

Approved by the Library Board of Trustees February 12, 2018

Richmond Memorial Library

Board of Trustees

January 8, 2018

The January meeting of the Library Board of Trustees was held on Monday, January 8, 2018. President Norm Argulsky called the meeting to order at 6:30 p.m.

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

Also present: Samantha Schafer, Bob Conrad, and James Christner

Excused: Gregg McAllister & Jenn Cascell

Approval of Minutes

Upon the motion of J. Reardon, seconded by R. Long, the minutes of the December 11, 2017 meeting were approved. All members voted yes. Motion carried.

Public to be Heard

Mr. James Christner of LeRoy, NY addressed the board, requesting that they consider establishing an Unlimited Internet Access Policy and adding the Washington Report on Middle East Affairs to the library collection.

Correspondence

Leslie DeLooze

The board reviewed a letter from Adult Services Librarian Leslie DeLooze stating that she will be accepting the library's retirement incentive; retirement effective 3/30/18.

Financials

Revenue Status Report, FY 2016-17

Upon the motion of J. Reardon, and seconded by K. Evans, it was resolved to approve the Revenue Status Report for Fiscal Year 2016-17. All members voted yes. Motion carried.

Appropriation Status Report, FY 2016-17

Upon the motion of J. Reardon, and seconded by K. Evans, it was resolved to approve the Appropriation Status Reports for Fiscal Year 2016-17. All members voted yes. Motion carried.

Comparison Figures, FY 2015-16 vs FY 2016-17

Comparison figures of Fiscal Year 2015-16 to Fiscal Year 2016-17 were reviewed.

Approval of Invoices for Payment

Upon the motion of J. Reardon, seconded by K. Evans, it was resolved to approve the payment of \$2,530.95 on Supplemental Warrant 34. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 37. The amount of \$3,361.96 was received by Proflex Administrators LLC for December Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by K. Evans, it was resolved to approve the payment of \$9,374.96 on Supplemental Warrant 39. All members voted yes. Motion carried.

Upon the motion of J. Reardon, seconded by K. Evans, it was resolved to approve the payment of \$39,437.46 on Warrant 38. All members voted yes. Motion carried.

Director's Report

Charter Amendment update

Director Conrad relayed to the Board that the charter amendment is set for Regent's action at the Division of Library Development, NYS Education Department at their January 22, 2018 meeting.

Retiree Healthcare (over 65) Options

After Freed Maxick looked into the Retiree Healthcare (over 65) options, Library Director B. Conrad stated that the Library will proceed to offer the post-retirement benefit in the manner that the school does, unless we learn from a more authoritative source that we cannot.

Helping All Trustees Succeed (HATS) Training Webinars

The Director apprised the Board of upcoming webinar trainings that are specifically for trustees.

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 the Combined Youth Services staff.

New Business

Approval of Closure for Staff Safety Training Day

Upon the motion of J. Reardon, seconded by R. Long, it was resolved to approve closing the Library on May 17th for a staff safety training day. All members voted yes. Motion carried.

Approval of 2018 standard mileage

Upon the motion of R. Long, seconded by J. Reardon, it was resolved to approve the increase of the standard mileage rate to 54.5 cents for every mile of business travel driven as of January 1, 2018. All members voted yes. Motion carried.

Adjournment

Upon the motion of K. Evans, seconded by J. Reardon, it was resolved to adjourn the meeting at 7:28 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees March 12, 2018

Richmond Memorial Library

Board of Trustees

February 12, 2018

The February meeting of the Library Board of Trustees was held on Monday, February 12, 2018. President Norm Argulsky called the meeting to order at 6:35 p.m.

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

Also present: Gregg McAllister, Samantha Schafer, Bob Conrad, Debra Levins, Kathleen Facer, and Michele Balonek

Approval of Minutes

Upon the motion of J. Reardon, seconded by R. Long, the minutes of the January 8, 2018 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Correspondence

The State Education Department re: Charter Amendment

Director B. Conrad just received approval to amend the Richmond Memorial Library Charter to specify the number of trustees to be not less than five nor more than fifteen.

Resignation of Lydia Dear

Lydia Dear resigned from her position as Library Clerk. Her last day will be February 10, 2018.

Financials

November 2017 Summary of Revenues and Appropriations

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

December 2017 Summary of Revenues and Appropriations

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

Comparison Figures, December 2017

Comparison figures of 2015-16 vs 2016-17 Revenues and Appropriations were reviewed.

Trust Balances, December 2017

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the Trust balances as through December 31, 2017. All members voted yes.

Motion carried.

Bank Reconciliations, November 2017

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

carried.

Bank Reconciliations, December 2017

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the December 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 \$1,304.58 on Supplemental Warrant 42. 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 47. The amount of \$2,210.94 was received by Proflex Administrators LLC for January 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 \$13,464.18 on Supplemental Warrant 44. All members voted yes.

Motion carried.

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the payment of \$35,712.49 on Warrant 43. All members voted yes. Motion

carried.

Request for Budgetary Transfer

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve a transfer of \$4,000.00 from Other Expenses to Imagination Library line for March – June 2018 expenses. All members voted yes. Motion carried.

Reports of Librarians

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

Director Conrad did a brief recap of the meeting with the Board of Trustees President N. Argulsky, the Foundation Board President G. McAllister, and the Friends Board President Kathy Zipkin. Among items discussed was the feasibility of fine amnesty, and the upcoming final review of the architect's plans which will be February 13, 2018 at 10:30 a.m. at the BCSD Central Office.

Old Business - None

New Business

Approval of Appointment of Morgan Wagner to Library Clerk vacancy

Upon the motion of J. Cascell, seconded by R. Long, Morgan Wagner was appointed to the Library Clerk vacancy at the starting rate of \$12.00 per hour. All members voted yes. Motion carried.

Approval of 2018-19 Budget Vote/Trustee Election Resolutions

Upon the motion of J. Reardon, seconded by K. Evans, it was resolved to approve the following 5 (five) resolutions. 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 12, 2018

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 10, 2018 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 10th of April, to wit, on March 29th and April 5th 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 10, 2018 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 12, 2018

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 3, 2018 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 19 and April 26, 2018 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 3, 2018.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 12, 2018

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 3, 2018, which dates of publication shall be on March 15, March 22, March 29 and April 5 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 3, 2018 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 2018-2019 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, 2018 and ending June 30, 2023, as a result of the expiration of the term of office presently held by Jennifer Reardon; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 3, 2018, 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 09, 2018 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 3, 2018 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 10, 2018 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 19, 2018 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 25, 2018 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 1, 2018 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 5, 2018. 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 3, 2018, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 3, 2018.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 12, 2018

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 3, 2018 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 12, 2018

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

**Approval of Resolution Adopting Changes to Employee Handbook and
Convening an Employee Handbook Subcommittee to recommend further
changes**

Changes to the Employee Handbook were discussed. It was decided to table the discussion upon further information.

Executive Session to Discuss an Appointment

Upon the motion of N. Argulsky, seconded by R. Long, it was resolved to enter into executive session at 7:25 p.m. All members voted yes. Motion carried.

K. Facer and M. Balonek left the meeting at 7:25 p.m.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to end executive session at 8:33 p.m. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Reardon, Gregg McAllister was appointed to the Board of Trustees for a term of 5 (five) years. All members voted yes. Motion carried.

Adjournment

Upon the motion of J. Reardon, seconded by R. Long, it was resolved to adjourn the meeting at 8:35 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees April 9, 2018

Richmond Memorial Library

Board of Trustees

March 12, 2018

The March meeting of the Library Board of Trustees was held on Monday, March 23, 2018. President Norm Argulsky called the meeting to order at 6:25 p.m.

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

Also present: Bob Conrad

Excused: Gregg McAllister

Approval of Minutes

Upon the motion of R. Long, seconded by J. Reardon, the minutes of the February 12, 2018 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Financials

January 2018 Summary of Revenues and Appropriations

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the January 2018 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

January 2018 Bank Reconciliations

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the January 2018 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the payment of \$853.93 on Supplemental Warrant 46. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the manual checks on Warrant 53. The amount of \$3,549.39 was received by Proflex Administrators LLC for February Health Care costs. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the payment of \$10,342.94 on Supplemental Warrant 49. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the payment of \$14,899.76 Warrant 50. All members voted yes. Motion carried.

Correspondence

Letter of Resignation, Carol Richardson

A letter of resignation was received from part-time Accounts Payable Library Clerk Carol Richardson effective April 18, 2018.

Report of Librarian

School District Art Reception, March 16th, 6pm

The Batavia City Schools Art Reception will be held on March 16, 2018 at 6:00 pm.

Petitions for Library Trustee Position available March 9 through April 3, 2018

Petitions for the Richmond Memorial Library Board of Trustee position became available on March 9, 2018. They are due on or before April 3, 2018 by 5 pm.

Friends of the Library's Annual Reception: Tuesday, April 10 (3pm)

Irene Hickey to be honored as Friend of the Year

Irene Hickey will be honored as Friend of the Year at the Friends of the Library Annual Reception on Tuesday, April 10th at 3:00 p.m.

Nioga Annual Dinner: May 23, Hickory Ridge Golf & Country Club, Holley, NY

The Nioga Annual Dinner will be held this year at Hickory Ridge Golf & Country Club in Holley, NY on May 23rd.

Reports of Librarians Kathy Facer, Rita McCormack, Leslie DeLooze

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

Combined Youth Services Report

The Board reviewed the combined youth services report for February.

Old Business

Approval of Resolution Amending Employee Handbook and Convening a Subcommittee

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to make changes to the three sections of the Employee Handbook as presented and that an Ad Hoc Employee Handbook Subcommittee be convened to recommend further changes at a future meeting of the Library Board of Trustees. All members voted yes. Motion carried.

Amend Bylaws to Create and Fill up to 15 Seats on Board – Discussion only

Motion to Amend Last Month's Appointment to the Board

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to amend last month's appointment of Gregg McAllister to the Library Board of Trustees to be for a term of five years or until the next election with an open seat, or until the next vacancy on the board shall occur, whichever comes first. All members voted yes. Motion carried.

New Business

Ban Dylan Andrews and Landon Coles from library premises for 3 months

Upon the motion of R. Long, seconded by J. Reardon, it was resolved to ban Dylan Andrews and Landon Coles from the Library premises for 3 months. All members voted yes. Motion carried.

Approval of Commendation for Friend of the Year – Irene Hickey

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the Commendation for the 2018 Friend of the Year Irene Hickey as presented. All members voted yes. Motion carried.

Approval of Appointment of Michael Boedicker to Librarian I at \$45,000/year starting 3/12/2018 and Approval of Appointment of Jennifer Potter to Librarian I at \$45,000/year starting 3/26/2018

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the appointment of Michael Boedicker to Librarian I at \$45,000/year starting 3/12/2018, and the appointment of Jennifer Potter to Librarian I at \$45,000/year starting 3/26/2018. All members voted yes. Motion carried.

Approval of Resolution Appointing Election Inspectors

Upon the motion of R. Long, seconded by K. Evans, the following Resolution Appointing Election Inspectors was adopted. All members voted yes. Motion carried.

**RESOLUTION APPOINTING ELECTION INSPECTORS FOR
MAY 3, 2018 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 3, 2018 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 12, 2018

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

Approval of Preliminary FY 2018-19 Budget

Upon the motion of J. Cascell, seconded by J. Reardon, it was resolved to approve the Preliminary FY 2018-19 Budget as presented. All members voted yes. Motion carried.

Approval of Annual Report 2017

Upon the motion of J. Reardon, seconded by R. Long, it was resolved to approve the 2017 Annual Report as presented. All members voted yes. Motion carried.

Adjournment

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to adjourn the meeting at 8:06 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees May 14, 2018

Richmond Memorial Library

Board of Trustees

April 9, 2018

Public Information Meeting

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 9, 2018. Director B. Conrad called the meeting to order at 6:30 PM.

Trustees present were: Norm Argulsky, Jennifer Reardon, Jenn Cascell, Rebecca Long, Kristi Evans, and Gregg McAllister

Also present were: Bob Conrad, Kathleen Facer, Debbie Levins, John Deleo, and Jim Krencik

Welcome/Introduction of Trustees

Library Director Bob Conrad welcomed the attendees. Members of the Library Board of Trustees were introduced.

Library Review/Budget Presentation

B. Conrad presented the proposed budget for fiscal year 2018-19, including comparisons with the current operating budget, and answered questions from the public. The proposed budget calls for a 1.9% increase to the tax levy equaling \$24,878.

Public comment – None.

Adjournment

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

There being no further business, President Norm Argulsky adjourned the meeting at 6:40 p.m.

Regular Meeting

The regular April meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 9, 2018. President N. Argulsky called the meeting to order at 6:40 p.m.

Members present: Norm Argulsky, Jennifer Reardon, Jenn Cascell, Rebecca Long, Kristi Evans, Gregg McAllister

Also present were: Bob Conrad and Debbie Levins.

Approval of Minutes

Upon the motion of R. Long, seconded by J. Reardon, it was resolved to approve the minutes of the March 12, 2018 meeting. All members voted yes. Motion carried.

Public to be Heard – None

Library Director's Report

Reports of Librarians Kathy Facer, Leslie DeLooze, and Mike Boedicker

The Board reviewed monthly reports from Librarians Kathleen Facer, Leslie DeLooze and Mike Boedicker.

Combined Youth Services Report

The Board also reviewed the combined Youth Services Report.

December 2017 stats

Materials Circulation	11,495
Ebooks	593
Freegal Downloads	349
Zinio	40
Hoopla	275
Internet Usage	2,143
Literacy Stations	204
Attendance	11,249
Website Usage	6,762

January 2018 stats

Materials Circulation	13,254
Ebooks	705
Freegal Downloads	290
Zinio	89
Hoopla	357
Internet Usage	2,366
Literacy Stations	332
Attendance	12,930
Website Usage	9,172

Committee Reports – None

Financial Reports

February 2018 Summary of Revenues and Appropriations

Upon the motion of K. Evans, seconded by J. Reardon, it was resolved to approve the February 2018 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

February 2018 Bank Reconciliations

Upon the motion of K. Evans, seconded by J. Reardon, it was resolved to approve the February 2018 Bank Reconciliations. All members voted yes. Motion carried.

March 2018 Summary of Revenues and Appropriations

Upon the motion of K. Evans, seconded by J. Reardon, it was resolved to approve the March 2018 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

March 2018 Bank Reconciliations

Upon the motion of K. Evans, seconded by J. Reardon, it was resolved to approve the March 2018 Bank Reconciliations. All members voted yes. Motion carried.

Quarterly Comparisons, March 2017 to March 2018

Comparison figures of 2016-17 vs 2017-18 Revenues and Appropriations were reviewed.

Approval of Invoices for Payment

Upon the motion of K. Evans, seconded by J. Reardon, it was resolved to approve the payment of \$863.35 on Supplemental Warrant 52. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Reardon, it was resolved to approve the payment of \$8,491.44 on Supplemental Warrant 59. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Reardon, it was resolved to approve the manual check on Warrant 56. The amount of \$8,233.30 was received by Proflex Administrators LLC for March Health Care costs. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Reardon, it was resolved to approve the payment of \$18,625.17 on Warrant 57. All members voted yes. Motion carried.

Request for Budgetary Transfers

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the following transfers:

\$1,800.00 from NYS Retirement–Marshall Grant to AV–Marshall Grant

\$2,000.00 from NYS Retirement–Marshall Grant to Books–Marshall Grant

\$250.00 from NYS Retirement–Marshall Grant to Materials & Supplies–Marshall Grant

\$250.00 from NYS Retirement–Marshall Grant to Travel & Meetings–Marshall Grant.

All members voted yes. Motion carried.

Communications

Letter of Resignation (Retirement), Kathleen Facer

Kathleen Facer submitted her retirement request. Her last day before retirement will be June 29, 2018. Miss Facer's many years of devoted service to Richmond Memorial Library was gratefully acknowledged.

Letter of Resignation, Robin Amatrano

Robin Amatrano submitted a letter of resignation effective April 19, 2018. She will be pursuing other opportunities while she continues library school.

Donation of Watercolors, Margaret Zerby Minneman

Margaret Zerby Minneman offered to donate two watercolor paintings by Batavia artists.

Unfinished Business

Adopt amendments to the Bylaws

Upon the motion of J. Reardon, seconded by R. Long, it was resolved to approve the Bylaws as amended. All members voted yes. Motion carried.

New Business

Set the number of Trustees to be elected on May 3 to: one

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the number of trustees to be elected on May 3rd to one. All members voted yes. Motion carried.

Ban J. Richardson, M. Wormley, and Q. Reichart from the library for 3 months

Upon the motion of R. Long, seconded by J. Reardon, it was resolved to approve to ban Jamarion Richardson, Malcolm Wormley and Quincy Reichart. All members voted yes. Motion carried.

Approval of appointment of Samantha Stryker to Librarian I at \$45,000 effective 5/1/18

Upon the motion of J. Reardon, seconded by R. Long, it was resolved to approve the appointment of Samantha Stryker to Librarian I at \$45,000 per year effective May 1, 2018. All members voted yes. Motion carried.

Approval of Donation of Watercolors from Margaret Zerby Minneman

Upon the K. Evans, seconded by J. Reardon, the donation by Margaret Zerby Minneman of two watercolor paintings by Batavia artists was approved. 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 7:38 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees June 11, 2018

Richmond Memorial Library

Board of Trustees

May 14, 2018

The May meeting of the Library Board of Trustees was held on Monday, May 14, 2018. President Norm Argulsky called the meeting to order at 6:29 p.m.

Members present: Norm Argulsky, Jennifer Reardon, Jenn Cascell, Rebecca Long, and Kristi Evans and Gregg McAllister

Also present: Bob Conrad, and Debra Levins

Approval of Minutes

Upon the motion of K. Evans, seconded by J. Reardon, the minutes of the April 9, 2018 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Budget Vote & Trustee Election results

Director B. Conrad reviewed the results of the May 3, 2018 budget and trustee election. The budget passed 214 to 30, which is by 88% - the 2nd highest percentage since library votes began in 1997. (The 1999 vote passed by 89%.)

Gregg McAllister was elected to a 5 (five) year term beginning July, 2018. This will bring his appointed term to a conclusion.

Reports of Librarians

The Board reviewed monthly reports from Librarians Kathleen Facer, Mike Boedicker, and Rita McCormack – along with her PLA Conference report.

The Board also reviewed the Combined Youth Services Report from Librarian Jennifer Potter, including the Imagination Library Initiative information.

Personnel Updates

Director Conrad gave a quick review of personnel changes.

Friends of the Library board meeting 5/10/2018

The Director gave a brief update on the 5/10/18 Friends Board meeting.

Staff In-Service Safety Training Day 5/17/2018

The staff in-service day on May 17th will include the following:

- CPR and AED training
- Fire safety and fire extinguisher training
- Active shooter scenarios and police lockdown procedures
- Information on bedbugs

Library Statistics – February 2018

Materials Circulation	12,526
Ebooks	659
Freegal Downloads	293
Zinio	114
Hoopla	313
Internet Usage	2,076
Literacy Stations	316
Attendance	12,453
Website Usage	7,971

Library Statistics – March 2018

Materials Circulation	14,735
Ebooks	664
Freegal Downloads	304
Zinio	80
Hoopla	416
Internet Usage	2,216
Literacy Stations	287
Attendance	15,262
Website Usage	7,209

Committee Reports

Building & Grounds Committee

B. Conrad gave the board a brief update on the 1 male, 1 female and 2 unisex family style bathrooms.

Financial Reports

Summary of Revenues and Appropriations, April 2018

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the April 2018 Summary of Revenues and Appropriations. All members voted yes.

Motion carried.

Bank Reconciliations, April 2018

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the April 2018 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the credit of \$1,013.11 on Warrant 62. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the payment of \$1,917.30 on Supplemental Warrant 60. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the payment of \$14,693.57 on Supplemental Warrant 63. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the payment of \$4,347.06 on Supplemental Warrant 64. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the payment of \$28,514.23 on Warrant 58. All members voted yes. Motion carried.

Communications - None

Unfinished Business - None

New Business

Adoption of the 2018-19 Budget

Upon the motion of R. Long, seconded by J. Reardon, it was resolved to adopt the 2018-19 Budget. All members voted yes. Motion carried.

Bans Tristan DiLaura and Camaeron Craddock from the library

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve to the following library bans:

Tristan DiLaura for 3 months

Camaeron Craddock for 9 months

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 7:24 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees July 9, 2018

Richmond Memorial Library

Board of Trustees

June 11, 2018

The June meeting of the Library Board of Trustees was held on Monday, June 11, 2018. President Norm Argulsky called the meeting to order at 6:28 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, and Gregg McAllister

Also present: Bob Conrad and Debra Levins

Excused: Jennifer Reardon

Approval of Minutes

Upon the motion of R. Long, seconded by G. McAllister, the minutes of the May 14, 2018 meeting were approved. All members voted yes. Motion carried.

Public to be Heard

Library Director's Report

Reports of Librarians

The Board reviewed monthly reports from Librarians Kathleen Facer, Mike Boedicker, and Rita McCormack .

Discussion of alternatives to *Rules of Conduct* outcomes

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the Rules of Conduct as amended. All members voted yes. Motion carried.

Library Statistics – April 2018

Materials Circulation	13,808
Ebooks	644
Freegal Downloads	184
Zinio	60
Hoopla	373
Internet Usage	1,798
Literacy Stations	358
Attendance	12,382
Website Usage	5,864

Committee Reports

Report from Gregg McAllister, president of the Richmond Memorial Library Foundation

Foundation Board President G. McAllister reported that the foundation is finalizing brochures, and announced that a Scrabble fundraiser will be launched in the fall.

Financial Reports

May 2018 Summary of Revenues and Appropriations

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the May 2018 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Trust Balances, May 2018

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

Approval of Invoices for Payment

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 68. The amount of \$1,391.89 was received by Proflex Administrators LLC for May Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the payment of \$13,388.92 on Supplemental Warrant 71. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the payment of \$11,195.89 on Warrant 70. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the following transfers:

\$7,000.00 from High Deductible Employer Contributions to Health Insurance for Independent Health Bill due before July 1st.

\$10,000 from Materials and Supplies to Other Expenses for the RML Foundation.

\$10,000 from Other Expenses/Computers to Other Expenses for RML Foundation.

\$2,150.00 from Professional Salaries to Paraprofessional Salaries for a one-time acting up bonus.

All members voted yes. Motion carried.

Communications

Freed Maxick

A letter from RML Auditors Freed Maxick, P.C. outlining arrangements for the audit of the financial statements including their respective responsibilities was reviewed.

Unfinished Business

Transfer of Adelaide R Kenney Trust

Upon the motion of R. Long, seconded by K. Evans, it was resolved to transfer the \$10,000 principal of the Adelaide R Kenny Trust and \$3493.44 in Bank of America stock to the Richmond Memorial Library Foundation, pursuant to the order of Judge Charles Zambito. Motion carried. G. McAllister abstained.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to transfer the \$17,345.29 Virginia Rumsey bequest to the Richmond Memorial Library Foundation for management. Motion carried. G. McAllister abstained.

New Business

Approval of the schedule of board meeting dates, FY 2018-19

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the schedule of board meeting dates. All members voted yes. Motion carried.

Approval of the appointments of Joan Kulczyk and Anthony Regina to PT Library Clerk vacancies at \$11.50/hr

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the appointments of Joan Kulczyk and Anthony Regina to PT Library Clerk vacancies at \$11.50/hr. All members voted yes. Motion carried.

Approval of the schedule of Salary and Wage increases effective July, 2018

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the schedule of Salary and Wage increases effective July, 2018. All members voted yes. Motion carried.

Approval of one time salary bonus

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve a one time salary bonus of \$2,150 to Kelly March for “acting up” duties performed January through April, 2018. All members voted yes. Motion carried.

Library Suspensions

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the suspension of the following students:

Danny Williams, Navaya Lovett, Estavon Lovett, and Javion Krupinski from using the library unless accompanied and supervised by an adult aged 18 or older for three months;
and suspend Zady Dash from same for six months.

All members voted yes. Motion carried.

Acknowledge 40 years of service as a librarian from Kathleen Facer

Upon the motion of R. Long, seconded by J. Cascell, Kathleen Facer’s 40 years of service as a librarian will be acknowledged by presenting her with the Royal manual typewriter that she favored and used extensively early in her career with the Richmond Memorial Library. All members voted yes. Motion carried.

N. Argulsky suggested a tree be planted in honor of her 40 years of service when the construction project is done and planting can begin. The board whole heartedly agreed.

A True “Friend”

Director B. Conrad sadly conveyed the news that the Library’s 2014 Friend of the Year, Don Fox, passed away. For many years, Don was a very dedicated Friend of the Library volunteer who took on the enormous task of sorting through and pricing the numerous book donations for the Friends Book Sales.

Adjournment

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

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees August 13, 2018

Richmond Memorial Library

Board of Trustees

July 9, 2018

The reorganization meeting of the Library Board of Trustees was held on Monday, July 9, 2018. President Norm Argulsky called the meeting to order at 6:30 p.m.

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

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

Absent: Jenn Cascell

Swearing in of Board Members

Board Members Norm Argulsky, Rebecca Long, Kristi Evans, and Gregg McAllister were sworn in by Notary Public, Alice Zito.

J. Cascell will be sworn in at a later time.

Upon completion, A. Zito left the meeting at 6:31 p.m.

Signing of Conflict of Interest Agreement

Board members present signed the Conflict of Interest Agreement.

Reorganization

Election of President

Upon the motion of R. Long, seconded by G. McAllister, Norm 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 R. Long, seconded by K. Evans, Gregg McAllister was nominated as the Vice President of the Board of Trustees.

All members voted yes. Motion carried

Appointment of Clerk

Upon the motion of K.Evans, seconded by G. McAllister, Bob Conrad was appointed as Clerk to the Board of Trustees.
All members voted yes. Motion carried.

Appointment of Deputy Clerk

Upon the motion of K.Evans, seconded by G. McAllister, 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 K.Evans, seconded by G. McAllister, 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 K.Evans, seconded by G. McAllister, Rebecca Long was appointed as Deputy Treasurer to the Board of Trustees.
All members voted yes. Motion carried.

Appointment of Purchasing Agent

Upon the motion of K.Evans, seconded by G. McAllister, Bob 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 K.Evans, seconded by G. McAllister, 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 K.Evans, seconded by G. McAllister, 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 K.Evans, seconded by G. McAllister, 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 K.Evans, seconded by G. McAllister, Sally Sanford, N. Argulsky, and R. Long, 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 K.Evans, seconded by G. McAllister, 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 K.Evans, seconded by G. McAllister, 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 K.Evans, seconded by G. McAllister, it was resolved to approve a Petty Cash amount of \$200 for the Richmond Memorial Library and \$100 for the Library Visits Program (Formerly SAGE). All members voted yes. Motion carried.

Designation of Official Newspaper

Upon the motion of K.Evans, seconded by G. McAllister, The Daily News was appointed to be Richmond Memorial Library's official newspaper.
All members voted yes. Motion carried.

By-Laws Review

Upon the motion of R. Long, seconded by G. McAllister, there were no changes made to the By-Laws. All members voted yes. Motion carried.

Approval of Minutes

Upon the motion of G. McAllister, seconded by K. Evans, the minutes of the June 11, 2018 meeting were approved. All members voted yes. Motion carried.

Public to be Heard – None.

Library Director's Report

Reports of Librarians Mike Boedicker and Samantha Stryker

The Board reviewed monthly reports from Librarians Samantha Stryker and Mike Boedicker.

Combined Youth Services Report

The Board also reviewed the Combined Youth Services Report from Librarian Jennifer Potter.

SAGE program renamed Library Visits effective 7/1/2018; new logo

Library Visits replaced the SAGE program name effective 7/1/2018. A new logo was created by Library Visits clerk Mary Marks.

Receipt of 2018-19 Muriel H. Marshall Fund Aging in Place Grant

The Richmond Memorial Library was awarded \$57,140.00 from the Community Foundation in support of the Library Visits program.

May 2018 Statistics

Materials Circulation	12,193
Ebooks	598
Freegal Downloads	272
Zinio	80
Hoopla	304
Internet Usage	2,023
Literacy Stations	234
Attendance	12,227
Website Usage	5,181

Committee Reports

Nioga Library System

Director B. Conrad relayed information from S. Schafer of the last Nioga Library System meeting.

Financials

May 2018 Summary of Revenues and Appropriations

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the May 2018 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

May 2018 Bank Reconciliations

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the May 2018 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the manual checks on Warrant 75. The amount of \$2,560.37 was received by Proflex Administrators LLC for June Health Care costs. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the payment of \$17,318.16 on Supplemental Warrant 72. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the payment of \$6,582.41 on Supplemental Warrant 73. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the payment of \$10,203.50 on Supplemental Warrant 1. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the payment of \$17,146.89 on Supplemental Warrant 3. All members voted yes. Motion carried.

Communications

The Community Foundation

Director Conrad reviewed correspondence between himself and Patricia Campbell of the Community Foundation regarding cuts to the Library Visits program.

Unfinished Business - None

New Business

Subcommittee appointments

Buildings & Grounds

N. Argulsky and J. Cascell will remain on the Building and Grounds Committee.

Finance

R. Long will remain on the Finance committee, and K. Evans will be added.

Approval of Marshall Fund Budget, FY 2018-19

Upon the motion of K. Evans, seconded by G. McAllister, it was resolved to approve the Marshall Fund Budget, FY 2018-19. All members voted yes. Motion carried.

Approval of Warrant Schedule, FY 2018-19

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the Warrant Schedule, FY 2018-19. All members voted yes. Motion carried.

Adjournment

Upon the motion of G. McAllister, seconded by R. Long, 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 10, 2018

Richmond Memorial Library

Board of Trustees

August 13, 2018

The August meeting of the Library Board of Trustees was held on Monday, August 13, 2018. President Norm Argulsky called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Jenn Cascell, Kristi Evans, and Gregg McAllister

Also present: Bob Conrad, and Debra Levins

Excused: Rebecca Long

Approval of Minutes

Upon the motion of G. McAllister, seconded by K. Evans, the minutes of the July 9, 2018 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

July reports of Adult Services librarians

The Board reviewed monthly reports from Librarians Rita McCormack, Mike Boedicker, and Samantha Stryker.

Combined Youth Services report

The Board also reviewed the combined youth services report from Librarian Jennifer Potter.

June 2018 Statistics

Materials Circulation	13,198
Ebooks	580
Freegal Downloads	220
Zinio	66
Hoopla	418
Internet Usage	2,075
Literacy Stations	322
Attendance	11,116
Website Usage	4,856

“Drag Story Hour” program proposal from GO Art! status update

The Director reported upon and the Board discussed a “Drag Story Hour” program proposal from GO Art! Genesee-Orleans Regional Arts Council.

Committee Reports

Building Committee

Board President Norm Argulsky spoke to Father Ivan and received approval from the Resurrection Parish Board and the Finance Committee to have two parking spaces designated as handicapped parking during library hours.

Financials

Bank Reconciliations for period ending June 30, 2018

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the June 2018 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the manual checks on Warrant 12. The amount of \$968.82 was received by Proflex Administrators LLC for July Health Care costs. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the additional payments added to Supplemental Warrant 73 totaling \$34,823.05. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the payment of \$29,578.12 on Supplemental Warrant 5. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the payment of \$35,874.00 on Supplemental Warrant 9. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to approve the payment of \$14,342.22 on Warrant 4. All members voted yes. Motion carried.

Communications

Thank You note from Kathleen Facer

A card was received from Kathleen Facer thanking the Board for the gift of the typewriter and for the plans to have a tree planted in the new landscaping in honor of her many years of service to Richmond Memorial Library.

Unfinished Business – None.

New Business

Approval of wage increase for The Library Visits library clerk Mary Marks along with a one-time bonus for duties performed

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the wage increase for The Library Visits library clerk Mary Marks to \$12.60, effective August 6, 2018, along with a one-time bonus of \$155.35 for duties she performed at the SAGE/Library Visits desk between May 27 and August 4, 2018. All members voted yes. Motion carried.

Verify Contact Information

Contact information for current board members was updated.

Executive Session

President Norm Argulski declared an executive session at 7:36 p.m. to discuss a personnel matter.

Adjournment

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to exit executive session at 7:38 p.m. and adjourn. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees October 15, 2018

Richmond Memorial Library

Board of Trustees

September 10, 2018

The September meeting of the Library Board of Trustees was held on Monday, September 10, 2018. President Norm Argulsky called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, and Gregg McAllister

Also present: Bob Conrad, Mike Boedicker, and Debra Levins

Approval of Minutes

Upon the motion of G. McAllister, seconded by J. Cascell, the minutes of the August 13, 2018 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Presentation of New Web Site by Mike Boedicker

Director Conrad introduced Librarian Mike Boedicker to the Board. M. Boedicker is the new Richmond Memorial Librarian in charge of non-fiction and computer technology along with his share of reference duties. He has also taken on the role of Webmaster. He explained that EBSCO STACKS will be replacing Dreamweaver. He prefers EBSCO STACKS because it is a responsive website. The Board seemed pleased with the presentation which included a sample view of the website projected on a screen.

After concluding his website presentation, M. Boedicker left the meeting at 6:55 p.m.

August reports of Adult Services librarians McCormack, Boedicker & Stryker

The Board reviewed monthly reports from librarians Rita McCormack, Mike Boedicker and Samantha Stryker.

Adult Summer Reading Report

Director Conrad reviewed the adult summer reading report with the Board.

Combined Youth Services report

The Board also reviewed the Combined Youth Services Report from Librarian Jennifer Potter.

Youth Services Summer Reading Report

The Youth Services summer reading report was reviewed.

Library Statistics – July 2018

Materials Circulation	15,275
Ebooks	643
Freegal Downloads	288
Zinio	36
Hoopla	490
Internet Usage	1,747
Literacy Stations	433
Attendance	11,497
Website Usage	5,228

NYLA Conference Guide (handout)

The NYLA Conference is in Rochester this year. Director Conrad invited Board members to review the NYLA booklet and to consider registering for the Conference.

Committee Reports – None

Financials

July 2018 Summary of Revenues and Appropriations

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the July 2018 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

July 2018 Bank Reconciliations

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the July 2018 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 13. The amount of \$1,578.09 was received by Proflex Administrators LLC for August Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the payment of \$11,922.72 on Supplemental Warrant 8. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the payment of \$4,409.67 on Supplemental Warrant 16. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the payment of \$17,389.40 on Warrant 14. All members voted yes. Motion carried.

Communications - None

Unfinished Business - None

New Business

Approval of the appointment of Jill Feine to PT/Sub Librarian at \$16.50/hr

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the appointment of Jill Feine to PT/Sub Librarian at \$16.50/hr. All members voted yes. Motion carried.

Adoption of application for New York State Aid for Library Construction Grant in the amount of \$202,162

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to adopt the application for New York State Aid for a Library Construction Grant in the amount of \$202,162.00. All members voted yes. Motion carried.

Other Business

Board President N. Argulsky said he received a booklet from NIOGA regarding board meetings. Seven trustees seemed to be the most common number of trustees in the NIOGA library system. After a discussion, N. Argulsky asked the trustees to consider increasing our number of trustees. It will be discussed again at the October meeting.

Director Conrad reminded the Board that the next two board meetings will be on the third Monday of the month due to the Columbus Day and Veterans Day holidays.

Adjournment

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to adjourn the meeting at 7:33 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees November 19, 2018

Richmond Memorial Library

Board of Trustees

October 15, 2018

The October meeting of the Library Board of Trustees was held on Monday, October 15, 2018. President Norm Argulsky called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, and Gregg McAllister

Also present: Bob Conrad, and Debra Levins

Approval of Minutes

Upon the motion of G. McAllister, seconded by R. Long, the minutes of the September 10, 2018 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

September reports of Adult Services librarians

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker and Mike Boedicker.

Combined Youth Services report

The Board also reviewed the Combined Youth Services Report from Librarian Jennifer Potter.

Addition to Agenda

Director Conrad added to his report a draft of the proposed trustee education requirements for library trustees from the NYS Education Department. This was briefly discussed.

Library Statistics – August 2018

Materials Circulation 14,998

Ebooks 683

Freegal Downloads 213

Zinio	155
Hoopla	439
Internet Usage	2,083
Literacy Stations	392
Attendance	11,634
Website Usage	5,426

Library Statistics – September 2018

Materials Circulation	13,234
Ebooks	578
Freegal Downloads	251
Zinio	79
Hoopla	465
Internet Usage	1,791
Literacy Stations	275
Attendance	11,589
Website Usage	Switching to STACKS – not available

Library Construction update

Bid Process

Director Conrad briefed the Board on the bid process for the library construction project.

City of Batavia Historic Landmarks & Districts

A map and list of historic landmarks & districts was reviewed by the Trustees.

County Funding & Redistricting Initiative updates

B. Conrad updated the Board on county and municipal funding for libraries, and on coordinating Genesee county library redistricting initiatives.

Committee Reports - None

Financials

August 2018 Summary of Revenues and Appropriations

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the August 2018 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

August 2018 Bank Reconciliations

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the August 2018 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment and Revised Manual Check for August 2018

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the manual checks on revised Warrant 13. The amount of \$1,573.09 was received by Proflex Administrators LLC for August Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 25. The amount of \$3,934.69 was received by Proflex Administrators LLC for September Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$2,707.77 on Supplemental Warrant 19. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$13,583.81 on Supplemental Warrant 20. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$623.28 on Supplemental Warrant 23. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$15,985.91 on Warrant 18. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve a transfer of \$433.00 from Other Expenses to Workman's Compensation for an increase from last year. All members voted yes. Motion carried.

Communications - None

Unfinished Business

Increase size of board to 7

The board discussed growing in size and formed a consensus that 7 Trustees would be ideal to begin 2018-19 FY. A Bylaws Subcommittee comprised of President N. Argulski and G. McAllister was formed to make additional changes to the By-Laws to clarify the methods and processes by which the board could grow.

New Business

Approval of 2019 Library Closures

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the 2019 Library Closures with the revisions discussed. All members voted yes. Motion carried.

Approval of library bans

Upon the motion of K. Evans, seconded by G. McAllister, it was resolved to ban the following from the Library

for 3 months:

Nyeree Lovett

Josiah Culver

Sheldon Siverling

for 6 months:

Navaya Lovett

Fabian Vasquez

All members voted yes. Motion carried.

Other Business

Director B. Conrad reminded the Board that the next meeting falls on the third Monday, November 19, due to Veterans Day.

Adjournment

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to adjourn the meeting at 8:01 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees December 10, 2018

Richmond Memorial Library

Board of Trustees

November 19, 2018

The November meeting of the Library Board of Trustees was held on Monday, November 19, 2018. President Norm Argulsky called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, and Gregg McAllister

Also present: Bob Conrad and Debra Levins

Approval of Minutes

Upon the motion of R. Long, seconded by G. McAllister, the minutes of the October 15, 2018 meeting were approved with one minor correction. All members voted yes. Motion carried.

Public to be Heard

Library Director's Report

October reports of Adult Services Librarians

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker and Mike Boedicker

Combined Youth Services report

The Board also reviewed the Combined Youth Services Report from Librarian Jennifer Potter.

Library Statistics – October 2018

Materials Circulation	14,060
Ebooks	517
Freegal Downloads	194
Zinio	148
Hoopla	540
Internet Usage	1,921
Literacy Stations	249
Attendance	12,865
Website Usage	4,311

Recommendations of Nioga Member Libraries Committee

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to adopt the suggested loan periods as presented. All members voted yes. Motion carried.

Committee Reports – None

Financials

Summary of Revenues and Appropriations, September 2018

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the September 2018 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, September 2018

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the September 2018 Bank Reconciliations. All members voted yes. Motion carried.

Quarterly Comparisons, September 2017 vs. 2018

Comparison figures of September 2017 to September 2018 estimated revenues and revenues to date were reviewed.

Summary of Revenues and Appropriations, October 2018

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the October 2018 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, October 2018

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the October 2018 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the manual checks on Warrant 31. The amount of \$790.44 was received by Proflex Administrators LLC for October Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the payment of \$11,409.57 on Supplemental Warrant 24. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the payment of \$2,382.96 on Supplemental Warrant 27. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the payment of \$26,332.27 on Warrant 28. All members voted yes. Motion carried.

Communications - None

Unfinished Business

Proposed Amendment to By Laws, Article IV, Section 8

An amendment of the bylaws Article IV, Section 8, was presented as prepared by a subcommittee of N. Argulsky and G. McAllister. The need for further amendments was discussed. A consensus was formed that the subcommittee should continue making recommended changes and present them at the December meeting, so that they could be passed in January.

New Business

Approval of 3 month ban for Alex Grandy

Upon the motion of R. Long, seconded by K. Evans, it was resolved to ban Alex Grandy from the Library for a period of 3 months. All members voted yes. Motion carried.

Approval of the 2019-20 Budget Vote/Trustee Election Calendar

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the 2019-20 Budget Vote/Trustee Election Calendar as presented. All members voted yes. Motion carried.

Executive Session

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to enter into Executive Session at 7:35 p.m. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to exit Executive Session at 7:42 p.m. All members voted yes. Motion carried.

Increase the wage of Library Clerk Felicia Cecere

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to increase the wage of Library Clerk Felicia Cecere to \$13.76/hr., effective 11/11/2018. All members voted yes. Motion carried.

Other Business

The Foundation Scrabble Fundraiser

The Foundation Scrabble Fundraiser will be held on Saturday, December 1st at Go-Art! from 7 p.m. – 9:30 p.m. The cost is \$35.00. Pre-registration is required by November 26th and is open to adult 18 and older.

Prizes are as follows:

First Place: \$150

Second Place: \$50

Third Place: \$35

The Friends Membership Drive

The Friends Membership Drive was discussed.

Adjournment

Upon the motion of J. Caswell, seconded by G. McAllister, it was resolved to adjourn the meeting at 7:46 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees January 14, 2019

Richmond Memorial Library

Board of Trustees

December 10, 2018

The December meeting of the Library Board of Trustees was held on Monday, December 10, 2018. Vice President Gregg McAllister called the meeting to order at 6:28 p.m.

Members present: Gregg McAllister, Rebecca Long, and Kristi Evans

Also present: Bob Conrad and Debra Levins

Excused: Norm Argulsky and Jenn Cascell

Approval of Minutes

Upon the motion of K. Evans, seconded by R. Long, the minutes of the November 19, 2018 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports from Librarians

The Board reviewed monthly reports from Librarians Mike Boedicker, Rita McCormack and Samantha Stryker.

NYLA Conference reports

Both Director Conrad and Jennifer Potter submitted reports of the NYLA Conference they attended November 7-10, 2018 in Rochester, NY.

Combined Youth Services Report

The Board also reviewed the Combined Youth Services Report from Librarian Jennifer Potter.

Committee Reports

Proposed Amendments to the By Laws

The Board discussed proposed amendments to the By-Laws which were submitted by subcommittee N. Argulsky and G. McAllister.

Financials

Appropriations Status Report, November 2018

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the November 2018 Appropriations Status Report. All members voted yes. Motion carried.

Bank Reconciliations, November 2018

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the November 2018 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 30. The amount of \$2,817.58 was received by Proflex Administrators LLC for November Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the payment of \$10,708.63 on Supplemental Warrant 32. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the payment of \$837.70 on Supplemental Warrant 36. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the payment of \$16,020.23 on Warrant 34. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve a transfer of \$400 from Books – Marshall Grant to Travel & Meetings – Marshall Grant to cover additional mileage expenses. All members voted yes. Motion carried.

Communications - None

Unfinished Business - None

New Business

Library Bans

Upon the motion of R. Long, seconded by K. Evans, it was resolved to ban Oraid Blackshear, Kayla Blackshear, and Mariah Vazquez from the Library for a period of 3 months. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to ban Christian Michael Peek from the Library for a period of one year. All members voted yes. Motion carried.

Approval of the creation of a PT Library Clerk vacancy

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

Approval of the Appointment of Marie Barcomb

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the appointment of Marie Barcomb to the newly created PT Library Clerk vacancy at \$12.60/hr. All members voted yes. Motion carried.

Other Business

Director Conrad will be on vacation December 12th – 26th. He apprised the Board of the chain of command for payroll, claim forms, snow days, etc.

Adjournment

Upon the motion of R. Long, seconded by K. Evans, it was resolved to adjourn the meeting at 7:29 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk