblower Policy

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the Whistleblower Policy as presented. All members voted yes. Motion carried.

New Business

Teacher in the Library agreement renewal

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to approve the Teacher in the Library Agreement renewal as presented. All members voted yes. Motion carried.

Other New Business – None.

Adjournment

There being no further business, President Dana Warren adjourned the meeting at 7:52 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees March 9, 2015

Richmond Memorial Library

Board of Trustees

February 9, 2015

The February meeting of the Library Board of Trustees was held on Monday, February 9, 2015. President Dana Warren called the meeting to order at 6:32 p.m.

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

Also present: Colleen Brudz, Bob Conrad, Debra Levins, and Carol Richardson

Excused: Norm Argulsky

Approval of Minutes

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to approve the minutes of the January 2015 meeting. All members voted yes. Motion carried.

Public to be Heard – None

Financials

Approval of Invoices for Payment

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$10,039.85 on Supplemental Warrant 193. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$1,832.75 on Supplemental Warrant 194. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$17,345.60 on Warrant 196. 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 197. The amount of \$1,568.69 was received by P & A Administrative Services for January Health Care costs. All members voted yes. Motion carried.

January 2015 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the January 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

January 2015 Bank Reconciliations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the January 2015 Bank Reconciliations. All members voted yes. Motion carried.

Financial clerk C. Richardson was excused from the meeting at 6:42 p.m.

Report of Librarian

Outreach: Leadership Genesee, Rotary, Kiwanis, WBTA

Director B. Conrad gave an overview of his outreach with Rotary, Kiwanis Club, and Leadership Genesee. He also highlighted an enjoyable WBTA Radio interview.

NIOGA Board of Trustees Vacancies

M. Rivers nominated Ms. Anne Engel for a second five-year term as our Genesee County NIOGA Board of Trustees Representative. B. Stich seconded the motion. All members voted yes. Motion carried.

Fireplace

The Board instructed R. Conrad to inform the Administration of Batavia City Schools that they are in support of chimney repair in continuation of the Library’s wood burning tradition.

Library Statistics

Materials Circulation	January 2015	17,625
Ebooks	January 2015	546
Freegal Downloads	January 2015	632
Zinio	January 2015	49
Internet Usage	January 2015	2,201
Literacy Stations	January 2015	325
Attendance	January 2015	12,501
Website Usage	January 2015	5,777

New Business

2015-16 Budget Vote/Trustee Election Resolutions

Upon the motion of B. Stich, Seconded by J. Reardon, the following 5 (five) resolutions were adopted. All members voted yes. Motion carried.

1) RESOLUTION APPOINTING BOARD OF REGISTRATION:

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

Ms. Debra Levins

BE IT RESOLVED, that the Board of Trustees hereby designates Richmond Memorial Library, 19 Ross Street, Batavia, New York, which is a place within the said Batavia City School District, as the place where such Board of Registration shall oversee for the purpose of preparing a register of qualified voters of the District pursuant to Section 2606 of Education Law, and the compensation for Ms. Debra Levins is hereby fixed at a stipend of \$185.00.

By the order of the Board of Trustees
Richmond Memorial Library
Dated: February 9, 2015

Robert Conrad, Clerk
of Richmond Memorial Library

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

BE IT RESOLVED, that the said Board of Registration is hereby directed to meet 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 14, 2015 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 14th of April, to wit, on March 31st and April 7th in the *Batavia Daily News*, which notice shall be in the following form:

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

NOTICE IS HEREBY GIVEN that for the purpose of preparing registers of the qualified voters of the City School District of the City of Batavia, New York, at Richmond Memorial Library, 19 Ross Street, Batavia, New York on April 14, 2015 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 9, 2015

Robert Conrad, Clerk
of Richmond Memorial Library

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

RESOLVED: that pursuant to Section 2606 of Education Law, the Board of Trustees of Richmond Memorial Library publish, and it hereby directs the clerk thereof so to do, a motion stating that the library election registers have been filed and noting that the Richmond Memorial Library, 19 Ross St., Batavia, New York as the place at which they are on file, and setting the hours to wit: from 9:00 o'clock AM to 5:00 o'clock PM in each week day other than Saturday from date of the notice up to May 5, 2015 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 14 and April 21, 2015 which said notice shall be in the following form:

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

Notice is hereby given that the registers prepared as provided in section 2606 of the Education Law have been completed and have been filed in the Richmond Memorial Library and notice is further given that said registers will continue to be on file at the Richmond Memorial Library, 19 Ross St., and will be open for inspection from the hours of 9:00 o'clock AM to 5:00 o'clock PM in each week day other than Saturday from the date hereof up to the date of annual meeting to wit: May 5, 2015.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 9, 2015

Robert Conrad, Clerk
of Richmond Memorial Library

4) RESOLUTION NOTICING SPECIAL DISTRICT MEETING OF RICHMOND MEMORIAL LIBRARY:

RESOLVED, that pursuant to section 2004 of Education Law, that the Board of Trustees of Richmond Memorial Library, cause, and hereby does direct the clerk to cause a notice to be published four times within the seven weeks, next preceding such district meeting, the first publication to be at least forty-five days before said meeting on May 5, 2015, which dates of publication shall be on March 10, March 17, March 24 and March 31 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 5, 2015 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 2015-2016 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, 2015 and ending June 30, 2020, as a result of the expiration of the term of office presently held by Michael Rivers; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 5, 2015, 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 13, 2015 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 1, 2015 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 14, 2015 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 15, 2015 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 27, 2015 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 4, 2015 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 5, 2015, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 5, 2015.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 9, 2015

Robert Conrad, Clerk
of Richmond Memorial Library

**5) RESOLUTION APPROVING RULES AND REGULATIONS GOVERNING
PROOF OF IDENTITY FOR NEW VOTERS:**

RESOLVED: That pursuant to section 2607 of the Education Law, and establishing the same procedures approved by the Batavia Board of Education for governing proof of identity of new voters at their April 23, 1996 meeting, the Board of Trustees of Richmond Memorial Library hereby approves for the Special District Meeting of Richmond Memorial Library on May 5, 2015 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 9, 2015

Robert Conrad, Clerk
of Richmond Memorial Library

C. Brudz was excused at 7:00 p.m.

Unfinished Business

Conflict of Interest Policy/Disclosure

The Conflict of Interest Policy/Disclosure was distributed and signed by the Trustees.

Executive Session (Personnel)

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to go into Executive Session at 7:02 p.m. All members voted yes. Motion carried. Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to end executive session at 7:17 p.m. All members voted yes. Motion carried.

Other New Business - None**Adjournment**

There being no further business, President Dana Warren adjourned the meeting at 7:27 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees April 13, 2015

Richmond Memorial Library

Board of Trustees

March 9, 2015

The March 2015 meeting of the Library Board of Trustees was held on Monday, March 9, 2015. President Dana Warren called the meeting to order at 6:34 p.m.

Members present: Dana Warren, and Jennifer Reardon.

Beth Stich was excused for a late arrival due to unforeseen circumstances.

Also present: Bob Conrad, Debra Levins and Carol Richardson

Excused: Michael Rivers and Colleen Brudz

Not in attendance: Norm Argulsky

Public to be Heard - None

Report of Librarian

2015 Standard Mileage

Director R. Conrad reported on the new standard mileage rates.

Petitions for Library Trustee Position

Board Trustee Michael Rivers' term expires June 30, 2015. Mr. Rivers plans to run for re-election. Petitions for the position will be made available to the public beginning tomorrow, March 10, 2015. The position is a 5 year term to begin July, 2015.

B. Stich arrived at 6:51 p.m.

Approval of Minutes

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the minutes of the February 9, 2015 meeting. All members voted yes. Motion carried.

2014 Annual Report data

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the 2014 Richmond Memorial Library Annual Report. All members voted yes. Motion carried.

Long Range Plan updates (January and February, 2015)

Monthly update reviewed; highlights included:

January 2015

- Children's room resumed 6 weekly story times
- Retro video game Saturdays begins in the CR.
- Tax forms are out. Dealing with the IRS failure to supply instructions, schedules, and publications.
- Printing from patron Windows and Mac devices is now available.
- Three book discussions held for adults - 26 attended
- Books Sandwiched In meeting to plan spring series
- Many Tale details finished-for donations, ads, print materials, and so on
- Bob started Leadership Genesee with a 2 day retreat

February 2015

- Children's room resumed it's outreach to the local head starts.
- The Snowmen Tea Towel class (embroidery) turned out to be very popular - Two full classes - 18 participants total.
- 2 Adult Book Discussions - despite bad weather, 15 participants
- Knit Thrummed Mittens (Newfoundland) - 6 attended
- Continuing work with St. James' author visit committee
- Books Sandwiched In for the spring series set up
- Tale plans proceeding well with great participation at GCC
- Attended seminar at the Chamber of Commerce on Marketing Your Small Business, lots of helpful tips and contacts for the library
- Presented program to Genesee Area Genealogists on sources to help overcome brick walls
- Made a sustained effort to feature upcoming library programs on banner area of library's website

Library Statistics

Materials Circulation	February 2015	15,962
Ebooks	February 2015	521
Freegal Downloads	February 2015	568
Zinio	February 2015	43
Internet Usage	February 2015	2,056
Literacy Stations	February 2015	290
Attendance	February 2015	11,195
Website Usage	February 2015	5,265

2015-2016 Preliminary Budget and Proposition

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the 2015-2016 Preliminary Budget & Proposition. All members voted yes. Motion carried.

Late opening March 4, 2015

Due to a morning weather advisory, continued icy road conditions, and concern for the safety of library staff, Director B. Conrad implemented a two hour delay in the library opening on March 4, 2015.

Kohls' Cares for Kids volunteer for Friends of the Library

Kohls' Cares for Kids program will be providing volunteer help with interior renovations and \$500 to the Library's Friends and Foundation.

National Library Week/Friends of the Year

National Library Week is April 12 – April 18, 2015. The reception hosted by Friends & Foundation of Richmond Memorial Library honoring Dianne Boeheim and Senator Michael H. Ranzenhofer as 2015 "Library Friend of the Year" will begin Friday, April 17, 2015 at 3 p.m. in the Gallery Room. The award presentation will be at 3:30 p.m.

Leadership Genesee

B. Conrad praised the February meeting of Leadership Genesee. He thoroughly enjoyed an "awesome" experience as he learned about economic development.

Private Events

R. Conrad asked the Board for feedback and opinions regarding inquiries he's received about the Library hosting private events. After much discussion, it was decided that as a fundraising venture, the opportunity would be passed onto the Friends of the Library. If they decide to undertake this role, they would be responsible for contacting the Library's Custodial Staff under the direction of Jim Jacobs, BCSD Director of Facilities III, regarding details.

Financials

Transfers - None

Approval of Invoices for Payment

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$10,275.26 on Supplemental Warrant 198. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$2,101.80 on Supplemental Warrant 201. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$23,677.41 on Warrant 202. 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 199. The amount of \$3,458.82 was received by P & A Administrative Service for February Health Care costs. All members voted yes. Motion carried.

February 2015 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the February 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

February 2015 Bank Reconciliations

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the February 2015 Bank Reconciliations. All members voted yes. Motion carried.

Capital Reserve – No change

After C. Richardson was finished answering financial questions, she was excused from the meeting at 7:45 p.m.

New Business

Resolution Appointing Election Inspectors for Budget Vote/Trustee Election

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the following Resolution Appointing Election Inspectors for the May 5, 2015 Budget Vote/Trustee Election. All members vote yes. Motion carried.

RESOLUTION APPOINTING ELECTION INSPECTORS FOR MAY 5, 2015 BUDGET VOTE/TRUSTEE ELECTION

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 5, 2015 the following qualified voters residing in Batavia City School District:

- Debra Levins, Chairperson
- Barbara Matarazzo
- John Deleo
- William Sargent

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 \$210.00 for the Chairperson.

By order of the Board of Trustees
Richmond Memorial Library
Dated: March 9, 2015

Robert Conrad, Clerk
of Richmond Memorial Library

Genesee County Funding split

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to increase the library's budget for books and materials in the amount of Genesee County Funding received (\$24,506).

Other Business

The May 2015 Board meeting will be in a Batavia City School District building due to the transfer of books to the gallery room during new carpet installation. The Board and the The Daily News, will be apprised of the venue when it is determined.

Library Construction Project - Site work update

Site work is scheduled to begin April 1st. Interior work is to begin May 11th. The library will be closed May 11-15.

Genesee Country Village & Museum Painting Loan

R. Conrad conveyed the Genesee Country Village & Museum's interest in borrowing one of the Library's Roy Mason paintings for use in an exhibit. The Museum would re-matte, appraise, and insure the painting for use in the exhibit, and advise the Library on its preservation status with regards to proper protection from sunlight.

Executive Session/Personnel

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to go into Executive Session at 8:00 p.m. All members voted yes. Motion carried. Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to end Executive Session at 8:11 p.m. All members voted yes. Motion carried.

Adjournment

There being no further business, President Dana Warren adjourned the meeting at 8:11 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees May 11, 2015

Richmond Memorial Library

Board of Trustees

April 13, 2015

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 13, 2015. B. Conrad called the meeting to order at 7:00 PM. Trustees present were: Dana Warren, Beth Stich, Jennifer Reardon, Michael Rivers, and Norm Argulsky. Also present were: Colleen Brudz, Bob Conrad, Debbie Levins, Kathleen Facer, Priscilla Facer, Sandy O'Donnell, Colleen O'Donnell, and Amy Joslyn.

Welcome/Introduction of Trustees

Library Director Bob Conrad welcomed the attendees and introduced the members of the Library Board of Trustees.

Library Review/Budget Presentation

B. Conrad presented a review of the Library's Mission Statement, the 2013-2017 Long Range Goals, and major accomplishments with continuing plans of 2014-15. Major plans for 2015-16 and a proposed budget were also presented.

Along with figures taken from the Library's Annual Report, B. Conrad estimated the value of materials borrowed for the year at \$5,550,720 worth.

Public Comment - None

Adjournment

With no public comment or questions, B. Conrad thanked all for attending and concluded the Public Information Meeting at 7:15 p.m.

Continued Business

The regular April meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 13, 2015. Board President Dana Warren called the meeting to order at 7:20 p.m.

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

Also present were: Bob Conrad, Colleen Brudz, and Debbie Levins.

Approval of Minutes

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the minutes of the March 9, 2015 meeting. All members voted yes. Motion carried.

Public to be Heard - none

Report of Librarian

Communication: Freed Maxick Audit Letters

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to acknowledge and agree with the arrangements and respective responsibilities of an audit for the budget year ending June 30, 2015 as outlined in the letter of April 6, 2015 by Kathryn M Barrett, CPA of Freed Maxick CPAs, P.C. All members voted yes. Motion carried.

Personnel

New Hire: Librarian Substitute

B. Conrad informed the Board that Samantha Stryker accepted a non-competitive position with the Library as a Librarian Substitute. (Further action on 5/11/15 Agenda: Board to approve appointment.)

Circulation policy: 424 East Main Street “halfway home”

B. Conrad explained background to Atwater House residents’ blanket ban from library access and asked if it could be revisited. M. Rivers suggested extending a corporate policy account to Atwater Administration. It will be looked into.

Interior Renovations:

The tentative library closure timeframe for interior renovations was discussed.

Long Range Plan

The long range plan report for March will be presented at next month’s meeting.

Library Statistics

Materials Circulation	March 2015	19,018
Ebooks	March 2015	518
Freegal Downloads	March 2015	627
Zinio	March 2015	48
Internet Usage	March 2015	2,464
Literacy Stations	March 2015	407
Attendance	March 2015	15,471
Website Usage	March 2015	6,043

Next meeting:

In case of library renovations, the 6:30 p.m. May 11, 2015 Board of Trustee meeting will be at: Batavia City School District Administration Wing, 260 State Street, Room #49

Financials**Approval of Invoices for Payment**

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$10,187.70 on Supplemental Warrant 203. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$12,177.91 on Supplemental Warrant 207. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$2,044.93 on Supplemental Warrant 210. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$30,957.79 on Warrant 206. 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 209. The amount of \$3,340.47 was received by P & A Administrative Services for March Health Care costs. All members voted yes. Motion carried.

March 2015 Summary of Revenues and Appropriations

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the March 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

March 2014 to 2015 Comparison Figures

Comparison figures of March 2014 to March 2015 estimated revenues and revenues to date were reviewed.

March 2015 Bank Reconciliation

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the March 2015 Bank Reconciliation. All members voted yes. Motion carried.

New Business

An amateur video production company asked permission to come in after hours to shoot. B. Conrad is trying to clear up insurance liability with the school's policy.

Other Business

B. Stich noted that this year's Tale of Three Counties program went very well. Author Laura McBride made an appearance at Richmond Library on March 26th to discuss her debut Novel "We are Called to Rise". B. Stich stated that Ms. McBride was wonderful and that the author praised the "Tale" committee for its hard work in organizing the reading initiative. Our Community Services Librarian Leslie DeLooze was a co-leader of the effort.

Executive Session/Personnel

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to go into Executive Session at 7:51 p.m. All members voted yes. Motion carried.

Adjournment

Executive session ended at 8:10 p.m. There being no further business, President Dana Warren adjourned the Board meeting at 8:14 p.m.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees June 8, 2015

Richmond Memorial Library

Board of Trustees

May 11, 2015

The May meeting of the Library Board of Trustees was held on Monday, May 11, 2015. President Dana Warren called the meeting to order at 6:27 p.m.

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

Also present: Colleen Brudz, Bob Conrad, Debra Levins and Carol Richardson

Approval of Minutes

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

Public to be Heard - None

Financials

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$2,865.07 on Supplemental Warrant 212. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$1,805.50 on Supplemental Warrant 215. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$29,021.11 on Warrant 217. 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 214. The amount of \$2,820.78 was received by P & A Administrative Services for April Health Care costs. All members voted yes. Motion carried.

April 2015 Summary of Revenues and Appropriations

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the April 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

April 2015 Bank Reconciliations

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the April 2015 Bank Reconciliations. All members voted yes. Motion carried.

Report of Librarian

Donation of Art by Joan Rotondo

B. Conrad showed the Board a cross stitch piece that was crafted and donated by Joan Rotondo. The framed artwork portrays detail of both the old architecture and modern day building entrance of our Library.

Renovation update

B. Conrad updated the Board on the latest carpet renovation and window replacement dates. The project is now tentatively set for mid-September. He will know more at the end of the month.

Election Results

The Library budget passed 246 Yes to 38 No. We had a few more voters than last year and a few less No votes. There were a total of 284 votes on the budget making an approximate margin of 7 to 1, or 87%.

The Board congratulated Michael Rivers, who was re-elected as Board Trustee with 266 votes, extending his term from 7/01/15 – 6/30/20.

Correspondence: Joe Eisner

B. Conrad shared suggestions from Joe Eisner of the Library Trustees Association on how to formally recognize an employee's program contributions and leadership.

"I Love My Librarian" award nominations (June 2015)

B. Conrad also discussed the "I Love My Librarian" award.

Long Range Plan update

The Long Range Plan updates for March and April will be e-mailed to the Trustees.

Library Statistics

Materials Circulation	April 2015	18,903
Ebooks	April 2015	520
Freegal Downloads	April 2015	520
Zinio	April 2015	29
Internet Usage	April 2015	2,604
Literacy Stations	April 2015	403
Attendance	April 2015	14,850
Website Usage	April 2015	6,688

Genesee County Funding

B. Conrad met with other directors to prepare for the annual funding. Technology expected of libraries in the last 10 years has increased dramatically. However, despite this and other public demands for more, county funding has been decreased.

Executive Session (personnel)

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to enter into Executive Session at 7:12: p.m. to discuss personnel issues. All members voted yes. Motion carried. Upon the Motion of M. Rivers, seconded by B. Stich, it was resolved to end Executive Session at 7:35 p.m. All members voted yes. Motion carried.

Old Business

Appoint Sam Stryker Librarian Substitute

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to appoint Samantha Stryker as a Librarian Substitute. All members voted yes. Motion carried.

New Business – None.

Adjournment

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to adjourn the meeting at 7:38 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees July 13, 2015

Richmond Memorial Library

Board of Trustees

June 8, 2015

The June meeting of the Library Board of Trustees was held on Monday, June 8, 2015. President Dana Warren called the meeting to order at 6:28 p.m.

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

Also present: Colleen Brudz, Bob Conrad, Debra Levins, Carol Richardson, and Kelly March

Approval of Minutes

Upon the motion of B. Stich and seconded by M. Rivers, it was resolved to approve the minutes of the May 11, 2015 meeting. All members voted yes. Motion carried.

Public to be Heard – None

Financials

Approval of Invoices for Payment

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the payment of \$1,127.98 on Supplemental Warrant 216. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the transactions and manual checks on Warrant 222. The amount of \$4,191.10 was received by P & A Administrative Services for May 2015 Health Care costs. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the payment of \$1,732.30 on Supplemental Warrant 223. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by M. Rivers, it was resolved to approve the payment of \$18,333.11 on Warrant 225. All members voted yes. Motion carried.

Line Transfers

B. Conrad presented a draft of an Appropriation Status Detail Report dated June 5, 2015.

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to approve the following 5 (five) transfers as amended:

- \$100.00 from the Professional Salaries line to the Clerical Salaries line to cover final payroll for budget year 2014-15.
- \$2,650.00 from the Utilities line to the Conferences line to cover NYLA, Director's Summit, and Leadership Genesee
- \$100 from the Utilities line to the Mileage line to reimburse the custodian
- \$11,627.00 from the Professional Salaries line (Librarians) to the Materials & Supplies line for technology upgrades
- \$1,749.00 from the Professional Salaries line (Library Assistants) to the Materials & Supplies line for technology upgrades.

All members voted yes. Motion carried.

Apportion the Bullet Aid Grant

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to apportion the \$10,000 "Bullet Aid" grant distributed by Sen. Ranzenhofer to the following appropriation lines:

\$3578.00 to Equipment (L.7410.200-00-0000) for the purchase of a new Early Literacy Station and corresponding 5 year warranty

\$6422.00 to Other Expenses (L.7410.400-00-0000) for the upgrading of network technology

All members voted yes. Motion carried.

Year End Outstanding Invoices

Upon the motion of M. Rivers, seconded by N. Argulsky, it was moved that the library be allowed to pay all outstanding 2014-15 invoices on its last supplemental warrant on June 19, rather than hold them until the July 13th meeting, so that fewer Purchase Orders will need to be rolled from budget year to budget year. All members voted yes. Motion carried.

Report of Librarian

Year End Technology Upgrades (Kelly March)

Librarian Assistant Kelly March gave an itemized explanation of educational and technology upgrades planned for the Children's Room for end-of-year purchasing.

Summer Programs

B. Conrad reviewed children's, teen, and adult components of the summer reading program.

Renovation Update

Library carpet and window renovations are tentatively set for September 15-30. Closure dates and parking access were discussed. No books will be due during this period.

A Renovation Sub-Committee will include Director Bob Conrad, Library Head Custodian Jim Donahue, along with Board Members Norm Argulsky and Michael Rivers.

Library Statistics

Materials Circulation	May 2015	15,248
Ebooks	May 2015	448
Freegal Downloads	May 2015	550
Zinio	May 2015	23
Internet Usage	May 2015	2,455
Literacy Stations	May 2015	163
Attendance	May 2015	12,645
Website Usage	May 2015	Unavailable at time of printing

M. Rivers suggested pulling stats from last 10 years to study the drops in statistics. B. Conrad will ask NIOGA if longer range of stats are easily accessible, or available in an Excel spreadsheet.

Marshall Grant agreement

The Marshall Grant renewal letter was reviewed.

Long Range Plan Report

An annual summation of how our services met with the long range plan will be presented next month.

Library Overdues

B. Conrad informed the Board that research showed that even though the DVD fines were substantially lowered, and the maximum fine capped at \$5.00, the Library's fine revenue is actually higher.

Old Business

Appointment of Malloryann Flanagan to Librarian I

Upon the motion of N. Argulsky, seconded by M. Rivers, it was moved to appoint Malloryann Flanagan to Librarian I with a starting date of 10/01/15. All members voted yes. Motion carried.

Memorial Plans

Ideas for a memorial from Board Members in Honor of Past President and long-time Board Member, Rosemary Surowka, were further discussed.

New Business

Additional Appointments

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to appoint Melissa Levins as Part-Time Library Assistant. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to appoint Laura Peck as Part-Time Library Assistant on an as needed basis. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to re-hire Stacey Donahue to the position of Part-Time Librarian Substitute. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to appoint Elizabeth Simmons to the newly created position of Part-Time Librarian Substitute on an as needed basis. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to appoint Elizabeth Archer to the newly created position of Part-Time Librarian Substitute on an as needed basis. All members voted yes. Motion carried.

Fingerprinting

B. Conrad gave a brief overview of information from MorphoTrust, a fingerprinting company that is now serving in the Batavia area.

Adjournment

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to adjourn the meeting at 7:55 p.m. All members voted yes. Motion carried.

Respectfully Submitted,

Bob Conrad, Clerk

Approved by the Library Board of Trustees August 10, 2015

Richmond Memorial Library

Board of Trustees

July 13, 2015

The reorganization meeting of the Board of Trustees was held on Monday, July 13, 2015. President of the Board Dana Warren called the meeting to order at 6:34 pm.

Members present: Dana Warren, Jennifer Reardon, and Michael Rivers

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

Excused: B. Stich and N. Argulsky

Swearing in of Board Members

Board Members Dana Warren, Jennifer Reardon, and Michael Rivers were sworn in by Notary Public, Alice Zito. Upon completion, A. Zito left the meeting at 6:35 p.m.

Election of President

Upon the motion of D. Warren and seconded by J. Reardon, Beth Stich was nominated as the President of the Board of Trustees.

All members voted yes. Motion carried.

Election of Vice President

Upon the motion of D. Warren and seconded by J. Reardon, Michael Rivers was nominated as the Vice President of the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Clerk

Upon the motion of D Warren and seconded by M. Rivers, Robert Conrad was appointed as Clerk to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Deputy Clerk

Upon the motion of M. Rivers and seconded by J. Reardon, Debra Levins was appointed as Deputy Clerk to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Treasurer

Upon the motion of D. Charters and seconded by M. Rivers, Sally Sanford was appointed as Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Deputy Treasurer

Upon the motion of D. Charters and seconded by J. Reardon, Michael Rivers was appointed as Deputy Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Purchasing Agent

Upon the motion of D. Warren and seconded by M. Rivers, Robert Conrad was appointed as Purchasing Agent to the Board of Trustees.

All members voted yes. Motion carried.

Designation of Library Attorney

Upon the motion of D. Warren and seconded by J. Reardon, the Williams Law Firm (Thomas & Gerald Williams) was appointed to be the attorney(s) of record to represent the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Auditing Firm

Upon the motion of M. Rivers and seconded by D. Warren, Freed Maxick was appointed to be the auditing firm for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Official Bank Depository

Upon the motion of M. Rivers and seconded by J. Reardon, Five Star Bank was appointed to be the Official Bank Depository for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Bank Signatories

Upon the motion of D. Warren and seconded by J. Reardon - Sally Sanford , Beth Stich and Michael Rivers were appointed to be the Bank Signatories for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Payroll Certifier

Upon the motion of D. Warren and seconded by J. Reardon, Robert Conrad was appointed to be the Payroll Certifier for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Deputy Payroll Certifier

Upon the motion of D. Warren and seconded by J. Reardon, Alice Zito was appointed to be the Deputy Payroll Certifier for the Richmond Memorial Library. All members voted yes. Motion carried.

Designation of Petty Cash Funds

Upon the motion of M. Rivers and seconded by J. Reardon, 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 M. Rivers and seconded by D. Warren, The Daily News was appointed to be the Richmond Memorial Library's official newspaper. All members voted yes. Motion carried.

By-Laws Review

The current By-Laws were reviewed. Upon the correction of one minor grammatical change, it was approved by J. Reardon and seconded by M. Rivers. All members voted yes. Motion carried.

Approval of Minutes

Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve the minutes of the meeting of June 8, 2015. All members voted yes. Motion carried.

Public to be Heard None

Financials

Revenue & Appropriations Status Reports (through May 31, 2015)

Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve the Revenue & Appropriations Status Reports (through May 31, 2015). All members voted yes. Motion carried.

Bank Reconciliation (through May 31, 2015)

Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve the Bank Reconciliation (through May 31, 2015). All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve a payment of \$34,381.66 on Supplemental Warrant 224. All members voted yes. Motion carried.

Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve the payment of \$11,807.97 on Supplemental Warrant 1. All members voted yes. Motion carried.

Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve the manual checks on Warrant 227. The amount of \$1,763.29 was received by P & A Administrative Services for June flex employee contributions and high deductible employer contributions. All members voted yes. Motion carried.

Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve the payment of \$12,039.70 on Warrant 4. All members voted yes. Motion carried.

~~**June 2015 Summary of Revenues and Appropriations**~~

~~Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve the June 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.~~

~~**June 2015 Bank Reconciliations**~~

~~Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve the June 2015 Bank Reconciliations. All members voted yes. Motion carried.~~ [Note: A revision to the strikethrough portions was approved on 9/14/15.]

Report of Librarian

Personnel (Librarian Sub, SAGE Program Director)

R. Conrad reported that newly hired substitute librarian Elizabeth Haibach declined the position before being trained, due to other employment opportunities. He also mentioned that Sage Director Catherine Plaisted has expressed the desire to retire in August. Upon her official resignation, the position could be filled on a provisional basis, pending an exam.

Library Statistics

Materials Circulation	May 2015	15,248
Ebooks	May 2015	448
Freegal Downloads	May 2015	550
Zinio	May 2015	23
Internet Usage	May 2015	2,455
Literacy Stations	May 2015	163
Attendance	May 2015	12,645
Website Usage	May 2015	5,960

Materials Circulation	June 2015	18,994
Ebooks	June 2015	503
Freegal Downloads	June 2015	568
Zinio	June 2015	286
Internet Usage	June 2015	2,770
Literacy Stations	June 2015	374
Attendance	June 2015	14,258
Website Usage	June 2015	5,634

RFID Quote

B. Conrad discussed a price quote and benefits of a RFID company. Radio Frequency ID's are signals that are collected from a hand held device. It can read barcodes in book stacks similar to the way enhanced licenses are read. Some of the benefits would be the capability to easily find a misplaced book on a shelf or to checkout a stack of books all at once. Conrad advised that upfront costs and shared collections prevent us from adopting technology at this time, but sees cost dropping and should prepare for a time that a conversion is practical.

Report of Committees

Buildings and Grounds Subcommittee

B. Conrad updated the Board on the most recent Library construction project plans and timetable. Exterior renovations are from July 25 through the end of August. The interior work will be from September 14-26, with closure.

Unfinished Business

Surowka Memorials

D. Warren is investigating the ownership of the Roy Mason painting which the former Business Administrator, the late Theodore Surowka, had displayed behind his office desk at Batavia City Schools for several years. The hope is to dedicate it in memory of Mr. Surowka. A current Richmond Memorial Library Mason painting would be displayed alongside it in memory of Mrs. Surowka.

Mrs. Surowka devoted several years on the Richmond Library Board, many of which were in the capacity of President.

Morpho Trust

After weighing the pros and cons of having the Morpho Trust fingerprinting service in the library, it was decided that it was not beneficial enough to take staff time away from the circulation desk for training and to provide the service.

Circ Trends

R. Conrad will research and prepare a study of circulation trends to provide the insight M. Rivers suggested.

New Business

Warrant Schedule 2015-2016

Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to approve the Warrant Schedule 2015-2016. All members voted yes. Motion carried.

Adjournment

There being no further business, President Dana Warren adjourned the meeting at 7:22 PM.

Respectfully submitted,
Robert Conrad, Clerk

Approved by the Library Board of Trustees September 14, 2015

Richmond Memorial Library

Board of Trustees

August 10, 2015

The August meeting of the Library Board of Trustees was held on Monday, August 10, 2015. President Beth Stich called the meeting to order at 6:30 p.m.

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

Also present: Colleen Brudz, Bob Conrad, Debra Levins, Carol Richardson, and Andrea Fetterly

Excused: Jennifer Reardon

Approval of Minutes

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to approve the minutes of the July 13, 2015 meeting. All members voted yes. Motion carried.

Public to be Heard - None

Financials

Bank Reconciliations, June 2015

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the June 2015 Bank Reconciliations. 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 \$10,557.53 on Supplemental Warrant 3. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$1,551.31 on Supplemental Warrant 5. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the manual checks on Warrant 7. The amount of \$2,817.60 was received by P & A Administrative Services for July Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the payment of \$10,677.36 on Warrant 8. All members voted yes. Motion carried.

Upon approval of the financials, C. Richardson left the meeting.

Communications

Liptaks re: native species

R. Conrad shared a letter with the Board from Michael and Susan Liptak. The letter presented the idea of planting native trees, shrubs, and perennials in the new parking lot. The Liptaks are willing to contribute \$100 towards the project and suggested a nursery that might be willing to oversee design and implementation of the project and provide plants. Per Mr. Jacobs, the school is open to the idea and should be contacted directly.

Report of Librarian

Report from Annual Conference (L. DeLooze)

A report from Community and Adult Services Librarian Leslie DeLooze was viewed. The report was on the National ALA Conference which she recently attended in San Francisco. She has shared her findings, enthusiasm, and new ideas with staff. She brought back handouts and close to 50 free books (mostly advance reader copies). Mrs. DeLooze expressed appreciation for the opportunity to hear 24 authors speak, attend 11 sessions, visit numerous vendor booths, and collect four books that are possible Tale selections.

Children's Room Librarian

R. Conrad presented the Board with a letter dated 8/07/15 received from Malloryann Flanagan. In her letter, Mrs. Flanagan expressed that she was appreciative of the great opportunity, but stated she is unable to accept the Children's Librarian position.

Report from Teen Services Librarian

Teen Services Librarian Andrea Fetterly gave an update on the collaboration of Teen and Children's services. Although the Teen Librarian position came out of Adult Services originally, it has grown to work in tandem with Children's Services, in response to their needs. Upon answering questions regarding the possibility of merging the two services under a Youth Services Librarian to possibly be reclassified as a Librarian II, Mrs. Fetterly left the meeting at 6:55 p.m.

Library Statistics

Materials Circulation	July 2015	21,170
Ebooks	July 2015	648
Freegal Downloads	July 2015	518
Zinio	July 2015	82
Internet Usage	July 2015	2,919
Literacy Stations	July 2015	619
Attendance	July 2015	15,725
Website Usage	July 2015	6,292

Old Business

NIOGA Liaison C. Brudz took the initiative to create and distribute a well-planned chart of RML statistics from 2010-2015 to help answer any questions regarding statistic trends.

New Business

Contact Information

Board Member contact information was updated.

Increase of Petty Cash Funds re: daily newspapers

Due to cancellation of daily newspaper delivery, the Democrat & Chronicle, Buffalo News, and USA Today newspapers are now being purchased directly from newsstands at no extra charge. Due to greater daily petty cash outlay, N. Argulsky made a motion to increase the petty cash fund by \$50 (to \$250 total). D. Warren seconded the motion. All members voted yes. Motion carried.

Approve Marshall Grant Fund Disbursements

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to allow dollar amounts to be put on the budget to include upcoming salary disbursements for the SAGE positions of Coordinator when decreased to part-time, and Clerk and Page assistance hours are increased. All members voted yes. Motion carried.

Trustees Attending NYLA Conference

R. Conrad will need to know by the end of the week if any Board Trustees are interested in attending the NYLA Conference.

Old Business

D. Warren is working on information for the Surowka Memorials.

J. Reardon and D. Warren are interested in forming an Art subcommittee.

Personnel

Executive session/Adjournment

Upon the motion of D. Warren, seconded by M. Rivers, it was resolved to enter into Executive Session at 7:16 p.m. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by M. Rivers, it was resolved to end Executive Session and also adjourn the Board Meeting at 7:57 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees October 19, 2015

Richmond Memorial Library

Board of Trustees

September 14, 2015

The September meeting of the Library Board of Trustees was held on Monday, September 14, 2015 at Conference Room #49, Batavia City School District Administration Wing due to renovations at the Library. President Beth Stich called the meeting to order at 6:30 p.m.

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

Also present: Colleen Brudz, Bob Conrad and Debra Levins

Approval of Minutes

Upon the motion of D. Warren, seconded by M. Rivers, it was resolved to approve the minutes of the August 2015 meeting. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by B. Stich, it was resolved to correct the minutes of the July 13, 2015 meeting to reflect the fact that the June 2015 Summary of Revenues and Appropriations Report and the June 2015 Bank Reconciliations Report were not presented at the Meeting, and therefore, were incorrectly listed as approved. All members voted yes. Motion carried.

The above mentioned reports cannot be approved until the audit is complete.

Public to be Heard – None

Financials

July 2015 Summary of Revenues and Appropriations

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the July 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

July 2015 Bank Reconciliation

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the July 2015 Bank Reconciliation. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the payment of \$9, 838.14 on Supplemental Warrant 9. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the payment of \$6, 709.37 on Supplemental Warrant 11. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the payment of \$13,940.65 on Warrant 12. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the payment of \$584.92 on Supplemental Warrant 13. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve the manual checks on Warrant 14. The amount of \$1,284.05 was received by P & A Administrative Services for August Health Care costs. All members voted yes. Motion carried.

Request for Budgetary Transfers

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve a transfer of \$32,000 from Professional Salaries to Para-Professional Salaries to create a full-time Library Assistant position. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by N. Argulsky, it was resolved to approve a transfer of \$6,000 from Professional Salaries to Part-Time Salaries to retain services of part-time Library Assistant recruits. All members voted yes. Motion carried.

Report of Librarian

Personnel

Appointment of Krystina Stefanik to Substitute Custodian

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to appoint Krystina Stefanik to Substitute Custodian at a rate of \$12 per hour. All members voted yes. Motion carried.

Provisional appointment of Katie Elia to (FT) Library Assistant

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to provisionally appoint Katie Elia to (FT) Library Assistant with an annual salary of \$32,000. All members voted yes. Motion carried.

Reclassification of Library Clerk to SAGE Program Assistant

Upon the motion of N. Argulsky, seconded by D. Warren, it was resolved to submit a Civil Service reclassification of the SAGE program’s Part-Time Library Clerk to a Program Assistant at the rate of \$16 per hour. All members voted yes. Motion carried.

Library Statistics – August 2015

Materials Circulation	19,391
Ebooks	579
Freegal Downloads	641
Zinio	86
Internet Usage	3,023
Literacy Stations	454
Attendance	13,955
Website Usage	6,793

Renovation Update

B. Conrad gave an update on the library renovations currently in progress.

Building and grounds subcommittee board members M. Rivers and N. Argulsky will meet in October to address requests for a sloping pathway or pathways along the stairs leading to the parking lot.

Communications

Medina Sandstone Hall of Fame

B. Conrad was notified by The Medina Sandstone Society that Richmond Memorial Library was nominated to be in the Sandstone Hall of Fame 2015.

New Business – None

Executive Session

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to enter into executive session at 7:20 p.m. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to end executive session at 8:13 p.m. All members voted yes. Motion carried.

Salary increase

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to increase the Library Director's salary by 2% retroactive to July 1, 2015. All members voted yes. Motion carried.

Adjournment

Upon the motion of D. Warren, seconded by J. Reardon, it was resolved to adjourn the meeting at 8:15 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees November 9, 2015

Richmond Memorial Library

Board of Trustees

Monday, October 19, 2015

The October 2015 meeting of the Library Board of Trustees was held on Monday, October 19, 2015. President Beth Stich called the meeting to order at 6:30 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 J. Reardon, it was resolved to approve the minutes of the September 2015 meeting with corrections. All members voted yes. Motion carried.

Public to be Heard - None

Financials

Approval of Invoices for Payment

Upon the motion of N. Argulsky, seconded by D. Warren, it was resolved to approve the payment of \$12, 079.86 on Supplemental Warrant 17. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by D. Warren, it was resolved to approve the payment of \$3,626.50 on Supplemental Warrant 21. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by D. Warren, it was resolved to approve the payment of \$38,753.39 on Warrant 19. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by D. Warren, it was resolved to approve the manual checks on Warrant 20. The amount of \$3,535.27 was received by P & A Administrative Services for September Health Care costs. All members voted yes. Motion carried.

August 2015 Summary of Revenues and Appropriations

Upon the motion of N. Argulsky, seconded by D. Warren, it was resolved to approve the August 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

August 2015 Bank Reconciliations

Upon the motion of N. Argulsky, seconded by D. Warren, it was resolved to approve the August 2015 Bank Reconciliations. All members voted yes. Motion carried.

Report of Librarian

NYS Construction Grant submitted

B. Conrad gave details on the NYS Construction Grant which has been submitted.

Fall Programs

A brochure highlighting all the Fall Programs offered for adults was distributed to Board Members.

Books Sandwiched In

Book Sandwiched In brochures were distributed. The lunchtime series presents titles of note discussed by a local reader, and includes audience participation. Patrons are encouraged to bring their own lunch. The program is co-sponsored by the Friends of the Library and offers coffee, tea and cookies to the participants.

Youth Services Initiatives

- Imagination Library launch
R. Conrad shared some interesting ideas for the Dolly Parton Imagination Library launch. The Library's Youth Services team will collect informal feedback from parents before going further.
- GRO re-brand
Richmond Library keeps in touch with GRO venues to replenish books as needed.
- Programs!
A list of special programs that the Library's Youth Services will be providing this fall was shared with the Board.

NIOGA classes

B. Conrad gave a brief report on the following NIOGA classes that he attended:
Emerging Leaders
Financial Controls

Freegal stats

B. Conrad revealed stats that showed substantial Richmond Library patron usage of streaming and downloads of online music by Freegal services despite the source not being as popular at other libraries. An e-mail from BCSD music teacher Dan Grillo was shared with the Board.

Mr. Grillo said he recommends the free RML online source to his students and stressed how important it is for them to keep music a part of their leisure time.

Teacher in the Library Report

B. Conrad reviewed a typical Teacher in the Library Report with the Board. It continues to be a valuable resource for students needing homework assistance and in controlling the after school crowds.

Library Statistics – September 2015

(Note: Library was closed 9/14/15-9/26/15 for interior renovations)

Materials Circulation	10,464
Ebooks	597
Freegal Downloads	555
Zinio	55
Internet Usage	1,449
Literacy Stations	178
Attendance	7,145
Website Usage	5,359

NIOGA Liaison C. Brudz shared a chart that she prepared using the last 5 years of library stats for the month of September. R. Conrad will do a larger comparison scale as time allows.

Building & Grounds Subcommittee Report

B. Conrad briefed the Board on the Building & Grounds meeting which he and Subcommittee members M. Rivers and N. Argulsky attended. Jim Jacobs, BCSD Director of Facilities III, was thanked for the work on the Library projects. A keyless entry system was installed for staff. The front doors of the Library will soon open and lock automatically. Some of the carpeting in staff access areas of the basement was left undisturbed/not replaced due to some asbestos found. Asbestos abatement is to be performed by the School District in next year's budget.

The drive-thru bookdrop is now in place for patron use. A lift for the bookdrop was discussed. Patron requests for a ramp along the new stairway leading from St. Joseph's parking lot to aid bad knees, wheelchairs, walkers, and strollers was also discussed at the Building & Grounds meeting. A letter from the Library Board to the Board of Education is needed to request an ADA compliant ramp and railing. D. Warren will draft such a letter which can be signed at the November Board meeting.

Also discussed at the Building & Grounds meeting was the possibility of installing an Abitibi recycling bin next to the carriage house. When asked how the Library's new roof was holding up during the recent extremely rainy weather, B. Conrad commented that it was holding up well, no leaks.

“People are Not Reading the eBooks they buy”

B. Conrad shared a September 20, 2015 article from Goodereader.com written by Michael Kozlowski entitled “People are Not Reading the e-Books they Buy Anymore”.

New Business

Approval of Genesee County Funds disbursement

Upon the motion of M. Rivers, seconded by J. Reardon, the 2015-16 Genesee County Grant Fund Disbursement plan was approved. All members voted yes. Motion carried.

Subcommittees

Finance Subcommittee meeting needed

B. Conrad made the suggestion that the Finance Subcommittee be reaffirmed with membership and a schedule of meetings. M. Rivers and B. Stich volunteered to be on the committee which will meet October 29th from 9:30 a.m. - 10:30 a.m.

Art and Interiors subcommittee to form?

J. Reardon and D. Warren volunteered to form an Art and Interiors subcommittee which will meet November 10th from 6:30 p.m. – 7:30 p.m.

Adjournment

There being no further business, M. Rivers made a motion to adjourn the meeting at 7:35 p.m., seconded by D. Warren. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees December 14, 2015

Richmond Memorial Library

Board of Trustees

November 9, 2015

The November meeting of the Library Board of Trustees was held on Monday, November 9, 2015. President Beth Stich called the meeting to order at 6:30 p.m.

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

Also present: Colleen Brudz, Bob Conrad, Debra Levins and Carol Richardson

Approval of Minutes

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the minutes of the October 2015 meeting. All members voted yes. Motion carried.

Public to be Heard

Josh Derrick gave a presentation to the Board requesting a screening of a performance called Bury My Heart with Tonawanda.

Approval of Invoices for Payment

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$1,762.44 on Supplemental Warrant 22. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$3,260.03 on Supplemental Warrant 27. All members voted yes. Motion carried.

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the payment of \$27,369.79 on Warrant 28. 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 25. The amount of \$6,867.84 was received by P & A Administrative Services for October Health Care costs. All members voted yes. Motion carried.

September 2015 Summary of Revenues and Appropriations

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the September 2015 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Quarterly Comparison Report

Comparison figures of September 2014 to September 2015 estimated revenues and revenues to date were reviewed.

September 2015 Bank Reconciliations

Upon the motion of M. Rivers, seconded by J. Reardon, it was resolved to approve the September 2015 Bank Reconciliations. All members voted yes. Motion carried.

After giving insight on financials, C. Richardson left the meeting at 6:53 p.m.

Audit update

Word from Kathryn Barrett, CPA/Director Freed Maxick regarding the Library Audit is that everything is in good form and financial statements are in the final stages of review. We should be receiving the PDF financial statements this week, which can be presented at the December meeting. Kathie is tentatively scheduled to present to the Board in January.

Report of Librarian Correspondence

B. Conrad received a letter from County Manager Jay Gsell regarding the proposed 2016 county budget. Mr. Gsell is recommending \$46,311 for the Genesee County Libraries, which is the same appropriation as last year.

Library Statistics – October 2015

Materials Circulation	19,036
Ebooks	527
Freegal Downloads	390
Zinio	87
Internet Usage	2,651
Literacy Stations	369
Attendance	13,304
Website Usage	6,348

Leslie DeLooze's NYLA report

Leslie DeLooze, Community and Adult Services Librarian, attended the NYLA Annual Conference held at Lake Placid, NY, along with other Library staff. She took the initiative to submit a detailed report of sessions and highlights of the conference to the Board, thanking them for the opportunity. Other staff members who attended the conference will be encouraged to submit a report as well.

Upcoming Youth Services programs

A list of upcoming Youth Services programs was reviewed. Holiday and outreach programs were highlighted along with a new program called "Coloring with Kelly". This program is not only popular with youth ages 10 and up, but adults that were present have shown an interest as well.

This is in line with the recent phenomenon of coloring for adults. As an art therapy that not only let's adults escape everyday life, it is an opportunity for creativity in a non-judgmental way, building self-esteem and confidence. There may be an opportunity for the Richmond Library to expand on this growing interest for adults.

Tale for Three Counties announcement

A Tale for Three Counties, the one-book community-reads program for Genesee, Orleans, and Wyoming Counties, announced the book for 2016 as *Black River* by S.M. Hulse. Author S.M. Hulse will speak at Richmond Memorial Library on Thursday, March 10 at 7:00 pm.

Report of Subcommittees

Building and Grounds

D. Warren is drafting a letter from the Library Board to the Board of Education to request an ADA compliant ramp/railing alongside the stairs leading to the parking lot.

Finance Subcommittee

Finance subcommittee members M. Rivers, B. Stich and B. Conrad met October 29th to discuss the 2016-17 budget.

Arts & Interiors Subcommittee

J. Reardon and D. Warren will host an Arts & Interiors subcommittee meeting on November 10th from 6:30 p.m. – 7:30 p.m.

New Business

2016 Holidays

Upon the motion of M. Rivers, seconded by D. Warren, the 2016 holiday calendar was approved with changes. All members voted yes. Motion carried.

2016-2017 Board of Trustees Schedule

Upon the motion of M. Rivers, seconded by D. Warren, the 2016-17 board meeting calendar was approved as presented. All members voted yes. Motion carried.

Other New Business

- A couple of recent articles in the Batavia Daily News that mentioned the Library were shared with the Board. One was the Editor's point of view regarding library funding and the other was a letter to the editor in support of libraries by Donald Weyer.
- A letter to the Library Trustees from patron Eva Hamers was discussed. B. Conrad will reply to Ms. Hamers and address her concerns.
- The Independent Living Agency approached B. Conrad about manning a display of talking books once a week. The Board liked the idea and suggested B. Conrad look into it.
- B. Conrad suggested the Board consider an offer for the Library to become a fingerprinting center for Morpho Trust. The company would provide the library with equipment and infrastructure necessary to provide electronic live scan fingerprinting services to job applicants. The company would rent space from the Library and man the service. Since the Sage desk is not in use on Fridays and Saturdays, B. Conrad suggested the service be available those days. The opportunity would expand services for patrons, provide free advertising of library services, bring in potential patrons, and increase Library revenue from space rental.

Letter of Resignation

B. Conrad informed the Board that Library Clerk Helen Cummings submitted her Letter of Resignation effective December 31, 2015. B. Conrad will obtain the current Library Clerk list from Civil Service for candidates.

Adjournment

Upon the motion of N. Argulsky, seconded by D. Warren, the meeting was adjourned at 7:41 PM. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees January 11, 2016

Richmond Memorial Library

Board of Trustees

December 14, 2015

The December meeting of the Library Board of Trustees was held on Monday, December 14, 2015. President Beth Stich called the meeting to order at 6:30 p.m.

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

Also present: Colleen Brudz, Bob Conrad, and Debra Levins

Approval of Minutes

Upon the motion of M. Rivers and seconded by N. Argulsky, it was resolved to approve the minutes of the November meeting as corrected. All members voted yes. Motion carried.

Public to be Heard - None

Financials

Approval of Invoices for Payment

Upon the motion of D. Warren, seconded by M. Rivers, it was resolved to approve the payment of \$14,795.45 on Supplemental Warrant 29. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by M. Rivers, it was resolved to approve the payment of \$99,578.30 on Supplemental Warrant 32. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by M. Rivers, it was resolved to approve the manual check on Warrant 35. The amount of \$7,139.11 was received by P & A Administrative Services for November Health Care costs. All members voted yes. Motion carried.

Upon the motion of D. Warren, seconded by M. Rivers, it was resolved to approve the payment of \$28,476.09 on Warrant 33. All members voted yes. Motion carried.

Audit update

Kathryn Barrett, CPA/Director Freed Maxick will present a review of the Library's audit at the January Board meeting.

Report of Librarian

NYLA re: Help America Vote Act

B. Conrad informed the Board that there will no longer be an exemption for school districts to use lever voting machines in the conduct of elections. The Library must now come into compliance with the provisions of the Help America Vote Act (HAVA) of 2002 and the Election Reform and Modernization Act (ERMA) of 2005. Since we no longer have an extension to use the lever voting machines, we must either move to optical scan balloting or use paper balloting methods compliant with the existing law.

It is cost-prohibitive for the Library to purchase and maintain optical scan balloting machines. The Board of Elections office will be contacted to review options available to us.

Empire Access for ISP and Telephone

B. Conrad compared rates and found that Empire Access would be a better deal for the Library's phone and internet access, rather than combining Verizon and Time Warner. We can get approximately 13 times more bandwidth for about \$100 less per month.

Library Statistics – November 2015

Materials Circulation	16,266
Ebooks	581
Freegal Downloads	474
Zinio	41
Internet Usage	2,322
Literacy Stations	366
Attendance	12,485
Website Usage	5,880

NYLA Conference Reports

NYLA Conference reports from library staff were reviewed. The consensus from staff was that it was a great opportunity that was truly appreciated by all. New library contacts, program ideas, and information learned will surely benefit the Library.

Upcoming Youth Services Programs

A list of upcoming Youth Service Programs was reviewed.

Tale and Adult Coloring Press Clippings

Press clippings from Batavia Daily News Articles regarding “The Tale of Three Counties” selection for 2016 – S.M. Hulse’s debut novel, Black River and the popularity of the Library’s first-time “Adult Coloring Cool Out” were noted.

Report of Subcommittees

Art & Interiors

Reference Librarian Kathy Facer voluntarily gave a walking tour of the Library to Board Members/Arts & Interiors Subcommittee members Jennifer Reardon and Dana Warren. Kathy shared research information about the Library and the paintings within.

The Library walls will be painted to fix water damage areas and match the new carpet. Jen picked out paint chips and will get prices. The Arts & Interiors Subcommittee will meet again in January and will have an update for the next Board meeting.

New Business

Approval of Appointment of Laura Peck as FT Library Clerk

Upon the motion of N. Argulsky, seconded by J. Reardon, Laura Peck was appointed full-time Library Clerk at the rate of \$12.00 per hour. All members voted yes. Motion carried.

Approval of 2015 Holiday Revision (Day after Christmas Comp Day)

Upon the motion of J. Reardon, seconded by N. Argulsky, it was resolved to revise the 2015 Holiday Calendar to clarify that staff who work Saturday, December 26th, earn a comp day to be used within one month. All members voted yes. Motion carried. *[Note: See 2/08/16 Board Meeting Minutes for correction.]*

Approval of 2016 Budget Vote/Trustee Election Calendar

Upon the motion of M. Rivers, seconded by N. Argulsky, the 2016 Budget Vote/Trustee Election Calendar was approved. All members voted yes. Motion carried.

Resolve to purchase D&O Liability Insurance for Friends of the Library

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to purchase D & O Liability Insurance for the Friends of the Library at the rate of \$800 per year. All members voted yes. Motion carried.

Adelaide Kenney Trust management

The Board asked B. Conrad to get more information about the idea to transfer the Adelaide Kenney Trust of \$10,000 to the Foundation for management. He will get clarification our attorney, Tom Williams, and report back to the Board.

Rumsey bequest to the Richmond Library Foundation

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to transfer the \$8,000 Rumsey bequest to the Richmond Memorial Library Foundation to help it get started. All members voted yes. Motion carried.

Other New Business

M. Rivers had a suggestion to resolve issues some patrons have with the stairs that lead to the parking lot. Instead of stairs, his idea was to use the existing grass area from the parking lot to one side of the handicapped parking lot as a gradually sloped walkway. B. Conrad will look into it.

Adjournment

There being no further business, J. Reardon made a motion to adjourn the meeting at 7:22 p.m., seconded by D. Warren. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk