

DRAFT

**Richmond Memorial Library
Board of Trustees
September 10, 2024**

The September meeting of the Library Board of Trustees was held on Tuesday, September 10, 2024. President Leslie Moma called the meeting to order at 6:00 p.m.

Members present: Leslie Moma, Kristi Evans, Catrina Lasher, Richard Beatty, Becky Lefevre, and Felipe Oltramari

Also present: Director Beth Paine, Deputy Clerk Debra Levins, CR Librarian Matthew Hoople, and Sharon McWethy

Excused: John Roach

Approval of Minutes

President Leslie Moma declared the minutes of the August 13, 2024 meeting approved.

Public Comment

Sharon McWethy signed up to speak. She has been a library patron for 7 decades. She loves the library and enjoys many of the programs that our library offers. She asked for direction to discuss preferences of literature, books and genres of interest. She will be contacting Library Director Beth Paine. She left handouts and departed the meeting at 6:04 p.m.

Library Director's Report August 2024 Librarian Reports

The Board of Trustees reviewed previously scanned monthly reports from Librarians and Assistants. The reports were from Librarians Samantha Basile (Assistant Director), Elizabeth Beardslee, Laura Dumuhosky, Deborah Wood, and Library Assistants Kelly March and Ellen Caton. Director Paine was available to answer questions.

Children's Librarian - Matthew Hoople

New Children's Room Librarian Matthew Hoople introduced himself and apprised trustees of his first week. He has been working in libraries since 2015 and has been a librarian since 2018. Mr. Hoople has already begun a tween book club and has outreach set up with Agri-Business Child Development (ABCD) Daycare. The weekly program will start in October. He will be doing story times on Mondays. Director Paine expressed the staff's excitement and enthusiasm to have Matthew aboard. He left the meeting at 6:12 pm.

Children's Room book giveaways

The CR distributed 50 books during the Batavia City Police Department Community Event, 25 Books for Babies bags to UMMC, and delivered 550 books to 12 sites and Little Free Libraries.

Annual Staff Training

The annual staff training day will be October 25, 2024, so the library will be closed for the day. The tentative schedule includes Sexual Harassment, De-escalation Training, and Crisis Intervention Training. The updated Employee Handbook and Policies will be reviewed.

QuickBooks

Due to issues with QuickBooks only being accessible in the library through the server, the format was switched to an online version which best suits our needs. This would also allow our accountant access from her office instead of the library.

Book Challenge

A children's chapter book was challenged. However, since the challenger does not reside in the Batavia City School District, her challenge could not be admitted for review.

Filtering Software

Price quotes were reviewed. We will be going with DNS Filter Pro.

Bathroom Use Policy

There have been issues with patrons using our bathroom for purposes other than what the rooms were intended for. At times there has been drug paraphernalia in the garbage and/or in the sink. Assistant Library Director Samantha Stryker has done research and suggested we have a Bathroom Use policy. K. Evans suggested the installation of a convex/universal type mirror that shows different angles.

Building and Grounds Audit

The County came in for the building and grounds audit on September 9, 2024.

Personnel

B. Lefevre made a motion to hire Melanie Norman as Substitute Librarian at the rate of \$19.25 per hour. K. Evans seconded it; motion carried.

Committee Reports

Building & Grounds & Safety Committee

Building, Grounds & Safety Chairperson Leslie Moma gave an update on their latest meeting. Due to water damage to the library's foundation and the issue of large rain water puddles in the lower parking lot, they are looking into the benefits of a swale. This type of drainage system manages water runoff and directs it into the ground. Water outlets and puddling will need to be studied. The committee is also looking into the idea of a rain garden.

The committee assessed the old Children's Room as a possible solution for much needed (additional) office space. There would need to be a major cleanup and cleanout. F. Oltramari suggested hiring an architect before any cosmetic updates are done to both that area and the deteriorating breakroom. Beth will be contacting Lindsay Yoder of Bero Architecture for quotes.

Financial Reports

B. Lefevre made a motion and R. Beatty seconded to approve the following financial reports presented. Motion passed with a vote of 4-0.

August 2024 Revenue & Appropriations/Profit Loss Report

August 2024 Manual Verifications

August 27, 2024 and September 10, 2024 Bill Payments for All Vendors

Reconciliations ending August 30, 2024

NYS Construction Grant

We were unable to apply for the NYS Construction grant for 2024. A special application is required for a school district library owned by the school district. Per the State Education Department Office of Financial Planning, the process normally takes about 6 months before the construction grant can be applied for. It is common for libraries to hire someone to do the extensive application process. Director Paine will be applying for the 2025 grant cycle.

Communications

Our library was subpoenaed for video records. Director Paine is looking into getting them.

Unfinished Business**Memorandum of Understanding**

Library Attorney Stacy Trien recently made some revisions on the MOU. We are now waiting for a response from the school district.

Employee Handbook

C. Lasher made a motion to approve the handbook as is with the stipulation that staff knows immediately that they have digital access to it and are asked to review it and bring any concerns to the director so that they can be brought up at the October 8, 2024 Board Meeting. F. Oltramari seconded; motion carried.

The goal is to have a final version available for staff on October 9th.

New Business - none

Executive Session

B. Lefevre made a motion to enter into Executive Session at 7:46 p.m. for discussion related to employment of a particular person. R. Beatty seconded it; motion carried.

K. Evans made a motion to exit Executive Session at 8:35 p.m. R. Beatty seconded it; motion carried.

Adjournment

C. Lasher made a motion to adjourn the meeting at 8:36 p.m. R. Beatty seconded it; motion carried.

Respectfully submitted,
Beth Paine, Clerk

Next Board Meeting: Tuesday, October 8, 2024 @ 6:00 pm, Gallery Room