

## 115<sup>th</sup> ANNUAL MEETING

of the

Swan Library Association

Pursuant to Article III, Section 4 of the By-Laws, and this being the first Monday in May, Kevin Doherty, Trustee President, called the 115<sup>th</sup> Annual Meeting of the Swan Library Association to order at 19:02.

**Attendance:** Kevin Doherty, Jan Albanese, Linda Smith, Karie Deegan, John Andrews, Carol Miller, Terry Wilbert, Betty Sue Miller, Barb Kyler, Larry Gaylard, Mary Anne, Braunbach, Natalie McCue, Susan Gaylard, Cheryl Mowatt, Gerald Morrissey, and Delia Robinson.

Motion to waive the reading of the 2014 Annual minutes made by G. Morrissey and seconded by J. Andrews. All in favor. Accepted.

**Opening Remarks:** President Kevin Doherty introduced the Board of Trustees and acknowledged the service of retiring Trustees: Linda Smith and Dele Theodorakas. Noted attendance of Orleans representative on the NIOGA Board (Mary Anne Braunbach). This year the only petition that was received for the available trustee's position was disqualified due to a conflict of interest. That position will be appointed at the regular Board of Trustees meeting May 13, 2015. Mr. Morrissey spoke with concerns about not having an actual election. Kevin recited the by-laws that we were unable to take nominations from the floor. Kevin spoke with regards to the challenges of the past year, and our renewed efforts to provide the best services for the community. The tax collection would be a 1.6% increase. The vote for this will take place on May 19, 12:00-20:00.

**Additional Business:** We owe \$1, 742, 00.00 as of May 1, 2015. Out of 195 pledges, 127 are paid in full and 20 are in arrears. Leaving a total of approximately \$51,000 still to collect.

### **Committee Reports:**

**Treasurers Report:** Given by Linda Smith.

*Members of the Treasurers committee-* Linda Smith, Kevin Doherty, John Andrews, Carol Miller and Terry Wilbert.

**Goals:** To track and budget the Library's money. Also, to demonstrate fiscal accountability to members, tax payers, and the community.

**Accomplishments:** Review the 2014 budget and propose the budget for 2015. We are asking for a 1.6 increase on the School District ballot. An increase of \$10,551. Our total budget is \$698,601- \$684,111 from the School District. Please vote yes on May 19<sup>th</sup> for the library budget from Noon till eight pm at the elementary school. We hired a new auditing firm, Bonadio and Co. We had used Patty Hales for a number of years, and while she could do the taxes, she was unable to do the audit. We have hired a well established company that can do both, for about the same amount of money.

**Insurance:** The Library's insurance had not been bid on in years. Five brokers were asked, 3 responded. Library insurance is highly specialized. We were able to secure better coverage for less money by taking a higher deductible.

**Burrows Building:** The Burrows building was listed by local real estate broker David Snell. The building has been sold to Chad Fabry of Holley, still waiting for a closing date. This will save the library over \$25,000 a year in maintenance and utilities. The proceeds of the sale will be used to pay down the short term loan. I am told closing should be any day now.

**From last May to this May:** We have paid over \$103,000 on the short term loan, with a remaining balance \$ 234,000 and \$113,000 on the long term loan with a remaining balance of \$1.5 million. We are presently looking for ways to combine the mortgage, short term loan and the money needed for the NYSERDA grant into one package in order to the best deal for the library.

**Personnel Report:** Given by Linda Smith.

**Members:** Linda Smith, Karie Deegan, Carol Miller

**Goals:** Review the Personnel Manual and bring into compliance with the ever changing laws. While we have updated several policies this is still a work in progress.

- Also a work in progress, Job descriptions and organizational chart.

**Accomplishments:** Reviewed available health insurance options for staff and made recommendations for Board approval. Adopted a revised hourly rate schedule for library employees. Instituted a “bounce account” for Trustees and a P.O. Box so that anyone who has a concern can contact Trustees directly. Ran a directors search according to direction from NIOGA. Members of the community and staff were included in this process. We received 20 applications and we interviewed 9 candidates and interviewed the top three twice. Once by the search committee and once by the Board of Trustees. The vote for the top candidate was unanimous. We hired a professional company to then run a background check. Unfortunately, it didn’t work out. However, the library has made some very good hires this year. Nicole Struble in Children’s, Sue Cook in Media, photography, and graphic design. And, of course Betty Sue Miller a hometown girl as Interim Director. Betty Sue was willing to step in and lead during a very difficult time. She has the gratitude of the entire community for the leadership she has brought to the library.

**Interim Directors Report:** Given by Betty Sue Miller (see attached)

**Planning Committee Report:** Given by Jan Albanese.

**Members:** Jan Albanese, John Andrews and Karie Deegan

A number of polices were updated: Sick Time, Vacation and Bereavement Leave, Health insurance and Simple IRA Employee Benefits, and the Conflict of Interest Policy ( as per law). A new sexual Abuse and Prevention Policy was also added

The following procedures were updated: The Library and Disaster Plans. The Grievance Procedure added a clearer outline of the process required and a Person to Contact order to follow for staff questions and problems.

A one year Plan for 2015 was implemented with the goals being:

1. The development of long-range plan;
2. An evaluation of needs, spending and debt;
3. Review, update and create an electronic copy of the Employee Handbook , and Policy Manual;

#### 4. Eliminate the maintenance obligations of the Swan Building

The process to utilize and the development of a long range plan will require a great deal of time. We want to ensure the inclusion of various stake-holders and goals when outlining the 3-5 year vision of the Library's future.

The Finance committee will work to evaluate our services, needs and spending. The sale of the Swan building will eliminate our continued maintenance of an empty building and assist with some of our debt.

The Planning Committee is aggressively trying to update the Employee Handbook. I however foresee the continued need for the revision of current policies (to update, clarify and simplify wording) and the creation of new ones to keep us in compliance with the services we provide and NYS laws. The creation of these documents electronically will hopefully provide the Board, Employees and patrons an up-to-date resource. It does seem to be a never ending task though.

The Planning Committee meets monthly in addition to the Trustees Meetings.

NEW BUSINESS: None at this time.

Upcoming Dates:

School Board informative Meeting May 12, 2015

School Board Vote May 19, 2015

Motion to adjourn made by L. Smith and seconded by K. Deegan. All in favor. Accepted.

Respectfully submitted,

Karie Deegan

Board of Trustees, Secretary