

Approved by the Library Board of Trustees February 11, 2019

Richmond Memorial Library

Board of Trustees

January 14, 2019

The January meeting of the Library Board of Trustees was held on Monday, January 14, 2019. President Norm Argulsky called the meeting to order at 6:30 p.m.

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

Also present: Bob Conrad, Debra Levins, Kathryn Barrett, Sally Sanford and James Christner.

Excused: Kristi Evans

Approval of Minutes

Upon the motion of G. McAllister, seconded by J. Cascell, the minutes of the December 10, 2018 meeting were approved. All members voted yes. Motion carried.

Public to be Heard

James Christner from the town of LeRoy expressed his concern that the need for any asbestos abatement required by the state during interior renovations may be exaggerated, and price may be inflated, due to abatement industry's ties to organized crime, and provided a handout.

Audit Report – Kathryn Barrett, CPA, Freed Maxick

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

Kathryn Barrett and Sally Sanford left the meeting at 6:50 p.m.

Library Director's Report

Reports of Librarians

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

Combined Youth Services Report

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

NYLA Conference reports (McCormack, Stryker)

NYLA Conference reports were submitted by librarians Rita McCormack and Samantha Stryker.

Library Statistics – November 2018

Materials Circulation	13,768
Ebooks	515
Freegal Downloads	196
Zinio	221
Hoopla	534
Internet Usage	1,646
Literacy Stations	277
Attendance	11,362
Website Usage	3,878

Library Statistics – December 2018

Materials Circulation	12,065
Ebooks	548
Freegal Downloads	182
Zinio	141
Hoopla	488
Internet Usage	1,671
Literacy Stations	266
Attendance	10,677
Website Usage	3,633

Committee Reports

Renovation schedule and progress

Director Conrad provided the board with a timeline for the interior and exterior renovations and discussed the potential for wood fixtures in the old Children's Room to be saved.

Financials

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the manual checks on Warrant 43. The amount of \$1,043.97 was received by Proflex Administrators LLC for December 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 \$117,539.40 on Supplemental Warrant 38. All members voted yes.

Motion carried.

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the payment of \$8,811.22 on Supplemental Warrant 41. All members voted yes.

Motion carried.

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the payment of \$25,086.48 on Warrant 40. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve a transfer of \$50.00 from AV – Marshall Grant to Periodicals – Marshall Grant for the renewal of 3 periodicals. All members voted yes. Motion carried.

Communications – None

Unfinished Business

Approval of Amendments to Bylaws

Upon the motion of G. McAllister, seconded by R. Long, the amendments to the bylaws were approved. All members voted yes. Motion carried.

New Business - None

Other Business - None

Adjournment

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to adjourn the meeting at 7:40 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees March 11, 2019

Richmond Memorial Library

Board of Trustees

February 11, 2019

The February meeting of the Library Board of Trustees was held on Monday, February 11, 2019. President Norm Argulsky called the meeting to order at 6:29 p.m.

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

Also present: Bob Conrad, and Debra Levins

Excused: Gregg McAllister

Approval of Minutes

Upon the motion of R. Long, seconded by J. Cascell, the minutes of the January 14, 2019 meeting were approved. All members voted yes. Motion carried.

Public to be Heard – None

Library Director's Report

Report of Librarians

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

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

Library Statistics – January 2019

Materials Circulation	12,620
Ebooks	784
Freegal Downloads	212
Zinio	169
Hoopla	506
Internet Usage	1,555
Literacy Stations	266
Attendance	10,056
Website Usage	4,293

Review of Snow Day policy, procedures

The Board reviewed the snow day policy & procedures.

Committee Reports - None

Financials

Revenue Status Report, FY 2017-18

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the Revenue Status Report for Fiscal Year 2017-18. All members voted yes. Motion carried.

Appropriation Status Report, FY 2017-18

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the Appropriation Status Reports for Fiscal Year 2017-18. All members voted yes. Motion carried.

Comparison Figures, FY 2016-17 vs FY 2017-18

Comparison figures of Fiscal Year 2016-17 to Fiscal Year 2017-18 were reviewed.

Summary of Revenues and Appropriations, December 2018

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

Quarterly Comparisons, December 2017 vs. 2018

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

December 2018 Bank Reconciliations

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the December 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 49. The amount of \$1,141.59 was received by Proflex Administrators LLC for January 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 \$10,696.71 on Supplemental Warrant 42. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the payment of \$15,421.47 on Supplemental Warrant 45. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by K. Evans, it was resolved to approve the payment of \$21,668.31 on Warrant 46. All members voted yes. Motion carried.

Communications

Barker Public Library and Village Hall were recently destroyed by a fire. The Board reviewed a letter from Charles F. Begley, President of the Nioga Board of Trustees regarding a fundraising effort to help rebuild the library.

Unfinished Business - None

New Business

Approval of three month ban on Aidan Edwards

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the three month ban on Aidan Edwards. All members voted yes. Motion carried.

Set the date and time of the annual election, and the number of seats to be elected

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve Thursday, May 2, 2019 as the Richmond Memorial Library Annual Budget Vote/Trustee Election with the resolution to elect (2) two Trustees of Richmond Memorial Library to fill five-year terms commencing July 1, 2019 and ending June 30, 2024, as a result of the expiration of the term of office presently held by Norm Argulsky and the creation of a new term to expand the number of trustees. All members voted yes. Motion carried.

Approval of 2019-20 Budget Vote/Trustee Election Resolutions

Upon the motion of R. Long, seconded by J. Cascell, 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 11, 2019

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 9, 2019 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 9th of April, to wit, on March 28th and April 4th 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 9, 2019 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 11, 2019

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 2, 2019 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 18 and April 25, 2019 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 2, 2019.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 11, 2019

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 2, 2019, which dates of publication shall be on March 14, March 21, March 28 and April 4 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 2, 2019 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 2019-2020 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of said School District; and,
- (2) To elect two (2) Trustees of Richmond Memorial Library to fill five-year terms commencing July 1, 2019 and ending June 30, 2024, as a result of the expiration of the term of office presently held by Norm Argulsky and the creation of a new term to expand the number of trustees; and

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 2, 2019, 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 08, 2019 at 6:30 PM; and,

FURTHER NOTICE IS HEREBY GIVEN, that petitions nominating candidates for the office of Trustee of Richmond Memorial Library shall be filed in the Office of the Clerk of the Richmond Memorial Library, 19 Ross Street, Batavia, New York, not later than Tuesday, April 2, 2019 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 9, 2019 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 18, 2019 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 24, 2019 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on April 30, 2019 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 4, 2019. 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 2, 2019, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 2, 2019.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 11, 2019

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 2, 2019 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 11, 2019

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

Approval of Library's Five Year Plan, 2019-2023

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the Library's Five Year Plan 2019-2023 with additions. All members voted yes. Motion carried.

Other Business - None

Adjournment

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to adjourn the meeting at 7:37 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees April 8, 2019

Richmond Memorial Library

Board of Trustees

March 11, 2019

The March meeting of the Library Board of Trustees was held on Monday, March 11, 2019. President Norm Argulsky called the meeting to order at 6:35 p.m.

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

Also present: Bob Conrad, and Debra Levins

Excused: Jenn Cascell

Approval of Minutes

Upon the motion of K. Evans, seconded by R. Long, the minutes of the February 11, 2019 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Barker Library Update and (proposed) *Books Sandwiched In 50/50* raffle(s)
Director Conrad updated the Board on the Barker Library situation and proposed raising the \$500 donation requested by Nioga by hosting 50/50 raffles at the May Books Sandwiched In Programs. The Board granted permission to do so contingent upon the Friends of the Library first declining to host same at its book sales.

School District Art Reception – Friday, March 15, 5:30 pm

The School District Art Reception will be at Richmond Memorial Library on March 15th at 5:30 p.m.

Friends of the Library Annual Reception – Friday, April 12, 3pm

Linda Daviau will be honored as Friend of the Year at the Friends of the Library Annual Reception on Friday, April 12th at 3:00 p.m. Board President Mr. Norm Argulsky will read the proclamation.

Nioga Annual Dinner – Wednesday, May 22, 5:30 p.m.

Quality Inn, Batavia, NY

Director Conrad invited the Board to attend the Nioga annual dinner on Wednesday, May 22nd at 5:30 p.m.

Reports of Librarians

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

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

Library Statistics - February 2019

Materials Circulation	11,926
Ebooks	547
Freegal Downloads	198
Zinio	161
Hoopla	505
Internet Usage	1497
Literacy Stations	272
Attendance	9,687
Website Usage	4,901

Committee Reports

Building Committee

B. Conrad gave the Trustees an update on the Renovations.

Review of Proposed Library Budget, FY 2019-20

The Board reviewed the proposed FY 2019-20 library budget. This included a review of employee and retiree healthcare costs.

Financials

Revenues Status Report, November 2018

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the November 2018 Summary of Revenues. All members voted yes. Motion carried.

Revenue and Appropriations Status Report, January 2019

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the January 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, January 2019

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the January 2019 Bank Reconciliations. All members voted yes. Motion carried.

Revenue and Appropriations Status Report, February 2019

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the February 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, February 2019

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the February 2019 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 50. The amount of \$1,840.72 was received by Proflex Administrators LLC for February Health Care costs. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the payment of \$10,394.48 on Supplemental Warrant 51. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the payment of \$3,963.85 on Supplemental Warrant 53. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the payment of \$14,926.43 on Warrant 52. All members voted yes. Motion carried.

Request for Budgetary Transfers

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

\$765.00 from TSA Retirement Incentive to the Telecommunications line to cover a projected shortfall.

\$5,400.00 from Part Time Salaries to Professional Salaries to cover a projected shortfall.

\$2,325.53 from Conference Expenses to Microfilm to cover microfilming 1 ½ years of Batavia Daily News.

All members voted yes. Motion carried.

Communications - None

Unfinished Business - None

New Business

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 2, 2019 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 2, 2019 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 11, 2019

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

Approval of the appointment of Megan Smith to the Library Page vacancy at \$11.10/hr

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the appointment of Megan Smith to the Library Page vacancy at \$11.10 an hour. All members voted yes. Motion carried.

Approval of 3 month disciplinary suspension

Upon the motion of K. Evans, seconded by G. McAllister, it was resolved to ban Jaden Tyndell from Richmond Memorial Library for a period of 3 months. All members voted yes. Motion carried.

Approval of Proposed FY 2019-20 Budget

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the Proposed FY 2019-20 Budget. All members voted yes. Motion carried.

Other Business

Proposed press release for immediate release

Director Conrad shared a press release regarding an increase in the number of Library Board of Trustees to be given to Daily News, the Batavian, and WBTA for immediate release. B. Conrad also encourage Trustees to spread the word.

Adjournment

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to adjourn the meeting at 8:21 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Note: Next Meeting: Monday, April 8, 2019, immediately following the public presentation at 6:30pm.

Approved by the Library Board of Trustees May 13, 2019

Richmond Memorial Library

Board of Trustees

April 8, 2019

Public Information Meeting

A Public Information meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 8, 2019. Director B. Conrad called the meeting to order at 6:30 PM.

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

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

Welcome/Introduction of Trustees

Library Director Bob Conrad welcomed the attendees.

Library Review/Budget Presentation

B. Conrad presented the proposed budget for fiscal year 2019-20, including comparisons with the current operating budget, and answered questions from the public. The proposed budget calls for an increase to the tax levy equaling \$25,350. The maximum increase allowed under the tax cap was \$60,557.

Public comment

While acknowledging that legal notices had been placed and there had been other publicity, Kathleen Facer made further suggestions for additional publicity of the public hearing and library vote.

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 8, 2019. President N. Argulsky called the meeting to order at 6:40 p.m.

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

Also present were: Bob Conrad and Debbie Levins.

Approval of Minutes

Upon the motion of K. Evans, seconded by R. Long, it was resolved to approve the minutes of the March 11, 2019 meeting. All members voted yes. Motion carried.

Public to be Heard – None

Library Director's Report

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 submitted by Librarian Jennifer Potter.

Batavia City School District superintendent's resignation

Director Conrad reported that Batavia City School District Superintendent Chris Dailey has tendered his resignation. B. Conrad also reported that he offered to serve on the search or hiring committees to find or hire Mr. Dailey's replacement, if the district is to use such a committee.

Norm Argulsky and Jessica Ecock Rotondo to appear on Trustee ballot

Current Board President Norm Argulsky and Jessica Ecock Rotondo submitted petitions to run for a Trustee seat in the Library's May 2nd election.

Review: *The Public*

Director Conrad alerted the Board of opening weekend for the movie "The Public".

Property Tax Cap filing

Director Conrad presented the Property Tax Cap report that he filed with New York state. The proposed budget did not go over the tax cap.

2018 Annual Report

Director Conrad presented a copy of the 2018 Annual Report which he filed with New York state and answered questions by the Board.

Committee Reports

Buildings & Grounds update

B. Conrad updated the Trustees on the construction project and answered questions from the Board.

Financial Reports

March 2019 Summary of Revenues and Appropriations

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the March 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

March 2019 Bank Reconciliations

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the March 2019 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 manual check on Warrant 57. The amount of \$1,785.11 was received by Proflex Administrators LLC for March Health Care costs. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the payment of \$15,858.65 on Supplemental Warrant 55. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the payment of \$1,851.12 on Supplemental Warrant 58. All members voted yes. Motion carried.

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the payment of \$15,734.44 on Warrant 61. All members voted yes. Motion carried.

Communications - None

Unfinished Business

Trustee G. McAllister raised the question of how the Board should proceed giving Director Conrad a performance evaluation. B. Conrad will add that as an agenda point for the May meeting and will present some possible methods.

New Business

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the Resolution to Commend Linda Daviau as the 2019 “Friend of the Library”. All members voted yes. Motion carried.

Approval of 3 month suspensions of 2 children and 1 adult

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to approve the following 3 month Library bans:

- Matthew Burns
- Kaitlin Schwartz
- Daniel Kuczka

All members voted yes. Motion carried.

Other Business

Trustees were reminded of:

- The Friend of the Year Reception - Friday, April 12, 2019 @ 3 p.m.
- The Library Budget Vote and Trustee Election - Thursday, May 2nd, 9- 9
- The Nioga Annual Dinner, Quality Inn, Batavia - Wednesday, May 22, 5:30

Adjournment

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

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees June 10, 2019

Richmond Memorial Library

Board of Trustees

May 13, 2019

Call to Order

The May meeting of the Library Board of Trustees was held on Monday, May 13, 2019. President Norm Argulsky called the meeting to order at 6:30 pm.

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 J. Cascell, the minutes of the April 2019 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 2, 2019 Budget Vote and Trustee Election. Norm Argulsky was re-elected and Jessica Ecock-Rotondo won the other board seat. The new terms will begin July 1, 2019. The budget passed 214 to 46, which is by 82.3%.

Reports of Librarians

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

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

Report from libraries (Elma, E. Aurora, Amherst) regarding "TeenCity"-type programs (oral)

Director B. Conrad reported on "Teen City" type programs in other libraries.

Friends of the Library Board meeting 5/9/2019 (oral)

The Library Director briefed the Library Board on the May 9, 2019 Friends of the Library Board meeting.

Staff In-Service Safety Training Day 5/16/2019 (oral)

The May 16, 2019 RML Staff In-Service Safety Training Day will include:

- Dectective Eric Hill - Active shooter scenarios and police lockdown procedures
- Teen building exercise from BEST Center
- Fire safety and fire extinguisher training – live burn
- Sexual Harassment

Library Statistics – March 2019

Materials Circulation	13,080
Ebooks	640
Freegal Downloads	261
Zinio	157
Hoopla	509
Internet Usage	1,732
Literacy Stations	287
Attendance	13,010
Website Usage	4,971

Recommended procedure for Director’s performance evaluation; Job Specifications

N. Argulsky and R. Long will look into job specifications for the Director’s performance evaluation.

Committee Reports

Buildings & Grounds update (oral)

Director Conrad gave a brief update on the current building construction project.

RML Foundation brochures (handout)

The Foundation Board has completed the foundation brochures. The brochures will be distributed to attorney offices, funeral homes, etc. These were given to Foundation Board members to deliver.

Financial Reports

Summary of Revenues and Appropriations, April 2019

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the April 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, April 2019

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the April 2019 Bank Reconciliations. All members voted yes. Motion carried.

Quarterly Comparison, March 2019

Comparison figures of March 2017-18 to March 2018-19 estimated revenues and revenues to date were reviewed.

Approval of Invoices for Payment

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the manual checks on Warrant 69. The amount of \$887.63 was received by Proflex Administrators LLC for April 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 \$9,311.01 on Supplemental Warrant 62. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the payment of \$13,192.43 on Supplemental Warrant 63. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the payment of \$4,533.65 on Supplemental Warrant 68. All members voted yes. Motion carried.

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to approve the payment of \$31,686.31 on Warrant 67 as revised. All members voted yes. Motion carried.

Request for Budgetary Transfers

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

\$200.00 from NYS Retirement – Marshall Grant to Travel & Meetings – Marshall Grant to redistribute unspent Marshall Grant funds from NYS Retirement line.

\$2,000.00 from NYS Retirement – Marshall Grant to Materials & Supplies – Marshall Grant to redistribute unspent Marshall Grant funds from NYS Retirement line.

\$435 from Realia – Genesee County Grant to Periodicals for newspapers & extra postage for Wall Street Journal.

All members voted yes. Motion carried.

Communications - None

Unfinished Business - None

New Business

Adoption of the 2019-20 Budget

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to adopt the 2019-20 Library Budget as presented. All members voted yes. Motion carried.

Approval of the 2020 application for Muriel Marshall Fund for the Aging grant

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the 2020 application for the Muriel Marshall Fund for the Aging grant as presented. All members voted yes. Motion carried.

Approval of 3 month suspensions of 3 children, and 6 month suspension of 1 child

Upon the motion of K. Evans, seconded by G. McAllister, it was resolved to approve to the following library suspensions, unless accompanied by an adult:

- DeShaun Wright, Riley Tanner, Emma Jackson for 3 months
- Oraid Blackshear for 6 months

All members voted yes. Motion carried.

Additional suspensions

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve a 3 month library suspension, unless accompanied by an adult, on: Shaylee McDonald and Aviana Dailey. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to suspend Lucas Potrzebowski from the Library and grounds for 3 months. All members voted yes. Motion carried.

Proposed gift of commemorative quilt to Sandy Gillard

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to give Mrs. Sandra Gillard a quilt that was given to the library by a Girl Scout troop in her honor commemorating her years of service. All members voted yes. Motion carried.

Mr. McAllister suggested the quilt be presented to Mrs. Gillard at the Nioga Annual Dinner. The Trustees liked the idea.

Adoption of model Sexual Harassment Policy

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to adopt the Sexual Harassment Policy as revised. All members voted yes. Motion carried.

Other Business

Director Conrad reminded the Board of the Nioga Annual Dinner at the Quality Inn on May 22, 2019 at 5:30 and the next Board Meeting on June 10, 2019 at 6:30 p.m.

Adjournment

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to adjourn the meeting at 8:25 pm. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees July 8, 2019

Richmond Memorial Library

Board of Trustees

June 10, 2019

Call to Order

The June meeting of the Library Board of Trustees was held on Monday, June 10, 2019. 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, Jessica Ecock-Rotondo

Excused: Jenn Cascell

Approval of Minutes

Upon the motion of G. McAllister, seconded by K. Evans, the minutes of the May 13, 2019 meeting were approved. All members voted yes. Motion carried.

Public to be Heard

Newly elected Board Member Jessica Ecock-Rotondo introduced herself and stayed to observe the Board Meeting process. Her first official board meeting as a Trustee will be next month.

Library Director's Report

Reports of Librarians

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

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

Library Statistics, April 2019

Library Statistics for April 2019 were presented to the Board.

Committee Reports

Building and Grounds Committee

Director B. Conrad gave a brief update on the current library construction project.

Foundation Board of Trustees Meeting

G. McAllister gave a recap of the most recent Foundation Board of Trustee meeting. Quarterly scrabble tournaments have been tentatively scheduled. A monthly basket raffle at the circulation desk is also in the works.

Financial Reports

Summary of Revenues and Appropriations, May 2019

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the May 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, May 2019

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the May 2019 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 77. The amount of \$1,469.85 was received by Proflex Administrators LLC for May 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 \$12,835.20 on Supplemental Warrant 71. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the payment of \$1,096.50 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 \$27,055.14 on Warrant 73. All members voted yes. Motion carried.

Communications

Freed Maxick audit scope and objective

The Board reviewed Freed Maxick's outline of the objective and scope of the financial statements for our library audit.

Unfinished Business

Library Director evaluation (oral update)

B. Conrad gave an update on the recommended course of action for the Director's evaluation.

Executive Session

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to enter into executive session at 7:16 p.m. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to exit executive session at 7:50 p.m. All members voted yes. Motion carried.

New Business

Approval of staff salary and wage schedule effective July 1, 2019

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the staff salary and wage schedule effective July 1, 2019. All members voted yes. Motion carried.

Adoption of 2019-20 Library Board of Trustee Meeting Dates

Upon the motion of K. Evans, seconded by R. Long, it was resolved to adopt the 2019-20 Library Board of Trustees meeting dates. All members voted yes. Motion carried.

Adoption of the 2019-20 Warrant Schedule (handout)

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to adopt the 2019-20 Board Warrant/Supplemental Warrant Schedule. All members voted yes. Motion carried.

Approval of 3 month suspension of an adult library patron

Upon the motion of N. Argulsky, seconded by R. Long, it was resolved to suspend Ashley Farrell from the Library and grounds for 3 months. All members voted yes. Motion carried.

Other Business

Microfilm

K. Evans asked for a follow up on the past microfilm machine problem. Per Director Conrad, everything is working now.

Follow up on Ban of patron

At the request of board member K. Evans, B. Conrad gave a summary of library staff witnesses to the incidents which resulted in last month's suspension of L. Potrzebowski.

Adjournment

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to adjourn the meeting at 8:10 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees August 12, 2019

Richmond Memorial Library

Board of Trustees

July 8, 2019

Call to Order

The reorganization meeting of the Library Board of Trustees was held on Monday, July 8, 2019. President Norm Argulsky called the meeting to order at 6:29 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, Gregg McAllister, and Jessica Ecock-Rotondo

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

Swearing in of Board Members

Board Members Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, Gregg McAllister, and Jessica Ecock-Rotondo were sworn in by Notary Public, Alice Zito. Upon completion, A. Zito left the meeting at 6:32 p.m.

Signing of Conflict of Interest Agreement

All board members signed the Conflict of Interest Agreement.

Approval of Minutes

Upon the motion of J. Cascell, seconded by K. Evans, the minutes of the June 10, 2019 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Reorganization

Election of President

Upon the motion of J. Cascell, 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 J. Cascell, seconded by J. Ecock-Rotondo, 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 R. Long, seconded by J. Cascell, 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 G. McAllister, seconded by K. Evans, 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 R. Long, seconded by J. Cascell, 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 N. Argulsky, seconded by G. McAllister, R. 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 R. Long, seconded by J. Cascell, 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 G. McAllister, seconded by R. Long, 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 R. Long, 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 J. Cascell, seconded by R. Long, 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 J. Cascell, 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 J. Cascell, 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 N. Argulsky, 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 R.Long, seconded by J. Ecock-Rotondo, 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 R. Long, seconded by K. Evans, 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. A correction of the revision date will be fixed.

5 Year Plan Review

The current 5 year plan was reviewed.

Library Director's Report

Reports of Librarians

The Board reviewed monthly reports from librarians Mike Boedicker (w/ Bob Conrad), and Rita McCormack.

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

Pride Parade participation

Nine participants representing Richmond Memorial Library marched in masse with other organizations.

Library Statistics – May 2019

The May 2019 library statistics were reviewed.

Committee Reports - None

Financials

Approval of Invoices for Payment

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the manual checks on Warrant 76. The amount of \$1,993.71 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 J. Cascell, it was resolved to approve the payment of \$12,190.02 on Supplemental Warrant 74. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the payment of \$10,506.84 on Supplemental Warrant 80. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the payment of \$10,315.13 on Supplemental Warrant 1. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to approve the payment of \$56,392.78 on Warrant 2. All members voted yes. Motion carried.

Communications – None

Unfinished Business

Director Evaluation

The deadline for the Director's evaluation to be e-mailed to Board President N. Argulsky is July 15th.

Board Growth

There was a brief discussion of the goal of increasing the number of library board of trustees to seven.

New Business

Subcommittee appointments

Buildings & Grounds

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to appoint N. Argulsky and J. Cascell to the Building & Grounds subcommittee. All members voted yes. Motion carried.

Personnel Committee (Addition to agenda)

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to appoint G. McAllister and R. Long to the Personnel Committee. All members voted yes. Motion carried.

Finance

Upon the motion of J. Cascell, seconded by G. McAllister, it was resolved to appoint K. Evans and R. Long to the Finance Committee. All members voted yes. Motion carried.

Policy Review

Upon the motion of K. Evans, seconded by R. Long, it was resolved to appoint J. Ecock-Rotondo and G. McAllister to the Policy Review Committee. All members voted yes. Motion carried.

Adjournment

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to adjourn the meeting at 7:43 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees September 9, 2019

Richmond Memorial Library

Board of Trustees

August 12, 2019

Call to Order

The August meeting of the Library Board of Trustees was held on Monday, August 12, 2019. President Norm Argulsky called the meeting to order at 6:37 p.m.

Members present: Norm Argulsky, Jenn Cascell, Kristi Evans, Gregg McAllister, and Jessica Ecock-Rotondo

Also present: Bob Conrad and Debra Levins

Excused: Rebecca Long

Approval of Minutes

Upon the motion of G. McAllister, seconded by J. Cascell, the minutes of the July 8, 2019 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

(June and) July reports of Adult Services librarians

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

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

Library Statistics – June 2019

The June 2019 library statistics were reviewed.

Committee Reports – None

Financials

July 2019 Summary of Revenues and Appropriations

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the July 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

June 2019 Bank Reconciliations

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the June 2019 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the manual checks on Warrant 11. The amount of \$7,220.07 was received by Proflex Administrators LLC for July 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 \$12,216.87 on Supplemental Warrant 3. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$1,757.77 on Supplemental Warrant 6. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$15,742.41 on Warrant 7. All members voted yes. Motion carried.

Communications

Notice of Probate

The Notice of Probate for the Will of Margaret F. Gallagher was reviewed.

Arlene Bow regarding framed print “Three Girls Painting”

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to give Mrs. Arlene Bow the framed print of “Three Girls Painting” at no charge on the condition that Mrs. Bow cover the shipping cost. All members voted yes. Motion carried.

Mary Marks – Resignation

Director Conrad informed the Board that Mary Marks, Library Visits Clerk gave notice to resign. Her last day of work will be October 2, 2019.

Jennifer Potter – Resignation

B. Conrad also informed the Board that Jennifer Potter, Youth Program Services Librarian gave notice to resign. Her last day of work will be August 16, 2019.

Unfinished Business

Board Growth

There was discussion to change the term for Trustees from five years to three years. The Director will draft an amendment to section 5 of the By-Laws for the next Board meeting.

New Business

Enter into Executive Session

Upon the motion of G. McAllister, seconded by J. Cascell, it was resolved to enter into executive session at 7:38 p.m. All members voted yes. Motion carried.

The Board exited executive session at 8:05 p.m.

The Board meeting resumed at 8:08 p.m.

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to increase Director B. Conrad's pay by 9% to \$86,886 for fiscal year 2019-20.

N. Argulsky, J. Cascell, and J. Ecock-Rotondo voted yes. G. McAllister and K. Evans abstained. Motion passed.

Other Business - None

Adjournment

Upon the motion of K. Evans, 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 October 21, 2019

Richmond Memorial Library

Board of Trustees

September 9, 2019

The September meeting of the Library Board of Trustees was held on Monday, September 9, 2019. President Norm Argulsky called the meeting to order at 6:50 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, Gregg McAllister, and Jessica Ecock-Rotondo

Also present: Bob Conrad, and Debra Levins

Approval of Minutes

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, the minutes of the August 12, 2019 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Adult Services librarians, August 2019

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

The Board also reviewed the Combined Youth Services Report from librarian assistant Katie Elia.

2019 Youth Summer Reading Program Report

The 2019 Youth Summer Reading Program Report was reviewed by the Board.

Library Statistics

The July 2019 library statistics were reviewed.

Dedication Ceremony of trees

There will be a dedication ceremony of trees tea/luncheon on Saturday,

October 19, 2019. Dana Warren and Beth Stich will be honored for their 20 years of devoted service as Library Board members. Former employee Kathleen Facer will be honored for her 40 years of dedicated service to Richmond Memorial Library. A similar commemoration for former Library Director Martha Spinnegan will be included.

Proposed Amendment to Bylaws

The Board reviewed the proposed amendment to the Bylaws.

Committee Reports

Richmond Memorial Library Foundation

G. McAllister reported that The RML Foundation will start a monthly raffle beginning in October. He also mentioned that another scrabble tournament is in the works for December. It will be in conjunction with Go Art!.

Financials

August 2019 Summary of Revenues and Appropriations

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the August 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations for period ending July, 2019

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the July 2019 Bank Reconciliations. All members voted yes. Motion carried.

Manual Check for July, 2019 – Revised

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the revised manual check on Warrant 11. The amount of \$7,135.83 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 R. Long, it was resolved to approve the manual checks on Warrant 10. The amount of \$3,438.37 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 R. Long, it was resolved to approve the payment of \$1,336.50 on Supplemental Warrant 8. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the payment of \$11,636.79 on Supplemental Warrant 13. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by R. Long, it was resolved to approve the payment of \$19,006.64 on Warrant 14. All members voted yes. Motion carried.

Communications

Mike Boedicker – Resignation

Director Conrad informed the Board that librarian Mike Boedicker gave notice to resign effective September 6, 2019.

Unfinished Business

Board Growth

The library director reminded Trustees of their intention to appoint a 7th trustee.

Enter into Executive Session

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to enter into executive session at 7:55 p.m. All members voted yes. Motion carried.

The Board exited executive session at 8:20 p.m.

The Board meeting resumed at 8:21 p.m.

New Business

Appointment of Librarian I Vacancy – Youth Services

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to approve the appointment of Susan Potera to Librarian I vacancy (Youth Services) at \$42,500 effective September 23, 2019. All members voted yes. Motion carried.

Other Business - None

Adjournment

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to adjourn the meeting at 8:25 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: Monday, October 21, 2019

Approved by the Library Board of Trustees November 18, 2019

Richmond Memorial Library

Board of Trustees

October 21, 2019

The October meeting of the Library Board of Trustees was held on Monday, October 21, 2019. President Argulsky called the meeting to order at 6:29 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, Gregg McAllister, and Jessica Ecock-Rotondo

Also present: Bob Conrad and Debra Levins

Approval of Minutes

Upon the motion of R. Long, seconded by G. McAllister, the minutes of the September 9, 2019 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Adult Services librarians, September, 2019

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

WiFi and Game Night stats, September 2019

WiFi and Game Night stats were presented and discussed.

Combined Youth Services report, September 2019

The Board also reviewed the Combined Youth Services Report

Library Statistics, August 2019

The August 2019 library statistics were reviewed.

Nioga Library System's Free Direct Access Plan

The Library Board discussed The Nioga Library System Free Direct Access Plan at length.

Resignation of City of Batavia designee Samantha Schafer from Nioga Library System Board

Samantha Schafer tendered her resignation as the City of Batavia designee on the Nioga Library Board of Trustees. An alternate is needed.

Committee Reports - None

Financials

September 2019 Summary of Revenues and Appropriations

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the September 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

August 2019 Bank Reconciliations

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the August 2019 Bank Reconciliations. All members voted yes. Motion carried.

September 2019 Bank Reconciliations

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the September 2019 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the revised manual check on Warrant 10. The amount of \$3,354.13 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 18. The amount of \$2,400.36 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 \$4,331.34 on Supplemental Warrant 16. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$10,421.11 on Supplemental Warrant 21. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$9,351.03 on Supplemental Warrant 22. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by K. Evans, it was resolved to approve the payment of \$189,901.38 on Warrant 19. All members voted yes. Motion carried.

Communications

Resignation of PT/Sub Librarian

PT/Sub Librarian Jim Doyle submitted his resignation effective September 27, 2019.

Executive Session

Upon the motion of R. Long, seconded by G. McAllister, it was resolved to go into executive session at 7:51 a.m to discuss a number of appointments to vacancies. All members voted yes. Motion carried.

Upon the motion of R. Long , seconded by G. McAllister, it was resolved to exit executive session at 8:04 p.m. All members voted yes. Motion carried.

Unfinished Business - None

New Business

2019 Library Closures

The schedule of 2019 library closures was tabled until the November board meeting.

Approve the appointment of Elizabeth Beardslee to Librarian I vacancy (Adult Services) at \$42,500/yr. effective October 21, 2019

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the appointment of Elizabeth Beardslee to Librarian I vacancy (Adult Services) at \$42,500/yr. effective October 21, 2019. All members voted yes. Motion carried.

Approve the appointment of Deborah Wood to PT Librarian at \$16.50/hr.

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to approve the appointment of Deborah Wood to PT Librarian at \$16.50/hr. All members voted yes. Motion carried.

Approve the appointment of Carolina Denson to PT Library Clerk at \$12.20/hr.

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the appointment of Carolina Denson to PT Library Clerk at \$12.20/hr. All members voted yes. Motion carried.

Credit Susan Potera with 6 days of Leave accumulated at Brighton Memorial Library

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo , it was resolved to credit Susan Potera with 6 days of leave accumulated at Brighton Memorial Library, as described in the “*Leave Days upon hire*” section of the Employee Handbook. All members voted yes. Motion carried.

Suspend Daniel Kuczka from the library

Upon the motion of K. Evans, seconded by J. Cascell, it was resolved to suspend Daniel Kuczka from the library building and grounds for a period of 2 years. All members voted yes. Motion carried.

Suspend middle school students from the library for periods of 1, 3 and 6 months, unless accompanied by an adult

Upon the motion of N. Argulsky, seconded by J. Cascell, it was resolved to suspend the following middle school students from the library unless accompanied by an adult for the following periods:

1 month:

Dymon Gardner

3 months:

Will Stevens

Anna Stevens

Amariona Hill

Zack Taylor

Caleb Nichols

All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to suspend the following middle school students from the library unless accompanied by an adult for the period of:

6 months:

Mikayala Vasquez
Shaylee McDonald
Kaitlin Swartz
Zadyn Dash
Javion Krupinski
Navaya Lovett
DeShaun Wright

All members voted yes. Motion carried.

Rename the Dorothy Wilber Room as the Wilber-Fox Memorial Room

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to rename the Dorothy Wilber Room as the Wilber-Fox Memorial Room. All members voted yes. Motion carried.

Other Business

President Norm Argulsky described correspondence from a Mrs. Webster sent to every member of the board at home expressing her concern about the preservation condition of certain regional county maps. Director Conrad will confer with Local History Librarian Stryker to explain the preservation status of these materials, and what if any action must be taken, so that the Board can respond to her inquiry.

Adjournment

Upon the motion of R. Long seconded by J. Cascell, it was resolved to adjourn the meeting at 8:52 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Reminder: The next meeting falls on the third Monday, November 18, due to Veterans Day.

Approved by the Library Board of Trustees December 9, 2019

Richmond Memorial Library

Board of Trustees

November 18, 2019

The November meeting of the Library Board of Trustees was held on Monday, November 18, 2019. President Norm Argulsky called the meeting to order at 6:36 p.m.

Members present: Norm Argulsky, Jenn Cascell, Rebecca Long, Kristi Evans, and Jessica Ecock-Rotondo

Also present: Bob Conrad and Debra Levins

Excused: Gregg McAllister

Approval of Minutes

Upon the motion of K. Evans, seconded by J. Cascell, the minutes of the October 21, 2019 meeting were approved. All members voted yes. Motion carried.

Public to be Heard - None

Library Director's Report

Reports of Adult Services librarians, October 2019

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker, and Elizabeth Beardslee.

The Board also reviewed the Combined Youth Services Report from Youth Service Librarian Sue Potera.

Library Statistics – September 2019

The September 2019 library statistics were reviewed.

Foundation Fund Raisers:

The foundation is hosting an ongoing Basket Raffle. Tickets may be purchased at the front desk. The next scrabble tournament is December 7th, followed by tournaments on March 7 and June 6, 2020.

Friends fundraiser – coffee & tea catalog sales

The Friends of the Library are running coffee & tea catalog sales.

Microfilm status update

The gap year will be available on microfilm soon.

Nioga trustee still needed

Director Conrad reminded the board that there is still a need to fill the City of Batavia designee on the Nioga Library Board of Trustees.

Committee Reports - None**Financials****October 2019 Summary of Revenues and Appropriations**

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the October 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

October 2019 Bank Reconciliations

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the October 2019 Bank Reconciliations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the manual checks on Warrant 29. The amount of \$1,199.23 was received by Proflex Administrators LLC for October Health Care costs. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$11,391.04 on Supplemental Warrant 24. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$4,419.73 on Supplemental Warrant 28. All members voted yes. Motion carried.

Upon the motion of J. Cascell, seconded by J. Ecock-Rotondo, it was resolved to approve the payment of \$29,267.89 on Warrant 20. All members voted yes. Motion carried.

Request for Budgetary Transfer

Upon the motion of R. Long, seconded by J. Ecock-Rotondo, it was resolved to approve a transfer of \$481 from Professional Salaries to Workman's Compensation for a 2020 Workman's Comp shortfall. All members voted yes. Motion carried.

Communications

The Board received correspondence from a Mrs. Webster expressing her concern about the preservation condition of certain regional county maps, and the Director replied to her concern.

Unfinished Business - None

New Business

Approve 2020-21 Budget Vote / Trustee Election Calendar

Upon the motion of R. Long, seconded by J. Cascell, it was resolved to approve the 2020-21 Budget Vote / Trustee Election Calendar. All members voted yes. Motion carried.

Other Business

Trustees will be emailed a copy of the draft of the Amendment to By-Laws to shorten the length of a trustee term to 3 years.

Direct Access vs. Re-districting

Board Members asked for more information of the pros and cons of contracting with districts or municipalities under the terms of the Direct Access Plan vs. re-districting, or leaving things as they are.

Director Conrad reviewed some basics, and will prepare a power-point that goes into more detail.

Adjournment

Upon the motion of J. Ecock Rotondo, seconded by J. Cascell, it was resolved to adjourn the meeting at 7:48 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Approved by the Library Board of Trustees February 10, 2020

Richmond Memorial Library

Board of Trustees

December 9, 2019

The December meeting of the Library Board of Trustees was held on Monday, December 9, 2019. President Norm Argulsky called the meeting to order at 6:30 p.m.

Members present: Norm Argulsky, Gregg McAllister, Rebecca Long, Kristi Evans and Jessica Ecock-Rotondo

Also present: Bob Conrad and Debra Levins

Excused: Jenn Cascell

Approval of Minutes

Upon the motion of R. Long, seconded by J. Ecock-Rotondo, the minutes of the November 18, 2019 meeting were approved. All members voted yes. Motion carried.

Public to be Heard – None

Library Director's Report

Reports from Adult Services Librarians, November 2019

The Board reviewed monthly reports from Librarians Rita McCormack, Samantha Stryker and Liz Beardslee.

NYLA Conference reports from Bob Conrad and Sam Stryker

The Board was briefed on the NYLA Conference while viewing reports from Director Conrad and Librarian Sam Stryker.

Combined Youth Services Report

The Board also reviewed the Combined Youth Services Report from Librarian Sue Potera.

Library Statistics - October, 2019

The October, 2019 library statistics were reviewed.

Committee Reports

Richmond Memorial Library Foundation Board

There were 12 participants in the Foundation's December scrabble tournament, with a profit made. The next tournaments are scheduled for March 7th and June 6th.

Financials

Summary of Revenues and Appropriations, November 2019

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the November 2019 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Bank Reconciliations, November 2019

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the November 2019 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 33. The amount of \$3,772.63 was received by Proflex Administrators LLC for November 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 \$11,002.86 on Supplemental Warrant 31. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the payment of \$97,155.54 on Supplemental Warrant 32. All members voted yes. Motion carried.

Upon the motion of G. McAllister, seconded by R. Long, it was resolved to approve the payment of \$13,037.63 on Warrent 30. All members voted yes. Motion carried.

Communications

Dana Warren, Kathleen Facer, Martha Spinnegan

Notes of appreciation were received from Dana Warren, Kathleen Facer, and Martha Spinnegan thanking the Library Board President Norm Argulsky, the Board of Trustees, and Director Bob Conrad for honoring them at the Tree Planting Dedication Ceremony.

Nioga Library System

Director Conrad informed the Board of two vacancies on the Nioga Board. One is for the City of Batavia, and the other is a county seat.

Unfinished Business

Adopt schedule of 2020 Library Closures

Upon the motion of K. Evans, seconded by J. Ecock-Rotondo, it was resolved to adopt the schedule of 2020 Library Closures. All members voted yes. Motion carried.

New Business

Amend Bylaws

Upon the motion of G. McAllister, seconded by K. Evans, it was resolved to amend the Bylaws by changing trustee terms from 5 years to 3 years as presented. All members voted yes. Motion carried.

Other Business - None

Adjournment

Upon the motion of G. McAllister, seconded by J. Ecock-Rotondo, it was resolved to adjourn the meeting at 7:40 p.m. All members voted yes. Motion carried.

Respectfully submitted,
Bob Conrad, Clerk

Next meeting: January 13, 2020 @ 6:30pm