

*Approved by the Library Board of Trustees February 13, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**January 9, 2017**

The January meeting of the Library Board of Trustees was held on Monday, January 9, 2017. President Michael Rivers called the meeting to order at 6:30 p.m.

Members present: Beth Stich, Norm Argulsky, Jennifer Reardon, Michael Rivers, and Jenn Cascell

Also present: Bob Conrad, Kathy Facer, and Debra Levins

Excused: Colleen Brudz

**Approval of Minutes**

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

**Public to be Heard** – None

**Report of Librarians – Kathy Facer – Daily News microfilm status**

(This was moved up on the Agenda)

Reference Librarian Kathy Facer reported on her months of negotiations with the publisher of the Batavia Daily News and received a proposal from Publisher Michael Messerly; the terms of which she and the Library Director discussed with the Board.

**Correspondence**

A thank you letter to Director B. Conrad from Peggy Marone of Leadership Genesee was read.

B. Stich was excused from the meeting at 6:50 p.m.

**Financials**

**Revenue Status Report, FY 2015-16**

Upon the motion of J. Cascell, and seconded by J. Reardon, it was resolved to approve the Revenue Status Report for Fiscal Year 2015-16. All members voted yes. Motion carried.

**Appropriation Status Report, FY 2015-16**

Upon the motion of J. Cascell, and seconded by J. Reardon, it was resolved to approve the Appropriation Status Reports for Fiscal Year 2015-16. All members voted yes. Motion carried.

**Comparison Figures, FY 2014-15 vs FY 2015-16**

Comparison figures of Fiscal Year 2014-15 to Fiscal Year 2015-16 were reviewed.

**Approval of Invoices for Payment**

Upon the motion of J. Cascell, and seconded by J. Reardon, it was resolved to approve the payment of \$13,352.11 on Supplemental Warrant 37. All members voted yes. Motion carried.

Upon the motion of J. Cascell, and seconded by J. Reardon, it was resolved to approve the manual checks on Warrant 42. The amount of \$2,367.41 was received by P & A Administrative Services for December Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, and seconded by J. Reardon, it was resolved to approve the payment of \$1,391.08 on Supplemental Warrant 40. All members voted yes. Motion carried.

Upon the motion of J. Cascell, and seconded by J. Reardon, it was resolved to approve the payment of \$165,250.86 on Warrant 39. All members voted yes. Motion carried.

### **Report of Librarian**

#### **Reports of Librarians**

The Board reviewed the monthly reports from Reference Librarian Kathleen Facer, Community and Adult Services Librarian Leslie DeLooze, and Youth Services Librarian Andrea Fetterly.

#### **“To Save Books...” articles and comment**

A couple of articles and comments regarding librarian tactics to save books from being discarded was reviewed and discussed.

### **Old Business**

President M. Rivers asked if there were any outside groups declined per the clause added to the Meeting Room Policy. None had to be declined per Director R. Conrad.

### **New Business**

#### **Approval of minimum wage increase for library pages**

Upon the motion of N. Argulsky, seconded by J. Cascell, the minimum wage increase to \$9.70 per hour was acknowledged and approved for library pages. All members voted yes. Motion carried.

#### **Approval of 2017 standard mileage**

Upon the motion of N. Argulsky, seconded by J. Reardon, the Internal Revenue Service 2017 optional standard mileage rate was acknowledged and approved. All members voted yes. Motion carried.

### **Adjournment**

Upon the motion of J. Cascell, seconded by J. Reardon, the meeting was adjourned at 7:11 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees March 13, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**February 13, 2017**

The February meeting of the Library Board of Trustees was held on Monday, February 13, 2017. President Michael Rivers called the meeting to order at 6:30 p.m.

Members present: Beth Stich, Norm Argulsky, Jennifer Reardon, Michael Rivers, and Jenn Cascell

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

**Approval of Minutes**

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

**Public to be Heard** - None

**Correspondence**

**Letter of Resignation, Colleen O'Donnell**

Director B. Conrad informed the Board that part-time Library Clerk Colleen O'Donnell submitted her letter of resignation effective February 25, 2017. Colleen has been a dedicated RML employee for 7 years. She has accepted a full-time job offer elsewhere. Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to accept the resignation of Colleen O'Donnell. All members voted yes. Motion Carried.

**Notice of Termination of Lease – Bookworm Café – Krystyna Stefanik**

A letter of termination of the Bookworm Café lease was reviewed by the board. The Café will vacate at the end of May 2017. Suggestions of possible community service organizations that might be interested were discussed.

**Financials**

**December 2016 Summary of Revenues and Appropriations**

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the December 2016 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

**Comparison Figures, December 2016**

Comparison figures of 2014-15 vs 2015-16 Revenues and Appropriations were reviewed.

**December 2016 Bank Reconciliation**

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the December 2016 Bank Reconciliation. All members voted yes. Motion carried.

**January 2017 Summary of Revenues and Appropriations**

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the January 2017 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

**Bank Reconciliation, January 2017**

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the January 2017 Bank Reconciliation. 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 \$11,172.88 on Supplemental Warrant 41. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the manual check on Warrant 48. The amount of \$1,782.71 was received by P & A Administrative Services for January 2017 Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the payment of \$10,597.94 on Supplemental Warrant 46. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the payment of \$43,840.84 on Warrant 45. All members voted yes. Motion carried.

**Report of Librarians**

The Board reviewed and discussed the monthly reports from Reference Librarian Kathleen Facer, Community and Adult Services Librarian Leslie DeLooze, and Youth Services Librarian Andrea Fetterly.

**Library Statistics**

**December 2016**

Materials Circulation	13,806
Ebooks	622
Freegal Downloads	512
Zinio	89
Hoopla	153
Internet Usage	2,300
Literacy Stations	276
Attendance	11,863
Website Usage	6,224

**January 2017**

Materials Circulation	15,642
Ebooks	663
Freegal Downloads	461
Zinio	154
Hoopla	197
Internet Usage	2,450
Literacy Stations	371
Attendance	13,974
Website Usage	7,579

**Old Business - None**

**New Business**

**Adoption of Proposed Changes to Circulation Policy and Application for Library Card**

Upon the motion of J. Cascell, and seconded by B. Stich, the proposed changes to the Circulation Policy and Application for a Library card were approved with the amendments discussed. All members voted yes. Motion carried.

**2017-18 Budget Vote/Trustee Election Resolutions (for Appointing the Board of Registration, Filing of Notices, and Identity Rules & Regulations for New Voters)**

UPON THE MOTION OF B. Stich, seconded by J. Cascell, 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 \$210.00.

By the order of the Board of Trustees  
Richmond Memorial Library  
Dated: February 13, 2017

Robert Conrad, Clerk of the Board of Trustees  
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 on April 11, 2017 at Richmond Memorial Library, 19 Ross Street, Batavia, New York, during the hours of 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 o'clock PM to 9:00 o'clock PM, for the purpose of preparing the registers for the forthcoming special district meeting,

BE IT FURTHER RESOLVED, that this Board of Trustees shall publish a notice of registration, and the clerk is hereby directed to do so, once in each of the two (2) weeks preceding the 11<sup>th</sup> of April, to wit, on March 30th and April 6th 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 11, 2017 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 13, 2017

Robert Conrad, Clerk of the Board of Trustees  
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 4, 2017 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 20 and April 27, 2017 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 4, 2017.

By order of the Board of Trustees  
Richmond Memorial Library  
Dated: February 13, 2017

Robert Conrad, Clerk of the Board of Trustees 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 4, 2017, which dates of publication shall be on March 16, March 23, March 30 and April 6 in the following form:

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

NOTICE IS HEREBY GIVEN, that a special district meeting of the qualified voters of the Batavia City School District, Batavia, Genesee County, New York, will be held at Richmond Memorial Library, 19 Ross Street, Batavia, New York on Thursday, May 4, 2017 during the hours of 9:00 o'clock AM to 9:00 o'clock PM, prevailing time, during which hours polls will be open for the purposes of voting, by paper ballot, upon the following items:

- (1) To adopt the Annual Library District Budget of Richmond Memorial Library for the fiscal year 2017-2018 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, 2017 and ending June 30, 2022, as a result of the expiration of the term of office presently held by Beth Stich; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 4, 2017, 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 10, 2017 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 Tuesday, April 4, 2017 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 11, 2017 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 20, 2017 and each day thereafter prior to the day set for the special district meeting, except holidays, Saturdays and Sundays; and,

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to the provisions of 2018-a of the Education Law, absentee ballots for the election of Trustee of the Library and the adoption of the annual budget may be applied for at the Richmond Memorial Library, 19 Ross Street between the hours of 9:00 o'clock AM to 5:00 o'clock PM. Such application must be received by the Clerk of the Richmond Memorial Library by 4:00 o'clock PM on April 26, 2017 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 3, 2017 if the ballot is to be delivered personally to the voter. Absentee ballots shall be available at Richmond Memorial Library during regular business hours beginning April 6, 2017. 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 4, 2017, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 4, 2017.

By order of the Board of Trustees  
Richmond Memorial Library  
Dated: February 13, 2017

Robert Conrad, Clerk of the Board of Trustees  
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 4, 2017 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 13, 2017

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

**Resolution to Nominate a Candidate for Trustee of the NIOGA Library System**

Colleen Brudz's term as the Liaison between NIOGA Library Board and RML's Board is finished. B. Conrad suggested a possible candidate. Suggestions for replacement candidates were tabled until the next meeting in case there are other candidates interested.

**Executive Session**

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to go into executive session at 7:31 p.m. All members voted yes. Motion carried.

**Adjournment**

There being no further business, President Michael Rivers concluded the executive session, adjourning the board meeting at 7:46 p.m.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees April 10, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**March 13, 2017**

The March meeting of the Library Board of Trustees was held on Monday, March 13, 2017. President Michael Rivers called the meeting to order at 6:30 p.m.

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

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

Excused: Norm Argulsky and Jenn Cascell

**Approval of Minutes**

Upon the motion of J. Reardon and seconded by B. Stich, it was resolved to approve the minutes of the February 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 manual check on Warrant 50. The amount of \$5,728.52 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 \$1,277.67 on Supplemental Warrant 54. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the payment of \$26,745.35 on Warrant 53. All members voted yes. Motion carried.

**Capital Reserve Income through March 7, 2017**

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the Capital Reserve Income through March 7, 2017. All members voted yes. Motion carried.

**Capital Reserve Expenditures and Balance through March 7, 2017**

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the Capital Reserve Expenditures and Balance through March 7, 2017. All members voted yes. Motion carried.

**Report of Librarian**

**Addition to Agenda – Letter to Parents**

Director B. Conrad shared a letter with the Board that he plans to have distributed to students who congregate (in our lobby and on the library steps) while waiting for a ride after school. The letter explains that this impedes access to the library during its busiest hours and suggests alternative pick up plans.

M. Rivers requested “No Parking/No Standing” signs on both sides of the driveway, and/or painted fire lanes.

**Library Closed early (Wednesday, March 8, 2017)**

Director Conrad closed the Library early on Wednesday, March 8, 2017. This was due to the wind storm and concern for staff traveling home safely. Although the Library did not lose power, travel conditions were beginning to get hazardous as more power lines and miscellaneous items were blown into the streets. The media was contacted of the early closing.

On Thursday, March 9<sup>th</sup>, almost every outlet was being used by patrons who had lost power in their homes.

**School District Art Reception, March 17<sup>th</sup>, 6 p.m.**

The Batavia City Schools Art Reception will be at 6 p.m. on March 17, 2017. B. Conrad will welcome parents, and mention upcoming programs as well as the Library vote date.

***Checkout Challenge: April 1-15, 2017***

The Checkout Challenge will run from April 1<sup>st</sup> through the 15<sup>th</sup>. This initiative of the NIOGA Library System is an awareness campaign to bring attention to the fact that libraries offer much more than books. The challenge is dedicated to bringing new patrons through the doors. Prizes have been upgraded to garner more interest. Lawn signs will soon be available.

**Petitions for Library Trustee Position available March 9 through April 4, 2017**

Petitions for the library trustee position became available March 9<sup>th</sup>. They are due to the front desk at RML by 5 p.m. on April 4, 2017.

**Friends of the Library’s annual reception: April 7, 3pm**

Past and present book sale volunteers will be honored as Friends of the Year at the Friends Annual Reception on April 7<sup>th</sup> at 3 p.m. Any board member that is available that day is welcomed and encouraged to do the proclamation.

**Nioga Annual Dinner: May 18<sup>th</sup>, Terry’s Corners Fire Hall, Gasport, NY**

The Nioga Annual Dinner will be on May 18<sup>th</sup> and will again be at Terry Corners Fire Hall in Gasport, NY.

**Reports of Librarians Kathy Facer, Leslie DeLooze**

The Board reviewed and discussed monthly reports from Reference Librarian Kathleen Facer and Community and Adult Services Librarian Leslie DeLooze.

**Combined Youth Services Report**

The combined youth services report by Youth Services Librarian Andrea Fetterly was reviewed and programs were discussed.

**Addition – Report Request Follow-up**

The director was asked to follow-up again on the lack of media services reports.

## **February 2017 Stats**

### **Library Statistics – February 2017**

Materials Circulation	15,536
Ebooks	623
Freegal Downloads	466
Zinio	102
Hoopla	165
Internet Usage	2,260
Literacy Stations	421
Attendance	13,588
Website Usage	5,587

## **Old Business**

### **Resolution to Nominate a Candidate for Trustee of the Nioga Library System**

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve Samantha Schafer as the candidate nominated by the Richmond Memorial Library Board of Trustees to the Nioga Library System Board of Trustees. All members voted yes. Motion carried.

## **New Business**

### **Approval of Revisions to Computer & Internet Use Policy**

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to approve the revisions to the Computer & Internet Use Policy as presented. All members voted yes. Motion carried.

### **Approval of Appointment of Felicia Rynkowski as PT Library Clerk @ \$11.00/hr starting March 27, 2017**

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the appointment of Felicia Rynkowski, effective March 27, 2017 as part-time library clerk at \$11.00 per hour. All members voted yes. Motion carried.

### **Approval of Resolution Appointing Election Inspectors**

Upon the motion of B. Stich, seconded by J. Reardon, the following Resolution Appointing Election Inspectors was adopted. All members voted yes. Motion carried.

## **RESOLUTION APPOINTING ELECTION INSPECTORS FOR MAY 4, 2017 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 4, 2017 the following qualified voters residing in Batavia City School District:

Debra Levins, Chairperson  
Barbara Matarazzo  
John Deleo  
Kathy Briggs

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 13, 2017

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

**Approval of Preliminary FY 2017-18 Budget and Proposition**

Approval of the Preliminary FY 2017-18 Budget and Proposition was tabled to allow salaries to be discussed in Executive Session.

**Approval of Annual Report**

Copies of the Annual Report were distributed. Approval was tabled to give the Board time to review it.

**Executive Session**

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to enter into executive session at 7:28 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 7:55 p.m.

**Approval of Preliminary FY 2017-18 Budget and Proposition**

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the Preliminary FY 2017-18 Budget and Proposition. All members voted yes. Motion carried.

**Adjournment**

There being no further business, President Michael Rivers adjourned the meeting at 8:02 p.m.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees May 8, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**April 10, 2017**

**Public Information Meeting**

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 10, 2017. Director B. Conrad called the meeting to order at 7:00 PM. Trustees present were: Michael Rivers, Beth Stich, Jennifer Reardon, Norm Argulsky, and Jenn Cascell. Also present were: Colleen Brudz, Bob Conrad, Kathleen Facer, Debbie Levins, John Deleo, and Bonnie Dedo

**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 2016-17. Major plans for 2017-18 and a proposed budget was also presented.

The budget newsletter was passed out and reviewed.

**Public Comment** - None.

**Adjournment**

With no further public comments, B. Conrad thanked all for attending the Public Information Meeting.

Upon the motion of M. Rivers, seconded by N. Argulsky, it was resolved to adjourn the meeting at 7:11 p.m. All members voted yes. Motion carried.

Prior to the Board Meeting Director B. Conrad gave Board Members a brief tour of the library café area which will be discussed at the board meeting.

**Regular Meeting**

The regular April meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 10, 2017. President Michael Rivers called the meeting to order at 7:16 p.m.



Members present: Michael Rivers, Beth Stich, Jennifer Reardon, Norm Argulsky, and Jenn Cascell.

Also present were: Colleen Brudz, Bob Conrad 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 13, 2017 meeting. All members voted yes. Motion carried.

**Public to be Heard** - None

### **Financials**

#### **February 2017 Summary of Revenues and Appropriations**

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the February 2017 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

#### **February 2017 Bank Reconciliations**

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the February 2017 Bank Reconciliations. All members voted yes. Motion carried.

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

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the payment of \$1,342.27 on Supplemental Warrant 58. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the manual check on Warrant 60. The amount of \$1,560.04 was received by P & A Administrative Services for March Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the payment of \$27,148.05 on Warrant 61. All members voted yes. Motion carried.

#### **Request for Budgetary Transfers**

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve a transfer of \$1,400.00 from Library Programs to Periodicals to cover needed magazine renewals. All members voted yes. Motion carried.

## **Report of Librarian**

### **Reports of Librarians**

The Board reviewed the monthly reports from Reference Librarian Kathleen Facer, Community and Adult Services Librarian Leslie DeLooze, and Youth Services Librarian Andrea Fetterly.

### **March 2017 stats**

Materials Circulation	15,663
Ebooks	606
Freegal Downloads	382
Zinio	149
Hoopla	200
Internet Usage	2,295
Literacy Stations	424
Attendance	15,172
Website Usage	7,361

### **Report of Buildings & Grounds Subcommittee**

The Building & Grounds Subcommittee met with the architects. They discussed the path to the library, the café area, and toured the building. Upon observing the café area, the idea of it being used as office space for the professional staff was suggested.

**Old Business** – None

### **New Business**

#### **Donation of photographic art from Jim Burns**

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to graciously accept the donation of three Images titled “Fall at Niagara”, “Brooklyn Bridge”, and “Times Circle” to the Richmond Memorial Library from Photographer Jim Burns. All members voted yes. Motion carried.

The Arts & Interiors subcommittee will decide where to display them in the Library.

#### **Executive session to discuss security incidents**

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to enter into Executive Session at 7:50 p.m. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to end Executive Session at 8:04 p.m. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by B. Stich, it was resolved to approve the following Richmond Memorial Library bans:

Brennan & Braden Collister banned for a period of one year for a pattern of disrespect and misbehavior culminating in a threat of bodily harm to library staff.

Samuel Swan banned through September, 2017 for a pattern of misbehavior.

Fabian Vazquez for one year for actions on Friday, April 6, 2017, resulting in the destruction of one library rocking chair; ban shall be reduced to 6 months if Mr. Vazquez writes a letter of apology to the Friends of the Library explaining what happened and asking that they provide funds to replace the Library's rocking chair.

Meaisha Williams for a period of six months due to loud, rude, and disruptive behavior and vulgar language used against library staff and library patrons resulting in a call to the police on Thursday, April 5, 2017. During the period of this ban, Miss Williams may use the library accompanied by an adult caregiver.

All members voted yes. Motion carried.

### **Adjournment**

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to adjourn the meeting at 8:09 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees June 12, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**May 8, 2017**

The May meeting of the Library Board of Trustees was held on Monday, May 8, 2017. President Michael Rivers called the meeting to order at 6:30 p.m.

Members present: Michael Rivers, Beth Stich, Norm Argulsky, Jennifer Reardon, and Jenn Cascell

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

**Approval of Minutes**

Upon the motion of N. Argulsky, seconded by B. Stich, it was resolved to approve the minutes of the April 10, 2017 meeting with corrections. All members voted yes. Motion carried.

**Public to be Heard** – None

**Correspondence**

**H. Lynne Collins, Ph.D.**

Director Conrad shared correspondence from Helen Lynne Collins, Ph.D. Dr. Collins offered the Richmond Memorial Library the gift of an original 15 inch x 20 inch framed hand tinted rendering by late local artist Don Carmichael. It is of the house that her parents owned for 68 years at 314 E Main Street, Batavia – directly across the street from the Library.

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to accept, with gratitude, the gift from Dr. Helen Lynne Collins of an original hand tinted rendering of the house at 314 E Main St by the late local artist Don Carmichael. All members voted yes. Motion carried.

**Financials**

**March 2017 Summary of Revenues and Appropriations**

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the March 2017 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

**March 2017 Quarterly Comparisons**

July 1, 2016 – March 31, 2017 Comparison figures vs 2015-2016 of estimated revenues and revenues to date for the same periods were reviewed.

### **March 2017 Bank Reconciliations**

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the March 2017 Bank Reconciliations. All members voted yes. Motion carried.

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

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the payment of \$5,562.37 on Supplemental Warrant 59. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the payment of \$6,041.29 on Supplemental Warrant 65. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the payment of \$26,193.70 on Warrant 66. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to approve the manual check on Warrant 69. The amount of \$2,233.08 was received by P & A Administrative Services for April Health Care costs. All members voted yes. Motion carried.

### **Request for Budgetary Transfer**

Upon the motion of B. Stich, seconded by J. Cascell, it was resolved to approve a transfer of \$366.00 from NYS Retirement – Marshall Grant to Materials & Supplies – Marshall Grant to cover additional supplies. All members voted yes. Motion carried.

### **Report of Librarian**

#### **Review of Budget Vote Results/Trustee Election**

The Library budget passed by an 87% margin. There were 211 yeas to 32 nays.

Rebecca Long ran unopposed for the Library Trustee seat and won. She will begin her 5 year term in July, filling Beth Stich's seat.

A historical perspective chart of Richmond Memorial Library votes since 1997 was reviewed. The average approval rating for the 20 year period was just over 82.5%.

### **Marshall Fund/SAGE Program Grant Application**

The Marshall Fund/SAGE Program Grant Application was reviewed. B. Stich made a motion to approve it, and J. Reardon seconded it. All members voted yes. Motion carried.

### **Checkout Challenge report**

Statistics from the 2017 Checkout Challenge along with positive patron comments were reviewed.

### **Reports of Librarians**

The Board reviewed monthly reports from Reference Librarian Kathleen Facer, Community and Adult Services Librarian Leslie DeLooze, Media Services Librarian Rita McCormack, and Youth Services Librarian Andrea Fetterly.

### **Nioga Dinner (new information)**

Registration information for the May 18<sup>th</sup> Nioga Annual Dinner at Terry's Corners Fire Hall in Gasport, NY was discussed. Details on a distinguished award honoring two of our Trustees will be revealed that evening.

### **New Business**

#### **Adoption of 2017-18 Budget**

Upon the motion of N. Argulsky, seconded by B. Stich, the 2017-18 Richmond Memorial Library Budget was adopted as presented. All members voted yes. Motion carried.

#### **Request for Proposal: Coffee Bar**

Upon the motion of J. Cascell, seconded by J. Reardon, the Request for Proposal (RFP) for the Library's Coffee Bar/Café was approved as presented. All members voted yes. Motion carried.

### **Other Business**

B. Conrad presented Colleen Brudz with a bouquet of flowers to honor her 10 years of service as the liaison between the Richmond Memorial Library Board and the Nioga Board. Board members also expressed their appreciation.

### **Adjournment**

There being no further business, upon the motion of B. Stich, seconded by J. Cascell, it was resolved to adjourn the meeting at 7:25 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees July 10, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**June 12, 2017**

The June meeting of the Library Board of Trustees was held on Monday, June 12, 2017. President Michael Rivers called the meeting to order at 6:30 p.m.

Members present: Beth Stich, Norm Argulsky, Michael Rivers, and Jenn Cascell

Also present: Bob Conrad, Debra Levins and Carol Richardson

Excused: Jennifer Reardon and Samantha Schafer

**Approval of Minutes**

Upon the motion of B. Stich, seconded by J. Cascell, it was resolved to approve the minutes of the May 8, 2017 meeting. All members voted yes. Motion carried.

**Public to be Heard** - None

**Communication**

**Freed Maxick**

Director B. Conrad reviewed letters from Freed Maxick which described the scope, timing, and objective of the audit.

**Financials**

**April 2017 Summary of Revenues and Appropriations**

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the April 2017 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

**April 2017 Bank Reconciliations**

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the April 2017 Bank Reconciliations. All members voted yes. Motion carried.

**Approval of Invoices for Payment**

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the payment of \$1,178.33 on Supplemental Warrant 67. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the payment of \$2,997.52 on Supplemental Warrant 72. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the manual checks on Warrant 70. The amount of \$1,149.85 was received by P & A Administrative Services for May 2017 Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the payment of \$59.77 on Supplemental Warrant 74. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the payment of \$26,479.23 on Warrant 73. All members voted yes. Motion carried.

### **Request for Budgetary Transfers**

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the following transfers as amended:

- \$500.00 from Other Expenses - Marshall Grant to Materials & Supplies - Marshall Grant to cover additional supplies.
- \$2,300.00 from Part Time Salaries to Professional Salaries to cover June salaries.
- \$4,200.00 from Part Time Salaries to Custodial Salaries to cover June salaries.
- \$4,300.00 from Part Time Salaries to Clerical Salaries to cover June salaries.
- \$3,150.00 from Materials & Supplies – NYS Grant in Aid to Equipment – NYS Grant in Aid to purchase equipment (a scrubber/cleaner).

All members voted yes. Motion carried.



### **Permission to pay all outstanding FY 2016-17 invoices**

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to grant permission to pay all outstanding FY 2016-17 invoices on the last two supplemental warrants, June 23<sup>rd</sup> and 30<sup>th</sup>, regardless of due dates. All members voted yes. Motion carried.

Upon answering questions regarding the financials, C. Richardson left the meeting at 6:47 PM.

### **Report of Librarian**

#### **Reports of Librarians**

The Board reviewed monthly reports from Reference Librarian Kathleen Facer, Community and Adult Services Librarian Leslie DeLooze, and Youth Services Librarian Andrea Fetterly. Director B. Conrad made note of the absence of a report from Media Services Librarian Rita McCormack.

#### **Library Statistics - April 2017**

Materials Circulation	14,150
Ebooks	699
Freegal Downloads	396
Zinio	133
Hoopla	344
Internet Usage	2,193
Literacy Stations	384
Attendance	12,284
Website Usage	8,451

#### **Library Statistics - May 2017**

Materials Circulation	15,375
Ebooks	656
Freegal Downloads	409
Zinio	68
Hoopla	231
Internet Usage	2,433
Literacy Stations	333
Attendance	14,958
Website Usage	6,320

**Youth Summer Programs brochure (handout) & Summer Programs for Adults brochure (handout)**

Both the Youth and Adult Summer Program brochures were handed out.

**Muriel H. Marshall Fund (SAGE Program) update**

B. Conrad apprised the Board of developments at the last meeting of the Marshall funded agencies, attended by SAGE Program Coordinator Lucine Kauffman.

**Review of Coffee Bar Proposals**

The Board reviewed Café proposals. The two businesses that submitted them were the Arc of Genesee Orleans and GVEP (Genesee Valley Educational Partnership).

**Old Business** – None.

**New Business**

**Selection of Coffee Bar tenant**

A decision was tabled for a future meeting. Presentations and Question & Answer sessions were requested of the vendors, while Director Conrad agreed to schedule.

**Approval of temporary appointment of Jeanette Elia**

Upon the motion of J. Cascell, seconded by B. Stich, it was resolved to approve a temporary appointment of Jeanette Elia to the PT Library Page vacancy at \$9.70/hour through August 28, 2017. All members voted yes. Motion carried.

**Executive Session**

Upon the motion of B. Stich, seconded by J. Cascell, it was resolved to enter into executive session at 7:05 p.m. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by N. Argulsky, it was resolved to end executive session at 7:11 p.m. All members voted yes. Motion carried.

**Other Business**

**Library Bans**

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to approve the following library bans:

- Josh Bombard – a six month ban from the library building and grounds through December 12, 2017 due to a pattern of rowdy behavior after school culminating in an act of attempted vandalism on library property on May 12, 2017.

- TaCarie Broadbent – – a six month ban from the library building and grounds through December 12, 2017 due to a pattern of rowdy behavior after school culminating in an act of attempted vandalism on library property on May 12, 2017.
- Meaisha Williams from the library building and grounds for a period of one year through June 12, 2018 due to a fight that she was involved in on library grounds on May 12, 2017. This ban supersedes a prior ban given at the May meeting.

All members voted yes. Motion carried.

### **Honoring Beth Stich for 20 years of Service**

B. Conrad presented flowers to Beth Stich while thanking her for her 20 years of service as a Richmond Memorial Library Trustee. The Board echoed their sincerest appreciation. In the near future, a tree will be planted at RML in Mrs. Stich's honor.

Upon the motion of J. Cascell, seconded by N. Argulsky, it was resolved to adjourn the meeting at 7:15 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees August 14, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**July 10, 2017**

The reorganization meeting of the Library Board of Trustees was held on Monday, July 10, 2017. President Michael Rivers called the meeting to order at 6:31 p.m.

Members present: Michael Rivers, Norm Argulsky and Jennifer Reardon

Also present: Samantha Schafer, Bob Conrad, Debra Levins, and Alice Zito

Excused: Rebecca Long and Jenn Cascell

**Swearing in of Board Members**

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

Mrs. Zito will return for the August 14, 2017 Board Meeting to administer the oath of office to Rebecca Long and Jenn Cascell.

Director B. Conrad introduced Samantha Schafer as the replacement for Colleen Brudz as the Nioga Library System's Trustee from the city of Batavia for a five year term.

**Signing of Conflict of Interest Agreement**

Board members present signed the Conflict of Interest Agreement.

**Reorganization**

**Election of President**

Upon the motion of M. Rivers, seconded by J. Reardon, N. Argulsky was nominated as the President of the Board of Trustees.

All members voted yes. Motion carried.

**Election of Vice President**

Upon the motion of M. Rivers, seconded by N. Argulsky, J. Reardon was nominated as the Vice President of the Board of Trustees.

All members voted yes. Motion carried

### **Appointment of Clerk**

Upon the motion of M. Rivers, seconded by N. Argulsky, 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, seconded by N. Argulsky, 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 M. Rivers, seconded by N. Argulsky, 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 M. Rivers, seconded by J. Reardon, N. Argulsky was appointed as Deputy Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

### **Appointment of Purchasing Agent**

Upon the motion of M. Rivers, seconded by N. Argulsky, 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 M. Rivers, seconded by N. Argulsky, Thomas Williams of the Williams Law Firm was appointed to 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 M. Rivers, seconded by N. Argulsky, Freed Maxick was appointed as the auditing firm for Richmond Memorial Library.

All members voted yes. Motion carried.

### **Designation of Official Bank Depository**

Upon the motion of M. Rivers, seconded by N. Argulsky, Five Star Bank was appointed as the Official Bank Depository for Richmond Memorial Library. All members voted yes. Motion carried.

### **Designation of Bank Signatories**

Upon the motion of M. Rivers, and seconded by J. Reardon, Sally Sanford, and N. Argulsky were appointed to be the Bank Signatories for the Richmond Memorial Library. All members voted yes. Motion carried.

Upon the motion of M. Rivers, and seconded by N. Argulsky, J. Reardon was also appointed to be a Bank Signatory for the Richmond Memorial Library. All members voted yes. Motion carried.

### **Designation of Payroll Certifier**

Upon the motion of M. Rivers, seconded by N. Argulsky, 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 M. Rivers, seconded by N. Argulsky, 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 N. Argulsky, seconded by J. Reardon, it was resolved to approve a Petty Cash amount of \$300 for the Richmond Memorial Library and \$150 for the SAGE Program. All members voted yes. Motion carried.

### **Designation of Official Newspaper**

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

### **By-Laws Review**

The By-Laws were reviewed. No revisions were made. Director B. Conrad reminded the Board that the By-laws can be revised at any meeting if need be.

### **Approval of Minutes**

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the minutes of the June 12, 2017 meeting. All members voted yes. Motion carried.

### **Public to be Heard - None**

### **Financials**

#### **May 2017 Bank Reconciliations**

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the May 2017 Bank Reconciliations. All members voted yes. Motion carried.

#### **May 2017 Summary of Revenues and Appropriations**

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the May 2017 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

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

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$10,006.42 on Supplemental Warrant 75. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$16,093.07 on Supplemental Warrant 77. 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 78. The amount of \$780.67 was received by P & A Administrative Services for June Health Care costs. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$9,650.15 on Supplemental Warrant 1. All members voted yes. Motion carried.

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to approve the payment of \$1,409.41 on Warrant 2. All members voted yes. Motion carried.

## **Report of Library Director**

### **Reports of Librarians**

The Board reviewed monthly reports from Reference Librarian Kathleen Facer, Community and Adult Services Librarian Leslie DeLooze, and Youth Services Librarian Andrea Fetterly.

Board President M. Rivers made note of the absence of a report from Media Services Librarian Rita McCormack.

### **Core Values of Librarianship**

B. Conrad reviewed the American Library Association's Core Values of Librarianship for new and returning trustees.

### **Receipt of 2017-18 Muriel H. Marshall Fund Aging in Place Grant (SAGE)**

The 2017-18 Muriel H. Marshall Fund Aging in Place Grant funding the SAGE program was received in the amount SAGE Coordinator Lucine Kauffman requested.

## **Old Business**

### **Selection of Café Tenant**

The Board discussed the interviews of the café tenant candidates along with pros and cons of each. Upon the motion of M. Rivers, seconded by N. Argulsky, the ARC of Genesee was chosen as the new café tenant. All members voted yes. Motion carried.

## **New Business**

### **Subcommittee appointments**

#### **Buildings & Grounds**

Upon the motion of M. Rivers, seconded by J. Reardon, N. Argulsky and J. Cascell were appointed to the Buildings & Grounds Committee for the 2017-18 fiscal year. All members voted yes. Motion carried.

#### **Finance**

Upon the motion of M. Rivers, seconded by N. Argusky, J. Reardon and R. Long were appointed to the Finance Committee for the 2017-18 fiscal year. All members voted yes. Motion carried.



### **Approval of 2017-18 Marshall Fund Budget**

Upon the motion of J. Reardon, seconded by N. Argulsky, the 2017-18 Marshall Fund Budget was approved. All members voted yes. Motion carried.

### **Approval of 2017-2018 Meetings Dates**

Upon the motion of N. Argulsky, seconded by M. Rivers, it was resolved to approve the Board of Trustees meeting dates with the following changes: the April Public Meeting to be moved to 6:30 p.m. instead of 7 p.m., with the board meeting immediately following and the September Board meeting changed to the 3<sup>rd</sup> Monday of the month (September 18, 2017) this year. All members voted yes. Motion carried.

### **Approval of Warrant Schedule FY 2017-18 (handout)**

Upon the motion of M. Rivers, seconded by J. Reardon, the warrant schedule for the 2017-18 year was approved as amended to coincide with the September 18<sup>th</sup> Board meeting. All members voted yes. Motion carried.

### **Resignation of Michael Rivers from Board of Trustees**

Per phone call to Director R. Conrad earlier this week, M. Rivers resigned from the Board.

The Board thanked Michael Rivers for his years of service on the Library Board, and wished him well on his move out of state.

### **Appointment of new trustee**

The appointment of a new trustee was tabled. As per By-laws, B. Conrad will schedule an informal meeting with Board Members and one candidate who has already expressed interest, as well as other prospective candidates who Board Trustees may invite.

### **Executive Session**

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to enter into executive session at 7:18 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 7:24 p.m. All members voted yes. Motion carried.

**Addition - New Business**

Upon the motion of M. Rivers, seconded by N. Argulsky, a Lifetime ban on Robert Richmond from Richmond Memorial Library was made for violation of the Library's internet policy. All members voted yes. Motion carried.

**Further Business - None**

**Adjournment**

Upon the motion of N. Argulsky, seconded by J. Reardon, it was resolved to adjourn the meeting at 7:30 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees September 18, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**August 14, 2017**

The August meeting of the Library Board of Trustees was held on Monday, August 14, 2017. President Norm Argulsky called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Jennifer Reardon, Jenn Cascell, and Rebecca Long

Also present: Bob Conrad, and Debra Levins

Excused: Samantha Schafer

**Approval of Minutes**

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the minutes of the July 10, 2017 meeting. All members voted yes. Motion carried.

**Public to be Heard**

**Correspondence**

**Gregg McAllister**

An e-mail was received by Board President Norm Argulsky from former Board of Trustee President/Member Gregg McAllister expressing an interest in the Board of Trustee vacancy left by Michael Rivers.

**Financials**

**Bank Reconciliations for period ending June 30, 2017**

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the June 2017 Bank Reconciliations. All members voted yes. Motion carried.

**Approval of Invoices for Payment**

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the payment of \$11,695.03 on Supplemental Warrant 1. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the payment of \$15,003.24 on Supplemental Warrant 5. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the manual checks on Warrant 4. The amount of \$287.24 was received by P & A Administrative Services for July Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the payment of \$4,035.48 on Supplemental Warrant 7. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the payment of \$16,468.54 on Warrant 6. All members voted yes. Motion carried.

### **Report of Librarian**

#### **Schedule of Meeting Dates**

The approved schedule of Board of Trustee Meeting dates was reviewed.

#### **Building & Grounds update**

There was not a Building & Grounds meeting, but a project estimate summary was available to review. A Buildings and Grounds meeting will be scheduled to review project elements.

#### **SAGE program in Daily News**

An article regarding the SAGE program, featuring a picture of Sage Coordinator Lucine Kauffman was reviewed.

#### **July reports of Adult Services librarians**

The Board reviewed monthly reports from Reference Librarian Kathleen Facer, Community and Adult Services Librarian Leslie DeLooze, and Media Services Librarian Rita McCormack.

#### **Combined Youth Services report**

The Board also reviewed the combined Youth Services monthly report from Youth Services Librarian Andrea Fetterly.

### **Library Statistics – June 2017**

Materials Circulation	14,545
Ebooks	584
Freegal Downloads	379
Zinio	70
Hoopla	229
Internet Usage	2,358
Literacy Stations	408
Attendance	12,382
Website Usage	7,346

### **Library Statistics – July 2017**

Materials Circulation	16,480
Ebooks	641
Freegal Downloads	389
Zinio	77
Hoopla	266
Internet Usage	2,303
Literacy Stations	460
Attendance	12,523
Website Usage	8,525

### **Old Business**

#### **Discussion of an Appointment**

##### **Appointment of Library Trustee to Michael Rivers' vacancy**

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to appoint Kristi Evans to fill the Richmond Memorial Library Board of Trustee vacancy left by Michael Rivers. All members voted yes. Motion carried.

Mrs. Evans will begin her term at the September 2017 meeting.

The Board instructed the Library Director to draft an amendment to the By-Laws creating a 6<sup>th</sup> library trustee, and in the meantime to invite Gregg McAllister to attend Board meetings as a liaison from the Foundation.

#### **Deputy Treasurer**

The Library Director pointed out that the Deputy Treasurer duties are not outlined in the By-Laws, and suggested that the position be re-appointed so that it does not conflict with the President's duties.

## **New Business**

### **Verify Contact Information**

A contact information chart for Board of Trustee Members was distributed to verify current information.

### **Donation of Photographs from Jim & Claudia Nigro**

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to accept, with gratitude, the donation of photographs from Jim & Claudia Nigro. All members voted yes. Motion carried.

### **Donation of Painting from Joanne Bish**

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to accept, with gratitude, the donation of a painting from Joanne Bish. All members voted yes. Motion carried.

### **Retirement Incentive**

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to offer the proposed retirement incentive, as written, to library staff. All members voted yes. Motion carried.

### **Adjournment**

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to adjourn the meeting at 7:52 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees October 16, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**September 18, 2017**

The September meeting of the Library Board of Trustees was held on Monday, September 18, 2017. President Norm Argulsky called the meeting to order at 6:32 p.m.

Members present: Norm Argulsky, Jennifer Reardon, Jen Cascell, Rebecca Long, and Kristi Evans

Also present: Gregg McAllister, Samantha Schafer, Bob Conrad, Debra Levins, and Elijah Brent Monroe

Since there were new faces, introductions were made.

**Approval of Minutes**

Upon the motion of J. Reardon and seconded by R. Long, the minutes of the August 14, 2017 meeting were approved. All members voted yes. Motion carried.

**Public to be Heard**

Assistant Marshal General Elijah-Brent Alan Monroe of Attica, NY on behalf of the General Society of the War of 1812 presented a copy of the Bicentennial Edition of the Roster of Members and Their Ancestors of the General Society of the War of 1812 to the Richmond Memorial Library Board as a donation to the Library. Mr. Monroe is member #5732, and his ancestor is Jacob Fishell. Our library is one of the first libraries to get a copy. The book lists every member from 1894 and on. Mr. Monroe left the meeting at 6:41 pm.

**Financials**

**Summary of Revenues and Appropriations**

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the July 2017 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

**July 2017 Bank Reconciliations**

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the July 2017 Bank Reconciliations. All members voted yes. Motion carried.

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

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the payment of \$10,923.23 on Supplemental Warrant 11. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the manual checks on Warrant 14. The amount of \$217.37 was received by P & A Administrative Services for August Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the payment of \$2,696.67 on Supplemental Warrant 13. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the payment of \$18,496.66 on Warrant 10. All members voted yes. Motion carried.

### **Report of Library Director**

#### **Inquiry into Amending By-laws**

Director Conrad presented the opinion of WNYLRC's counsel-on-retainer advising that in order to add a 6<sup>th</sup> trustee, the library would need to amend its charter by working with its liaison from NYS Education Department Division of Library Development.

#### **NYLA Conference dates: November 8-11**

Some professional staff will be attending the November 8<sup>th</sup>-11<sup>th</sup> NYLA Conference at Saratoga Springs. Board members were invited.

#### **Genesee County Library Funding update, 2018**

Director Conrad reviewed the six public libraries' request for Genesee County funding in 2018.

#### **Buildings & Grounds subcommittee report**

Subcommittee members N. Argulsky and J. Cascell answered questions about the upcoming building project. B. Conrad explained some changes that he requested in the project's scope and details.



### **Friends, Foundation, and library board joint meeting**

The meeting of the Friends President Kathy Zipkin, Board President N. Argulsky and the Foundation President Gregg McAllister was discussed.

### **Library Statistics - August 2017**

Materials Circulation	17,263
Ebooks	659
Freegal Downloads	307
Zinio	80
Hoopla	222
Internet Usage	2,538
Literacy Stations	569
Attendance	14,217
Website Usage	8,891

### **Freegal update**

Director B. Conrad discussed the library's renewal of Freegal, a subscription service which allows library patrons to download five songs per week from Sony's digital back catalog and new releases. He also described the vendor's other subscription services, Rocket Languages and Freading, the latter of which is set to expand with 15,000 titles from Harper Collins.

### **Reports of Librarians**

The Board reviewed monthly reports from Reference Librarian Kathleen Facer, Community and Adult Services Librarian Leslie DeLooze, and Youth Services Librarian Andrea Fetterly.

### **Report of Foundation President**

Richmond Memorial Library Foundation Board President Gregg McAllister apprised Trustees of their accomplishments in the last couple of years including:

- Establishing the baseline for the foundation – legal, accounting, etc...
- 501c3 status
- Brighten Securities as an Investment Firm
- The Investment Policy is in the process of being developed
- A Brochure is in process – with plans to distribute them to funeral homes, attorneys, etc.

**Old Business**

Due to the absence of a notary, it was not possible for oaths for the three remaining Trustees to be given. The remaining Trustees may get their oaths notarized at the Library as soon as it is convenient for them to do so.

**New Business** – None.

**Adjournment**

Upon the motion of J. Reardon, seconded by R. Long, it was resolved to adjourn the meeting at 7:35 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees November 13, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**October 16, 2017**

The October meeting of the Library Board of Trustees was held on Monday, October 16, 2017. President Norm Argulsky called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Jennifer Reardon, Jen Cascell, Rebecca Long, and Kristi Evans

Also present: Samantha Schafer, Bob Conrad, Debra Levins, Kathleen Facer, and Lydia Dear

**Swearing in of Board Members**

Board Members Jennifer Cascell, Rebecca Long, and Kristi Evans were sworn in by Notary Public, Lydia Dear. Upon completion, Miss Dear left the meeting at 6:35 p.m.

**Approval of Minutes**

Upon the motion of J. Reardon, seconded by R. Long, the minutes of the September 18, 2017 meeting were approved. All members voted yes. Motion carried.

**Director's recap of library actions which lead to an arrest made in January, 2017**

The Library Director gave a recap of library actions which lead to an arrest made in January, 2017.

**Public to be Heard - None**

**Financials**

**August 2017 Summary of Revenues and Appropriations**

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the August 2017 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

**August 2017 Bank Reconciliations**

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the August 2017 Bank Reconciliations. All members voted yes. Motion carried.

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

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the payment of \$903.58 on Supplemental Warrant 12. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the payment of \$9,520.90 on Supplemental Warrant 18. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the manual checks on Warrant 14. The amount of \$615.71 was received by P & A Administrative Services for August Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the manual checks on Warrant 17. The amount of \$7,213.35 was received by P & A Administrative Services and Proflex Administrators LLC for September Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve the payment of \$699.37 on Supplemental Warrant 20. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by J. Cascell it was resolved to approve the payment of \$27,415.05 on Warrant 21. All members voted yes. Motion carried.

### **Request for Budgetary Transfer**

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve a transfer of \$579.00 from NYS Retirement to Workman's Compensation for Genesee County Self-Insurance payment (Worker's Comp). All members voted yes. Motion carried.

### **Report of Library Director**

#### **Summary of ongoing problems with Internet filtering software**

Reference Librarian K. Facer and Director B. Conrad gave a recap of ongoing technological problems with the internet filtering software in the Children's Room and the technology team's current solutions. The Director's recommendation is to retain the Meraki filter currently in use.

**Reports of Librarians Kathy Facer, Leslie DeLooze, Rita McCormack**

Reference Librarian K. Facer reviewed her monthly report. The Board reviewed monthly reports from Community and Adult Services Librarian Leslie DeLooze and Media Services Librarian Rita McCormack.

**Combined Youth Services Report**

The Board reviewed the monthly report of Youth Services Librarian Andrea Fetterly.

**Youth Summer Reading Program Report, 2017**

The Board reviewed the 2017 Youth Summer Reading Program Report.

**Buildings & Grounds updates from 9/12 and 10/16 meetings**

Director Conrad and Board President N. Argulsky briefed the Board on the recent Building & Grounds meetings.

**Review of Application for State Aid for Library Construction**

B. Conrad reviewed the Application for State Aid for Library Construction.

**Library Statistics – September 2017**

Materials Circulation	13,964
Ebooks	534
Freegal Downloads	288
Zinio	74
Hoopla	239
Internet Usage	2,314
Literacy Stations	350
Attendance	12,987
Website Usage	7,870

**Old Business**

**Amending Charter**

Upon the motion of R. Long, seconded by J. Reardon it was resolved to amend the Charter as presented. All members voted yes. Motion carried.

**New Business**

**Adoption of Application for State Aid for Library Construction**

Upon the motion of J. Reardon, seconded by J. Cascell it was resolved to adopt the Application for State Aid for the Library Construction. All members voted yes. Motion carried.

**Schedule Library Budget Vote & Trustee Election for Thursday, May 3, 2018**

Upon the motion of R. Long, seconded by J. Cascell it was resolved to approve Thursday, May 3, 2018 as the upcoming Library Budget Vote and Trustee Election date. All members voted yes. Motion carried.

**Approval of 2018 Library Closures**

Upon the motion of J. Cascell, seconded by J. Reardon it was resolved to approve the calendar of 2018 Library (Holiday) Closures as presented. All members voted yes. Motion carried.

**Other Business / Executive Session - None**

**Adjournment**

There being no further business, President Norm Argulsky adjourned the meeting at 7:53p.m.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees December 11, 2017*

**Richmond Memorial Library**

**Board of Trustees**

**November 13, 2017**

The November meeting of the Library Board of Trustees was held on Monday, November 13, 2017. President Norm Argulsky called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Jennifer Reardon, Jen Cascell, Rebecca Long, and Kristi Evans

Also present: Samantha Schafer, Bob Conrad, and Debra Levins

**Approval of Minutes**

Upon the motion of J. Reardon, seconded by Kristi Evans, the minutes of the October 16, 2017 meeting were approved. All members voted yes. Motion carried.

**Public to be Heard - None**

**Financials**

**Summary of Revenues and Appropriations through September 2017**

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the September 2017 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

**Quarterly Comparison Report**

Comparison figures of September 2016 to September 2017 estimated revenues and revenues to date were reviewed.

**September 2017 Bank Reconciliations**

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the September 2017 Bank Reconciliations. All members voted yes. Motion carried.

**Approval of Invoices for Payment**

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the payment of \$10,912.36 on Supplemental Warrant 24. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the manual checks on Warrant 25. The amount of \$3,022.47 was received by P & A Administrative Services and Proflex Administrators LLC for October Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the payment of \$12,891.38 on Warrant 22. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the payment of \$707.99 on Supplemental Warrant 28. All members voted yes. Motion carried.

### **Request for Budgetary Transfer**

Upon the motion of J. Reardon, seconded by J. Cascell, it was resolved to approve a transfer of \$1,618.00 from Flex Employee Contributions to NYS Retirement for a NYS Retirement payment. All members voted yes. Motion carried.

### **Correspondence**

#### **Michele Balonek**

Director B. Conrad presented correspondence from Michele Balonek, tendering her resignation. The board acknowledged her 24 years of service.

### **Report of Librarian**

#### **Reports of Librarians Kathy Facer and Leslie DeLooze**

The Board reviewed monthly reports from Reference Librarian Kathleen Facer and Community & Adult Services Librarian Leslie DeLooze.

#### **Adult Summer Reading Program wrap-up report**

The Adult Summer Reading Program wrap-up report by Adult Services Librarian Leslie DeLooze was also reviewed.

### **Charter Amendment update**

The revised charter was mailed to NYS Education Department, Division of Library Development, Mary Beth Farr. Director Conrad has not received a response yet.

### **Audit update**

Kathryn Barrett, CPA of Freed Maxick will be at the December Board Meeting to review the Library's audit.



## **Library Statistics - October 2017**

Materials Circulation	13,800
Ebooks	591
Freegal Downloads	347
Zinio	64
Hoopla	254
Internet Usage	2,393
Literacy Stations	362
Attendance	14,219
Website Usage	*N/A

*(\*Millennium has a new server - No Website Usage Stats were available)*

## **Old Business - None**

## **New Business**

### **Approval of Library 2018-19 Budget Vote/Trustee Election Calendar**

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the 2018-19 Budget Vote/Trustee Election Calendar. All members voted yes. Motion carried.

### **Appointment of Jim Doyle to PT/Sub Librarian vacancy at \$16/hr**

Upon the motion of J. Reardon, seconded by R. Long, it was resolved to approve the appointment of Jim Doyle to the position of PT/Sub Librarian at \$16/hr. All members voted yes. Motion carried.

### **Appointment of Jennifer Bartz to Library Page vacancy at \$10.40/hr**

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the appointment of Jennifer Bartz to the position of PT Library Page at \$10.40/hr. All members voted yes. Motion carried.

### **Three month bans:**

Upon the motion of J. Reardon, seconded by J. Cascell, the following students were banned from the Richmond Memorial Library for 3 (three) months:

Fabian Vasquez  
Meki'Ayla Vasquez  
Zadyn Dash  
Tyler Burns

All Members voted yes. Motion carried.

**Other Business****NIOGA Meeting Report – Samantha Schafer**

NIOGA Board Member Samantha Schafer gave an updated report. She also noted that a NIOGA board member had raved about the Erie County Library Tour, and encouraged our library board to visit it.

**Adjournment**

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to adjourn the meeting at 7:12 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk

*Approved by the Library Board of Trustees January 8, 2018*

**Richmond Memorial Library**

**Board of Trustees**

**December 11, 2017**

The December meeting of the Library Board of Trustees was held on December 11, 2017. President Norm Argulsky called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Rebecca Long, and Kristi Evans

Also present: Gregg McAllister, Bob Conrad, Debra Levins, Carol Richardson, Kathleen Facer, Kathleen Bennett, and Sally Sanford

Excused: Jennifer Reardon and Jenn Cascell

**Approval of Minutes**

Upon the motion of R. Long, seconded by K. Evans, the minutes of the November 13, 2017 meeting were approved. All members voted yes. Motion carried.

**Public to be Heard** - None

**Correspondence: Andrea Fetterly**

Youth Services Librarian Andrea Fetterly tendered her resignation. A civil service list of candidates is expected in February, followed by interviews, and an anticipated start date in March.

**Audit Report (scanned previously): Kathryn Barrett, CPA**

Kathryn Barrett, CPA of Freed Maxick reviewed our audit report with the Board. Upon the motion of K. Evans, seconded by R. Long, it was resolved to accept the audit report as presented. All members voted yes. Motion carried.

Kathleen Bennett left at 6:53 p.m.

**Retiree Healthcare Request: Kathy Facer**

Reference Librarian Kathleen Facer presented comparisons of Health Insurance for those over 65 in previous Agreements with all levels of staff to the changes the previous director had made to the Employee Handbook. Miss Facer states that following the terms of the last valid Agreements allowing those over 65 to have a

choice in supplemental coverage for the rest of their lives would be a cost savings for the library in terms of library and agency administration and charges.

R. Conrad reported that he was advised by our healthcare broker that the kind of individually selected coverage requested is prohibited by regulations, but will consult our auditors for a second opinion.

K. Facer left the meeting at 7:07 p.m.

## **Financials**

### **October 2017 Summary of Revenues and Appropriations**

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the October 2017 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

### **Bank Reconciliations, October 2017**

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the October 2017 Bank Reconciliations. All members voted yes. Motion carried.

### **Trust Account Balances, October 2017**

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the October 2017 Trust Account Balances. All members voted yes. Motion carried.

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

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the manual checks on Warrant 25. The amount of \$1,422.47 was received by P & A Administrative Services and Proflex Administrators LLC for October Health Care costs. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the payment of \$12,825.95 on Supplemental Warrant 29. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the manual checks on Warrant 35. The amount of \$5,321.39 was received by P & A Administrative Services and Proflex Administrators LLC for November Health Care costs. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the payment of \$23,603.04 on Warrant 31. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the payment of \$105,857.00 on Supplemental Warrant 32. All members voted yes. Motion carried.

Carol Richardson and Sally Sanford left the meeting at 7:22 p.m.

### **Disbursement of Genesee County Grant**

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the disbursement of the Genesee County Grant. All members voted yes. Motion carried.

### **Report of Librarian**

#### **Review of HRA and FSA Plan Documents (scanned previously)**

Director Conrad reviewed the HRA and FSA Plan documents that were previously scanned and answered questions that Trustees had.

#### **NYLA Annual Conference Reports (Bob Conrad, Andrea Fetterly)**

Reports of the NYLA Annual Conference by Director B. Conrad and Youth Services Librarian Andrea Fetterly were reviewed. The Director stated that it was the best conference that he has attended.

### **Reports of Librarians**

The Board reviewed the November reports from Reference Librarian Kathleen Facer and Community and Adult Services Librarian Leslie DeLooze

The Board reviewed the October and November reports from Media Services Librarian Rita McCormack and Youth Services Librarian Andrea Fetterly.

### **Library Statistics - November 2017**

Materials Circulation	13,490
Ebooks	525
Freegal Downloads	238
Zinio	167
Hoopla	279
Internet Usage	2,351
Literacy Stations	387
Attendance	12,713
Website Usage	7,090

**Old Business** – None

## **New Business**

### **Approval of increase of Lydia Dear's hourly wage to \$13.44**

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the increase of Lydia Dear's hourly wage to \$13.44. All members voted yes. Motion carried.

### **Approval of the creation of a new Library Clerk vacancy**

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the creation of a new Library Clerk vacancy. All members voted yes. Motion carried.

### **Conditional Appointment of Felicia Rynkowski to new Library Clerk vacancy at \$12.00/hr**

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the appointment of Felicia Rynkowski to the newly created Library Clerk vacancy at \$12/hour pending Civil Service approval of that position's creation. All members voted yes. Motion carried.

### **Conditional Appointment of Mary Marks to Library Clerk (PT) vacancy at \$11.50/hr**

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the appointment of Mary Marks to Library Clerk (PT) vacancy at \$11.50/hour, pending Civil Service approval of prior appointment. All members voted yes. Motion carried.

### **Approval of Amendment to 2018 Library Closures**

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the amendment to the 2018 Library Closures as presented. All members voted yes. Motion carried.

### **Resolutions to Adopt HRA Plan Documents**

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the Resolutions to adopt the HRA Plan documents. All members voted yes. Motion carried.

## **Other Business**

### **Foundation - Gregg McAllister**

Foundation President G. McAllister updated the Board on the Kenney trust being dissolved of spending restrictions.

**Adjournment**

Upon the motion of R. Long, seconded by K. Evans, it was resolved to adjourn the meeting at 7:57 p.m. All members voted yes. Motion carried.

Respectfully submitted,  
Bob Conrad, Clerk