

SWAN LIBRARY TRUSTEES
MEETING OF DECEMBER 12, 2007

Present: Trustees Kevin Doherty, Terry-Lynn Corrigan, Julie Miller, Lynne Philipps, Pat Cammarata, Judy Christopher, Mitzy Peglow, Library Director Susan Rudnicky
Present via. Speaker phone: Margaret Golden
Excused: Mariadele Theodorakos, Fran Lissow, Dona Scharping
Guests: Neil Johnson, Dee Robinson, Connie Mosher, Gary Kent, Grace Kent, Tom Rivers, Nicole Coleman, Mary Anne Braunbach, Rosanne Leach

President Kevin Doherty opened the meeting at 7:03pm and made connection with Margaret Golden via phone.

AGENDA for this evenings meeting was amended to include a nomination to the NIOGA Board under new business by Lynne, seconded by Pat. Unanimously approved.

Kevin welcomed guests and opened the floor for public comment. No one made comment.

CORRESPONDENCE: Rejection letter in application to the class action suit relating to Xerox. No action required.

MINUTES: Motion to approve the minutes of the November 14, 2007 meeting was made by Judy, seconded by Mitzy. Unanimously approved.

Lynne reported that Kevin had sent out a report to members concerning the Bero report meeting on December 4, 2007. This report will be printed for the board book as evidence of the meeting. The board agreed.

DIRECTOR REPORT: included in board packet. Susan did report on her attendance at the Green Library Conference. Having just returned last night, a written report will be prepared for our next meeting. She did report that she was very interested in the conference and had information concerning LEED certification.

TREASURER'S REPORT: Motion to accept the November 2007 Treasurer's Report was made by Lynne, seconded by Mitzy. Unanimously approved.

COMMITTEE REPORTS

Finance Committee:

Motion to approve the inter-fund transfers from the Permanent Improvement to Operating Fund of \$9034.65 and from the Building Fund to Operating Fund of \$11,825.05 at Smith Barney to restore expenses paid from the General Operating Fund which were actually Building and Permanent Improvement costs, was made by Mitzy, seconded by Lynne. Unanimously approved.

Patty Hayles is moving ahead in preparing the 2007 audit.

Building and Grounds: Kevin reported that the storm windows would require a bucket lift rather than an extension ladder. While Joe Baker is replacing the storm windows, he will also inspect and repair the gutters.

Motion to rent a lift for 2 days for the replacing of storm windows and gutter repair was made by Pat, seconded by Judy. Unanimously approved.

Personnel:

Employee Health Insurance costs increased 13.25% and 32%. Pat McCloskey from Bene-Care presented to the committee another plan which would decrease the cost to both the library and the employee with limited change in the coverage. He will be present at the library on 12/18 to discuss this with interested employees

Director's evaluation is to be completed by 1/31/08. The process is being fine tuned to include goals and objectives. Board members should expect an email from Pat asking for their input.

January meeting will be held on Wed, Jan. 2nd at 7:00pm, rather than on New Year's Day.

Christmas Bonus: Motion to approve a gift to each employee of \$75 was made by Lynne, seconded by Terry-Lynn. Unanimously approved. Terry Lynn will present the checks to employees on Dec. 14th at 5pm.

Planning:

Capital Campaign: Committee members are contacting the proposed members of the steering committee for their participation on the committee.

5 year plan: Committee is completing a set of survey questions for preparing the plan.

Julie has had some unexpected job responsibilities added to her already hectic schedule, and she has informed Kevin that she needs to resign from this committee. Any Board member interested in sitting on this committee should contact Kevin.

Local History: The committee is exploring other possible uses for the Swan building. The committee is not ready to present to the board, however many ideas have been tossed around and are being investigated.

By-Laws and Election and Annual Meeting: Board members have been asked to email committee members with any suggestions concerning the elections process.

Friends of the Swan Library: Mary Anne Braunbach, Chairperson of the Friends, reported that the Tasty Treats program was a success and would be repeated again next year. The new officers are Chairperson Mary Anne Braunbach, Treasurer Susie Gaylard, and Secretary Terry-Lynn Corrigan. They are also still working on their 501c3 status.

OLD BUSINESS

Wi-Fi implementation, still not completed. Susan to, once again, contact NIOGA Tech specialist for final installment.

Newberry Study was presented on Dec. 4th. Reports made available to members not at the meeting.

Dales building appraisal not available yet.

Criteria for a new site should be agreed upon by the board. Pat asked that we consider spending a good portion of our January meeting to discuss a list of criteria, combining our own thoughts as well as the listed criteria from the publication presented to the board by Susan: Chapter 6 of the Libraries Designed for Users. Board members are asked to be prepared at the January meeting.

Susan was asked to provide criteria of the library staff.

Moving Costs: Susan to provide an estimate to the board for the cost of moving the library at the January meeting.

NEW BUSINESS

Motion to nominate Mike McFarland to the NIOGA Board of Directors was made by Lynne, seconded by Pat. Unanimously approved.

Kevin, Susan, Lynne, Judy, Pat and Terry Lynn attended the Board Governance Workshop with Dick Panz. Members feel it is important to conduct a self evaluation of the board and to develop job descriptions for the board members. The evaluation should also be incorporated into a yearly calendar.

Susan also reported that Barb Kyler is resigning her 20 hour position with the library.

OPEN FLOOR COMMENT

Mary Anne Braunbach presented questions from a prominent local contractor concerning the Newberry Building. Kevin asked she put them in writing for the board to review.

Dee Robinson asked that the board consider asking the village for restricting parking in front and side of building.

Gary Kent concerned that we jumped over discussion of the Dale's and Newberry buildings.

Grace Kent requested that board acknowledge to the public that we are hearing their concerns with regard to the Dale's site.

Motion to adjourn the meeting at 9:30pm was made by Julie, seconded by Judy. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

Next meetings: Board meeting Jan. 9 7pm

Friends Jan. 2 7pm

Planning Dec. 18 7pm

Personnel Jan 2 7pm

Finance Jan 2 10am

SWAN LIBRARY TRUSTEES
MEETING OF NOVEMBER 14, 2007

Present: Trustees Kevin Doherty, Terry-Lynn Corrigan, Julie Miller, Lynne Philipps, Margaret Golden, Mariadele Theodorakos, Pat Cammarata, Judy Christopher, Fran Lissow, Mitzy Peglow, Dona Scharping, Library Director Susan Rudnicki
Guests: Ann Shepherd, Kathy Bensen, Susie and Larry Gaylard

President Kevin Doherty called the meeting of the Board of Trustees of the Swan Library to order at 7:00pm.

The agenda was distributed. Susan asked to have Thanksgiving Eve added to the agenda under New Business. Judy made a motion to accept the agenda with that change, seconded by Pat. Approved unanimously.

Lynne introduced Ann Shephard and Kathy Bensen of Ivy Partners. Ann and Kathy presented the process and criteria of the Steering Committee and Chairperson of the committee's responsibilities. Questions were addressed from the board concerning a fund raising data base, office space, etc. A deadline was established by the planning committee/board and Ivy Partners of January 2008 for the assembled steering committee.

MINUTES

Motion to accept the October 10, 2007 meeting minutes was made by Dona, seconded by Fran. **Approved** Yes-11 No-0

CORRESPONDENCE

Circulating.

ACTION ITEMS: From the October Meeting

Kevin reported that Pat Malgieri had been ill and has not yet reported back to us on the working draft from our previous meeting with him, nor the review of the proposal from George Hsaio on leasing the Dales property.

Susan has found a report that the library had been declared a tax exempt organization under an earlier tax code (101-6). Kevin has asked that we receive a letter from the IRS as a review and update of the old code to the new 501c3 code.

Kevin had also made attempts to contact someone to conduct an appraisal of the Dales building. Mr. Shell and Girasole Appraisals responded. Mr. Shell estimated a cost for the appraisal of \$1,500 and Girasole for \$2,300. Kevin will ask that Mr. Shell go ahead and conduct the appraisal.

Pat reported on the NYLA Conference that some board members, staff and Friends of the Library attended. Kevin asked that Julie and Pat make a brief report at the December meeting.

Question concerning the remote participation of a Board member occurred. Kevin feels that as long as identification of the absent member can be made, that a teleconference call can be arranged and used to record a formal vote on a motion.

DIRECTOR'S REPORT

In addition to the written report, Susan reported that she has written grants for GoArt for a Writers Workshop and to the Orleans County Foundation for the painting of

the building for \$4,000. She also gave the board a written report from her attendance at the NYLA Conference.

TREASURER'S REPORT

Motion to accept the October 2007 Treasurer's Report was made by Terry-Lynn, seconded by Julie. **Approved** Yes-10 No-1 (Lynne)

Internal Audit Review is no longer being conducted on a monthly basis. New board members have been urged to familiarize themselves with the process. Judy wants to do the internal audit in December.

COMMITTEE REPORTS

Finance Committee

Motion to accept and file the Annual Audit 2006 as distributed last month was made by Judy, seconded by Dona. **Approved** Yes-11 No-0

Motion to authorize the president to sign a commitment letter with Patricia Hayles for \$3750 to conduct the 2007 Annual Audit, was made by Lynne, seconded by Dona. **Approved** Yes-11 No-0

The Finance Committee also recommended that the capital passbook savings account be changed to a flexible CD with Bank of America, earning more interest.

The committee reported that we have received the tax levy money of \$464,540. It is projected that we will need \$112,000 through Dec. 31st. Therefore \$350,000 has been moved to the Operating Reserve Fund at Smith Barney for our next FY.

In an effort to eliminate some of the bulk of the board mailings, the board agreed to not have a check detail copied and sent out in the board packet. This listing is available and printed out each month for review.

Building and Grounds

Paneks will be here to paint the building trim soon.

Two storm windows needed to be replaced. Joe Baker will do the work.

Personnel Committee

No meeting this month.

Planning Committee Report

Julie reported that the group has refocused on the Capital Campaign and is beginning to work on the 5 year plan.

Local History Committee

No meeting this month.

By-Laws

Discussion on calling a special meeting.

Elections and Annual Meeting

Discussion on the process of the election was begun. The committee will need some input from individuals. Some ideas being suggested would be a petition submission for nominees and possibly opening the actual election up all day, with the announcement at the business portion of the annual meeting. Discussion over being able to conduct these changes this year also transpired.

OLD BUSINESS

Wi-Fi should be implemented any day now.

Newberry Study- Judy reported that Bero has toured the current library and is questioning the historical significance of the back buildings at Newberry's. Dele will ask C.W. Lattin, Orleans County Historian and Village Historian Neil Johnson to research the buildings.

Dales status - Pilon are negotiating with Verizon for lease of the video side of the store.

NEW BUSINESS

Pat commented that the new web site for the library is well done and that board members should look at it and see the new logo for the Friends. She commended Laurie Groth for her work.

Parking Issue- Fran reported that with the expansion of the business to our north, employees seem to be using the parking spaces in front of the building. She asked if Kevin might request that the village designate two, ½ hour parking zones. The board thought this would be a good idea.

Susan asked that the board consider closing the library at 5pm on Wednesday prior to Thanksgiving. **Motion to close the library at 5pm on Wednesday Nov. 21st** was made by Dona, seconded by Fran. Approved Yes-11 No-0

PUBLIC FORUM

No comments

Next regular meeting of the Swan Library Board of Trustees will be at 7pm on December 12th at the Library.

ADJOURNMENT

Motion to adjourn the meeting at 9:25pm was made by Dona, seconded by Terry-Lynn. Approved unanimously.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF OCTOBER 10, 2007

Present: Trustees Kevin Doherty, Terry-Lynn Corrigan, Lynne Philipps, Margaret Golden, Mariadele Theodorakos, Pat Cammarata, Judy Christopher, Fran Lissow, Mitzy Peglow, Dona Scharping, Library Director Susan Rudnicky

Excused: Julie Miller

Guests: Mary Anne Braunbach, Ken Braunbach, Bob Golden, Susan Gaylard, Larry Gaylard, Rosanne Leach, Nicole Coleman

President Kevin Doherty called the meeting of the Board of Trustees of the Swan Library to order at 7:00pm.

Motion was made by Fran and seconded by Pat to adopt the agenda for the evening. Unanimously approved.

SPECIAL PRESENTATION: was made by Patrick Malgieri, partner, Woods, Oviatt, Gilman to discuss questions that the board had regarding the acquisition of new space for the library. This oral presentation will be followed up with a written report from Mr. Malgieri. The board had also received a proposed lease from George Hsaio for the leasing of space at the old Dale's building.

Motion to refer the proposal for lease of the Dale's building from George Hsaio to Patrick Malgieri for general review and recommendations was made by Pat, seconded by Dona. **Unanimously approved.**

The board also received in the board packet a letter from Mr. Malgieri concerning allegations made by Mary Anne Braunbach that the special meeting of August 27, 2007 was called in violation of the Open Meeting Law. In short, Mr. Malgieri found that we were not in violation of this law.

MINUTES

Motion to accept the August 27, 2007 meeting minutes as written was made by Lynne, seconded by Judy. **Approved** Yes- 10 No-0

Motion to accept the September 12, 2007 meeting minutes with corrections was made by Dona, seconded by Fran. **Approved** Yes- 10 No-0

TREASURER REPORT

Motion to accept the September 2007 Treasurer's Report was made by Lynne, seconded by Margaret. **Approved** Yes-10 No-0

Internal Audit Review was not conducted this month. Kevin will make arrangements with new board members to schedule a time for them to do the review.

DIRECTOR'S REPORT

Susan reported that the equipment for the WiFi has been purchased. Board members were given copies of the Swan Library Wireless Policy, which was adopted at the September 12, 2007 meeting for their books.

Susan also requested to attend a one day seminar in Chicago, if she is accepted, on Building Green Libraries. **Motion** to approve Susan to attend the Building a Green Library Conference in Chicago, if she is approved by the conference to attend, was made by Dona, seconded by Fran. **Approved** Yes- 10 No-0

COMMITTEE REPORTS

Finance Committee

Full Audit was received from Pat Hayles for review for approval at the November meeting.

CD's- Oct.1 closeout of \$100,000 CD at the Bank of America (Dunckel Money), totaling \$103,297.56 which was placed in the Smith Barney Building Fund.

Oct. 9 closeout of a CD at First Niagara, totaling \$23,483.38 to the Smith Barney Endowment Fund.

Tax Levy check has been received and deposited.

Financial Advisor- Motion to seek a financial advisor on a short term basis, to review current holdings and make recommendations for future investing was made by Lynne, seconded by Pat. **Approved** Yes- 10 No-0

Building Analysis- Motion to charge the finance committee to seek out an individual to provide financial analysis of building project options: e.g.: stick build, lease, owning, etc. was made by Lynne, seconded by Judy. **Approved** Yes- 10 No-0

Regular meetings of the Finance Committee will be held at the library on the 1st Tuesday of the month at 10am, except in November which will be the 2nd Tuesday.

Building and Grounds Kevin reported that Pat Cammarata put him in contact with Steve Ziblut from Q-Tech Engineering in Rochester, who contacted an energy audit for the Seymour Library in Brockport and offered to conduct an audit for us, pro bono. Pat also indicated that the \$65,000 in energy costs that Kevin projected for the Dale's building was in the right ball park- according to Seymour Library's annual costs.

Personnel Committee:

Pat reported that 11 individuals will be attending the NYLA Conference.

Motion to re-organize the policy manual was made by Margaret, seconded by Dona. **Approved** Yes-10 No-0

Planning Committee Report Lynne reported that the committee had met with Ivy Partners and members of the board have been sent reminders to board members to report back to either Lynne, Julie or Dona, the names of 20 individuals who might be willing to serve on the steering committee. Susan said Mr. Wickham wanted to attend our next board meeting. Lynne will contact him to make arrangements.

Regular meetings of the Planning Committee will be held on the fourth Tuesday of every month at 7pm at the Library.

Friends of the Library The New York City trip is a go. Nov. 16-18th is the Old World Craft Sale at the Library. Dec. 6th is the Holiday Tasting. The group is also moving ahead with the application for 501c3 status with Jeff Martin, Esq.

By-Laws: The By-Laws Committee is a committee of the board. Kevin would like to review the calling of special meetings by-law.

OLD BUSINESS

Newberry Study is funded to move ahead, thanks to Judy successfully getting the \$5088 from Maziarz and \$1000 from the Town of Albion to fund the project. Mr. Bero has been sent the necessary information.

Dale's: **Motion** to secure the appraisal of the Dale's property not to exceed \$1500 was made by Pat, seconded by Margaret. Approved Yes-10 No-0

NEW BUSINESS

Operating Hours: Concern over the hours of operation was referred to the Planning Committee for review and recommendations.

Public Forum: No one had any comments this evening.

ADJOURNMENT: Motion to end this meeting at 9:57pm was made by Dona, seconded by Pat. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF SEPTEMBER 12, 2007

Present: Trustees Kevin Doherty, Terry-Lynn Corrigan, Julie Miller, Lynne Philipps, Margaret Golden, Mariadele Theodorakos, Pat Cammarata, Judy Christopher, Mitzy Peglow, Dona Scharping, Library Director Susan Rudnicky

Excused: Fran Lissow

Guests: Ken Braunbach, Mary Anne Braunbach, Connie Mikels, Gloria Costello, Phil Greaser, Harriet Greaser, Michael Bonafede, P. Patterson, Tom Taber, Leatha Taber, Laurie Groth, Dee Robinson, Louise Henderson, Nancy Neidert, Donna Wolcott, Athena Nichols, Barbara Reveles, George Miller, Penny Miller, Ellen Smith, Curtis Smith, Nicky McFarland, Larry Gaylard, Margaret Swan, Cindy Eibl, Ellen Eibl, Carrie Heise, Nicole Coleman, Cheryl Pool, Mike McFarland

President Kevin Doherty called the meeting of the Board of Trustees of the Swan Library to order at 7:00pm at the Pullman Memorial Church.

Motion to Adopt the Revised Agenda, adding a motion requirement by the Planning Committee was made by Lynne, seconded by Judy. Unanimously approved

PUBLIC FORUM

Motion to open up the floor to comments from the public for 30 minutes, with 2 minutes allowed per speaker was made by Lynne, seconded by Pat. Unanimously approved. Many individuals expressed their views concerning their displeasure of the Board seeking funding for the site study of the Newberry building. Some individuals were also in support of the Board's efforts. At 7:40pm Lynne announced the 30 minute time was up, the president Kevin chose to allow the three final members to speak.

MINUTES

Motion to accept the August 15th meeting minutes with correction changing the stained glass front windows to leaded glass was made by Julie, seconded by Dona. Unanimously approved.

Motion to table the approval of the August 27th meeting minutes was made by Pat, seconded by Margaret, pending the confirmation of the date adopted at this meeting committing funding to the library for the Newberry study.

Motion to approve the report of the Survey meeting, including the actual survey with the report was made by Julie, seconded by Margaret. Unanimously approved.

Motion to note in the minutes that during the survey presentation, a question of the integrity of the survey was brought into question and that Dr. Andes stated that tampering of the results would have been very difficult to accomplish and that she was confident in the checks and balances of the documentation of results, was made by Julie, seconded by Margaret. Unanimously approved.

CORRESPONDENCE

Numerous letters were copied and distributed to the board members for their review. No action needed on any of them.

TREASURER'S REPORT

Motion to accept the August 2007 treasurer report was made by Dona, seconded by Terry. **Approved** Yes-10 No-0

Internal Audit Review for August was conducted by Dele. No discrepancies were found.

Evaluation of the Internal Audit Review proved to be an informative, educational tool for new board members, but members felt that there was no need to conduct the review on a monthly basis, unless our auditor felt a necessity. Therefore, new members are urged to review the checks one month, and Kevin will facilitate their scheduling.

DIRECTOR'S REPORT

Report in the board packet. Susan highlighted that staff discussed customer satisfaction at their last staff meeting. A suggestion of putting a suggestion box in the front lobby was made.

Susan also indicated that the Children's Librarian reported that 91 children in one hour went through the library during a summer program.

COMMITTEE REPORTS

Finance Committee Kevin reported that a \$100,000 CD at First Niagara was closed, with a teller check of \$102,928.56 paid to the Swan Library Smith Barney Building Fund.

In addition, the operating reserve currently has approx. \$34,000 balance in it, after all expenses were paid off. The letter has been sent to the Albion Central School District to request our tax levy funding.

Personnel Committee Pat reported that the committee met. They ask that the board consider a change in the salary of Laurie Groth to better reflect additional duties and web design skills. **Motion** to increase the salary of Laurie Groth to \$9.74 per hour, eligible for the annual increase, effective September 1, 2007 was made by Margaret, seconded by Terry-Lynn. Unanimously approved. The finance committee indicated that there were funds available in the current budget to cover this increase.

Pat also presented the goals for the Personnel Committee for 2007-08. These included revision of the Personnel Manual, updating employee job descriptions and creating a salary schedule for employees.

Building and Grounds Kevin reported that they are waiting for a proposal from Panek's for painting.

Planning Committee Report Lynne reported that they had a meeting with Ivy Partners of Victor NY concerning a capital campaign. In addition to the committee members being present, Pat and Margaret also attended the meeting. The committee asked the board to consider selecting Ivy Partners for leading our campaign.

Motion to contract with Ivy Partners of Victor, NY to conduct the pre-campaign phase of a capital campaign as outlined in the service agreement dated September 10th from Ivy Partners, with a maximum expenditure of \$22,000 for this service from the Smith Barney Building Funds was made by Lynne, seconded by Dona. Unanimously approved.

Local History Committee Susan handed out a Report of the Roswell S. Burrows Mansion Committee of August 24, 2007.

Friends of Swan Library Terry-Lynn reported that the group is still looking into the 501c3, a Holiday Sale is being planned, and there are still spaces available for the Dec. 1-2 NY City trip.

OLD BUSINESS

Wi-Fi: Motion to adapt the Lee-Whedon Policy on Wi-Fi use at the Swan Library was made by Terry Lynn, seconded by Julie. Unanimously approved.

Motion to purchase the router for Wi-Fi and to contract with Time Warner for \$90/month for Wi-Fi services was made by Dona, seconded by Dele. Unanimously approved. The board also asked that a report be made back to the board after 6 months. The funds will come from the equipment purchase line item for the router and the service will be paid from the utilities line.

NYLA State Conference: Motion to approve \$500 from the Conference line item for staff/friends to attend the NYLA State Conference Oct. 17-20, was made by Dona, seconded by Terry Lynn. Unanimously approved.

NEW BUSINESS

Open Meetings Law: Mary Anne Braunbach has called into question the legality of the August 27th Special Meeting in regards to the Open Meetings Law. **Motion** to defer the issue to Woods, Oviatt & Gilman for a written opinion was made by Pat, seconded by Terry Lynn. **Approved** Yes-6 (Julie, Pat, Terry Lynn, Margaret, Dona, Kevin) No-3 (Dele, Lynne, Judy) Abstain-1 (Mitzy)

Board member ethics were called into question by Board member Pat concerning the request for additional funding for the Newberry Study being solicited in the Swan Library name by the "Newberry contingent". This may have been a complete misunderstanding of the "process" and interpretation from the complaining Gaines Town Board, and Kevin and Judy will clarify this with the town boards (specifically).

Kevin has put together a list of questions the Board has for our attorney Patrick Malgieri concerning the lease/building/acquisition of a new building. He will be attending our next board meeting to address these questions.

NEXT MEETING

Regular Board Meeting October 10, 2007, 7pm at the Library

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF AUGUST 15, 2007

Present: Trustees Kevin Doherty, Terry-Lynn Corrigan, Margaret Golden, Pat Cammaratta, Judy Christopher, Dele Theodorakos, Julie Miller, Lynne Philipps, Mitzy Peglow, Dona Scharping, Library Director Susan Rudnicki

Excused: Fran Lissow

Guests: Ted Scharping, Gary Kent, Larry Gaylard, Thom Jennings, Janet Southcott, Connie Mikels, Nicole Coleman, Susie Gaylard, Laura Groth, Bob Golden

President Kevin Doherty called the meeting of the Board of Trustees of the Swan Library to order at 7:00pm.

PUBLIC FORUM

Ted Scharping updated the Board on the status of the Dales Building.

Don Berkle, Director of the Batavia Business Improvement Committee spoke to the value of restoring the current buildings in the Albion downtown district.

Susan read a letter from the staff to the Board urging the Board to consider the Dales property for a new library location. Susan also read a vision statement from herself regarding the needs of the community for a new building.

AGENDA

Motion was made by Julie and seconded by Dele to adopt the agenda as presented. Approved unanimously.

MINUTES

Motion to accept the June 13th meeting minutes was made by Lynne, seconded by Terry-Lynn. **Approved** Yes-10 No-0

Motion to accept the July 11th meeting minutes with the correction that Kevin was to send out RFP's for legal counsel, was made by Dona, seconded by Pat. **Approved** Yes-10 No-0

DIRECTORS REPORT

Julie asked about the New York State Library Association Conference and sharing expenses for attending. Susan will confirm plans and report to the Board.

Kevin reported that he was able to attend the Village of Albion Board meeting and updated them on the library Board's activities.

TREASURER REPORT

Motion to accept the June 2007 Treasurer's Report was made by Lynne, seconded by Julie. **Approved** Yes-10 No-0

Motion to accept the July 2007 Treasurer's Report was made by Lynne, seconded by Julie. **Approved** Yes-10 No-0

Internal Audit Review was completed by Fran for July. She is not present to present her findings.

Internal Audit Review for August was to be completed by Dele. She was not able to complete the audit.

COMMITTEE REPORTS

Finance Committee

Motion to authorize the withdrawal of up to \$40,000 from the Smith Barney operating Reserve and place into the checking account to cover bills, as needed, through the end of September was made by Lynne, seconded by Pat. **Approved** Yes-10 No-0

Kevin reported that there were 2 transfers in August of mature CD from HSBC to Smith Barney Building Fund. \$100,000 of this was Dunkel money.

Kevin also reported that the committee is reviewing the existing passbook and CD accounts for consolidation into Smith Barney, and consideration of passbook savings into separate or consolidated CD(s).

Proposed Budget 2008 is attached to the minutes. Kevin reported that the budget assumes the elimination of the town contributions as income, maintains the Village of Albion's contribution, and assumes a 3% increase in payroll. **Motion** to accept the prepared 2008 proposed budget was made by Lynne, seconded by Margaret. **Approved** Yes-10 No-0

Building and Grounds

Front door: **Motion** to approve the estimate for repair of the leaded glass door panel, side panel and the replacement of a panel for the front door for \$2,125 from Inlight Art Glass of Buffalo was made by Lynne and seconded by Dona. **Approved** Yes-10 No-0

Trim painting: **Motion** to authorize up to \$12,500 to paint the trim on the building, with the possibility of the work being completed this fall was made by Lynne, seconded by Judy. **Approved** Yes-10 No-0

Back porch and pillars: **Motion** to explore the use of community service help to paint the back porch and front pillars this fall was made by Lynne, seconded by Judy. **Approved.** Yes-10 No-0

Personnel Committee: Committee did meet, there is no report

Planning Committee: Lynne reported that the committee met on August 7th. In order to establish a funding plan for the library, it was suggested that we contact Ivy Partners for input. This group was used by the Cooperative Extension for their capital campaign. This meeting will be held on August 30th at 7pm at the Library.

Local History Committee: No report

By-Laws: No report

OLD BUSINESS:

Wi-Fi progress: No report

Friends of the Library: Mary Anne Braunbach is the president of the Friends of the Library. Their regular meetings have been established as the 1st Wednesday of each month at 7pm at the Library. The establishing of their 501c3 status is pending application.

Legal Counsel for real estate needs: Kevin contacted 3 different practice managers with only one responding to his inquiry. **Motion** to execute the retainer agreement with Woods, Oviatt & Gilman was made by Pat, seconded by Margaret. **Approved** Yes-10 No-0

NEW BUSINESS

Newberry Study:

Motion made by Judy to have a feasibility study completed on the Newberry building by John Bero for the cost of \$11,000 to determine the viability of the building to meet the requirements set forth in the Panz report to use the building as a state of the art library, due by October 15, 2007. Seconded by Mitzy.

Motion to table the motion to the regular meeting was made by Margaret, seconded by Terry-Lynn: Denied Yes-4 (Margaret, Julie, Terry-Lynn, Pat) No-6 (Kevin, Lynne, Dele, Judy, Mitzy, Dona)

Motion to table the motion for a vote to after the survey has been presented on August 30th was made by Julie, seconded by Pat. Denied Yes-4 (Margaret, Julie, Terry-Lynn, Pat) No-6 (Kevin, Lynne, Dele, Judy, Mitzy, Dona)

Motion to have a feasibility study completed on the Newberry building by John Bero for the cost of \$11,000 to determine the viability of the building to meet the requirements set forth in the Panz report to use the building as a state of the art library, due by October 15, 2007 was made by Judy, Seconded by Mitzy. Denied Yes-5 (Lynne, Mitzy, Dona, Dele, Judy) No-5 (Margaret, Julie, Terry-Lynn, Pat, Kevin)

ADJOURNMENT: Motion to close the meeting at 10:24pm was made by Dona, Seconded by Pat. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF JULY 11, 2007

Present: Trustees Kevin Doherty, Terry-Lynn Corrigan, Julie Miller, Lynne Philipps, Margaret Golden, Mariadele Theodorakos, Pat Cammarata, Judy Christopher, Mitzy Peglow, Dona Scharping, Library Director Susan Rudnicky

Excused: Fran Lissow

Guests: Neil Johnson, Mary Anne Braunbach, Ted Scharping, Gary Kent, Grace Kent, Gennaro DiGirolamo Jr., Bob Golden, Thom Taber, Michelle Watt, David Snell, George Hsiho, Madeline Hsiho

David Snell, George Hsiho, and Madeline Hsiho asked to address the Board concerning the status of Mr. Hsiho's Purchase Offer on the Dales Building and his anticipated time line for accepting the library's acceptance of leasing the building from him.

President Kevin Doherty called the meeting of the Board of Trustees of the Swan Library to order at 7:40pm.

Finance Committee:

Motion to authorize the withdrawal of \$40,000 from the Smith Barney Operating Reserve to be placed into the checking account to cover expenses through the end of July was made by Lynne, seconded by Terry-Lynn. Approved: Yes-10 No-0

Legal Counsel: The Board agreed that it was time to select an attorney to represent the library in acquiring a new space for the library. It was agreed that the attorney specialize in real estate. Kevin will send a letter requesting RFP's for legal counsel.

Newberry Building: A number of Board members revisited the Newberry Building with Bero Architecture. Mr. Bero submitted a proposal for working up the building plans. Judy will contact him to see if he would do a cost estimate for the project.

Further discussion on the funding issues and a side by side pricing of the costs for the two building projects and the long term maintenance demands were discussed. Committees should bring some numbers to the table at the August meeting.

Executive Session:

At 9:20pm, Lynne moved to go into executive session to discuss a specific employee's behavior. Seconded by Dele. Approved Yes-10 No-0

At 9:45pm Judy moved to close the executive session, seconded by Pat. Approved Yes-10 No-0

Survey: Susan reported that the survey will be completed by the August 15th meeting. The Board felt that we would like a special meeting to focus solely on the survey report set. Susan will arrange a time with Ruth Andes.

Motion to close this meeting at 9:50pm was made by Margaret, seconded by Pat. Approved Yes-10 No-0

Respectfully submitted,
Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF JUNE 13, 2007

Present: Trustees Kevin Doherty, Terry-Lynn Corrigan, Julie Miller, Lynne Philipps, Margaret Golden, Mariadele Theodorakos, Pat Cammarata, Judy Christopher, Fran Lissow, Mitzy Peglow, Dona Scharping, Library Director Susan Rudnický
Guests: Mary Ann Braunbach, Susie Gaylard, Bob Golden

President Kevin Doherty called the meeting of the Board of Trustees of the Swan Library to order at 7:05pm. The guests were welcomed and offered the floor for any comments they wished to make.

AGENDA was reviewed and a Motion to adopt the agenda with additions as noted was made by Fran, seconded by Judy. Approved Yes-11 No-0

MINUTES

Motion to accept the May 9th meeting minutes with correction of the vote for the gift certificate was made by Pat, seconded by Terry-Lynn. **Approved** Yes-11 No-0

Motion to accept the May 15th special meeting minutes with Universal Consulting was made by Fran, seconded by Julie. **Approved** Yes-11 No-0

CORRESPONDENCE: All correspondence to and from the board is passed around to members during the meeting.

TREASURER'S REPORT

Motion to accept the May 2007 Treasurer's Report was made by Pat, seconded by Dona. **Approved** Yes-11 No-0

Internal Audit Review was conducted by Kevin without any concerns. Fran will conduct the July review and Dele will conduct the August review.

Point of clarification: The \$11,000 from the fund account balance sheet indicates the CD that had come to maturity and it was transferred to a new Endowment Account with Smith Barney.

DIRECTOR'S REPORT

Action Items:

DVD Cabinet is purchased, placed and in use.

Information on the return of the surveys from Mendon and Fairport Libraries was reviewed with the Board by Susan.

Susan has drafted a letter to send to the beneficiary of the Dunkle home asking for her recommendation for naming a room after Mr. Dunkle.

Sidewalk repair costs are still not tabulated. Susan to have this completed by the next Board meeting.

Painting of building to be referred to Building Committee for research and review.

County Legislature presentation was this afternoon. Kevin spoke on behalf of the Orleans County libraries. It was suggested that the libraries address the county legislature in the spring, prior to their finalizing the county budget.

Finance Committee

Motion to approve the transfer of \$40,000 from Swan Library Operating Reserve at Smith Barney to the checking account to cover the May bills was made by Lynne, seconded by Terry-Lynn. Approved Yes-11 No-0

Motion to transfer \$60,000 from the Smith Barney Operating Reserve to the checking account to cover bills through the middle of July was made by Lynne, seconded by Terry-Lynn. Approved Yes-11 No-0

Motion to change outdated information by adding Treasurer Fran Lissow, and Administrative Assistant Susie Gaylard to the authorization list at American Funds for access to the retirement fund files was made by Margaret, seconded by Dona. Approved Yes-11 No-0

Discussion concerning the Community/Municipal Funding to the library led to a recommendation to the Finance Committee to review the current funding levels and review its equitability. An investigation into the possible splitting out of the capital fund and the overall operating budget for voter approval is to be reviewed by the Finance Committee for recommendation to the Board.

Web Page: The Swan Library is currently developing a web site. To move the project along more efficiently, it is the mind of the Board to support giving Laurie a block of time to devote to the web site development.

Building and Grounds:

Masonry wall by the Children's Library entrance is completed. The next project will be to revamp the back porch, and paint the building. It was recommended to Susan that the design for the back porch be drawn up and presented to the Historical Commission for a letter of appropriateness.

Service Area Survey:

Susan reported that 6,600 survey's were copied and distributed via the Pennysaver. To date, approximately 450 have been returned. The deadline for the return is 6/24. Discussion concerning the tabulation of the surveys by staff occurred. Staff has been trained by Universal Consulting and is currently beginning the tabulation process.

Committee Assignments 2007-08:

Kevin distributed the following committee assignments for the 2007-08 year:

Finance: Fran and Mitzy

Buildings and Grounds: Judy

Personnel: Dele and Pat

Fund Raising: None at this time

Planning: Lynne, Dona, Julie

Local History: Margaret

By-Laws: Unassigned at this time

Elections: Julie, Terry-Lynn

Annual Meeting: Discussion occurred. Questions concerning changing the format for the elections occurred. Recommended that the Elections Committee review options and report back to the Board.

WI-FI: (Wireless Access) Susan requested by the Board to present her findings on demand, costs, grants, etc. to the Board at our July meeting.

NEW BUSINESS

Technology Plan: Susan distributed a draft copy of a Technology Plan that is required by NIOGA by July 1st. Each item was reviewed and discussed by the Board and changes will be made as indicated.

Motion to approve the Technology Plan, with recommended changes, was made by Lynne, seconded by Dona. Approved Yes-10 No-0 (one member had to leave)

Roberts Rules of Order: Kevin would like the Board to officially adopt Roberts Rules of Order for our Board meetings.

“The Place”: Kevin asked that Board members identify “the Place” the Library has or should have for our next meeting – a synopsis of each Board member’s vision of the library.

Dell Computers were purchased to replace both office computers (Susan’s and Susie’s), along with the work computer in the lab (Barb’s) as those are the oldest and starting to have problems.

NEXT MEETINGS

Meeting scheduled for June 26th at 7 pm in the Library with architects Barkstrom & LaCroix to discuss their feasibility study of the Dale’s building.

Regular Meetings will be held the second Wednesday of each month, except: the August meeting which will be held on August 15th, rather than August 8th.

Kevin asked that Susan and staff prepare information to the Board at our next meeting concerning the Friends of the Library.

Judy Christopher prepared a brief presentation on her vision for the library. She will copy her notes for the Board members.

Adjournment: Motion to adjourn the meeting at 9:45 pm was made by Dona, seconded by Margaret. Approved Yes-9 No-0 (Two members left early)

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF MAY 9, 2007

Present: Trustees Kevin Doherty, Terry-Lynn Corrigan, Julie Miller, Lynne Philipps, Margaret Golden, Mariadele Theodorakos, Pat Cammarata, Fran Lissow, Dona Scharping, Library Director Susan Rudnicky

Excused: Mitzy Peglow, Judy Christopher

Guests: Ruth Andes, Neil Johnson, Jordan Bonafede, Michelle Watt, Susie Gaylard, Sarah Johnson, Barb Kyler

President Kevin Doherty called the meeting of the Board of Trustees of the Swan Library to order at 7:08pm.

PRESENTATION: Discussion concerning the survey occurred with Ruth Andes. Ruth provided an alternative survey from Mendon Library, who was looking for answers concerning a building relocation. Ruth felt she needed more specific information from our board concerning the information we want to get from our survey: service vs. location. It was suggested that a special meeting be set to work specifically with Ruth and her associate Carol for May 15th at 6pm at the library. The board indicated that it was interested in moving ahead with this project as quickly as possible.

MINUTES

Motion to accept the meeting minutes of April 18th was made by Terry-Lynn, seconded by Dele. **Approved** Yes-9 No-0

Motion to accept the meeting minutes of April 24 was made by Pat, seconded by Terry-Lynn. **Approved** Yes-9 No-0

Motion to receive the unapproved draft of the 107th Annual Meeting Minutes was made by Fran, seconded by Dona. **Approved** Yes-9 No-0

CORRESPONDENCE

A thank you card was received from Joe Gehl for the flowers.

Kevin asked that in the future, a folder be passed around during the board meetings with correspondence both received and written by board members.

TREASURER'S REPORT

Motion to accept the April 2007 Treasurer's Report was made by Lynne , seconded by Dele. **Approved** Yes-9 No-0

Internal Audit Review was conducted by Kevin. He had some questions concerning the expenditures of the Friends of the Library which were answered.

DIRECTOR'S REPORT

The NY State Ed Dept. grant has come through and work should start on the back retaining wall. Approval to use this money was given by the board. This is also a 50/50 grant, which can be matched with funds from the Billings fund.

Kevin asked that Susan also check on where the expenditures for the sidewalks was procured.

COMMITTEE REPORTS

Finance Committee Kevin reported that a finance manager has not been identified yet, however he has been getting some information from Dave Miller at Smith Barney.

We have an \$11,000 CD of endowment monies maturing. This CD is currently held at First Niagara.

Motion to move \$11,000 of the CD monies which have matured in the First Niagara account to a new Smith Barney account labeled for our endowment was made by Dona, seconded by Julie. **Amended motion** to move the matured CD monies to the 1st Niagara checking account pending the establishment of the Smith Barney account was made by Fran, seconded by Margaret. Approved Yes-9 No-0

Motion to amend the authority to access the Kenneth Dunckel funds in the various accounts approved at the 2/21/07 board meeting to include Kevin Doherty, President, Judy Christopher, Vice-President, and Fran Lissow, Treasurer was made by Julie, seconded by Dona. Approved Yes-9 No-0

Motion to authorize the transfer of \$40,000 from the Smith Barney Operating Reserve to cover expenses through the middle of June was made by Terry-Lynn, seconded by Dele. Approved Yes-9 No-0

Personnel Committee No report

Building and Grounds

Motion to give Susan the authority to purchase a DVD/CD cabinet up to \$3500 and expend it from the operating budget pending receiving the grant funds which will be used to pay back the operating account was made by Lynne, seconded by Fran. Approved Yes-9 No-0

Fundraising Committee No report

Local History Committee No report

Planning Committee Report No report

By-Laws No report

NOMINATIONS & ELECTIONS

Table discussion to the June meeting on the 107th Annual Meeting.

NEW BUSINESS

In light of the recent elections, concern over how the board could thank outgoing members was discussed.

Motion to authorize administrative staff members Susan and Susie to purchase a \$75 gift certificate from a nursery for Mary Anne Braunbach was made by Terry-Lynn, seconded by Pat. Approved Yes-9 No-0

Motion to recognize the sustained commitment and length of service of Mary Anne Braunbach to the Swan Library and its future, including 8 years as a trustee, the last four as president, was made by Pat, seconded by Margaret. Approved Yes-9 No-0

Motion to direct the secretary to write a thank you to Mike and Alan for their time spent on the board of trustees was made by Margaret, seconded by Dele. Approved Yes-9 No-0

The Strawberry Festival is June 8th and 9th. Board members will be asked to sit at our booth. Sign up schedule will be passed out.

Julie asked that wireless access be added to the unfinished business in the future.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF APRIL 18, 2007
7:00 PM

Present: Trustees Mary Anne Braunbach, Terry-Lynn Corrigan, Lynne Philipps, Kevin Doherty, Mariadele Theodorakos, Pat Cammarata, Michael McFarland, Joe Gehl, Margaret Golden, Library Director Susan Rudnicky

Excused: Alan Worgo, Julie Miller

Prior to opening the meeting, Mary Anne introduced Carol Patterson a friend of the library, who addressed the board concerning her intent to produce a petition in support of moving the library to a larger site. She also indicated that she wanted to bring the petition to the Annual Meeting. The Board thanked her for taking her time to come to us to lend support for a move for the library.

Mary Anne opened the regular meeting of the Board at 7:04 pm.

Motion to accept the meeting minutes of March 14th was made by Kevin, seconded by Pat. **Approved.** Yes-9 No-0

Motion to accept the Special Meeting minutes of March 28th, with the addition of Joe Gehl as in attendance was made by Joe, seconded by Kevin. **Approved.** Yes-9 No-0

Correspondence:

Letter from Allan Loughborough supporting the need for the library to move and to offer his assistance as a Board member.

Letter from Ruth Andes, PhD of Universal Consulting Services outlining the services to be provided by Dr. Andes and Ms. Carol Marriot concerning a survey of the Swan Library Service Area.

PLAN OF SERVICE

Motion to authorize Susan to hire Dr. Ruth Andes and Carol Marriot at a cost of \$2,000. pursuant to their proposal, to conduct the survey as reviewed, adding a question to measure the additional tax increase, and authorize Susan to spend not more than \$4,000 on expenditures incurred in the survey process including, but not limited to the printing, postage, return postage and tabulation, and be it further resolved that all expenses be paid from a new expense line item to be funded equally from a transfer from line 6994- Capital projects and the Swan Library Building Fund, was made by Pat, seconded by Mike. **Approved** Yes-9 No-0

Treasurer's Report

Motion to accept the March 2007 Treasurer's Report was made by Lynne, seconded by Terry-Lynn. **Approved** Yes-9 No-0

Joe reported there were no discrepancies noted with the internal audit.

Motion was made by Joe to draw down \$40,000 to cover expenses. Seconded by Kevin. **Approved** Yes-9 No-0

Mary Anne requested that the Board meet at a special meeting on April 24th at 7pm. Dele will not be able to attend.

Director's Report

Susan reported that Nikki and Mike McFarland and she and Mary Anne all attended the legislative day in Albany. NIOGA paid for the hotel rooms and transportation.

Orleans County legislature is beginning to prepare their budget for 2008. The county libraries need to make their requests now, for anticipated funds.

There will be a legislative reception for Senator Maziarz in October (TBA)

Libraries can begin to apply for State Building Grants as of April 1st.

NIOGA Annual Dinner is on May 22nd at Hickory Ridge Golf Course.

Committee Reports:

Mary Anne asked that each committee prepare a report for the Annual Meeting. These reports are to be prepared by our next special meeting on April 24th at 7pm.

Finance Committee: Kevin handed out some worksheets to review to detail the process for developing the 2008 budget. Further discussion will occur at the next meeting.

Personnel Committee: Mary Anne reported no report at this time

Building & Grounds: Kevin reported that a listing and prioritizing of building projects is being started, but is not complete at this time.

Fundraising Committee/Planning Committee: No report at this time

Local History Committee: Susan gave the report from the committee outlining their schedule for the next year. Their next meeting is Friday April 20th at 4 at the Library.

By-Laws Committee: the By-laws requiring Member approval to be on the ballot at the annual meeting.

NOMINATING COMMITTEE:

Pat announced the slate of trustees for the election as follows:

4 year terms: Mary Anne Braunbach and Tom Taber

3 and 2 year chair: Alan Worgo and Mike McFarland

Election Committee: Kevin handed out the reformed election format proposal for review for finalization at the April 24th Special Meeting.

Dales Proposal

David Snell contacted Mike McFarland and forwarded a proposal from George Hsaio concerning the leasing of space at the Dales building. Discussion occurred over the process of proceeding with this project. The board agreed that investigating the feasibility of the space is appropriate, with limited funds \$3-5,000.

Motion to authorize the president to set up an inspection meeting with Barkstrom & LaCroix, Architects, to review the Dales building and to propose a budget for future steps needed, was made by Kevin, seconded by Terry-Lynn. **Approved** Yes-9 No-0

Ex-officio voting rights

In preparing the Annual Report to the state, Susan had run across a statement that ex-officio members of the board may not have voting rights. Discussion with New York State Ed did not provide a definitive answer, however this board has decided to add the following wording to the By-laws:

Article I Trustees and Members

2. There shall be eleven trustees. Nine trustees shall be elected by the Swan Library Association; the tenth shall be the Mayor of the Village of Albion or designee thereof; the eleventh shall be the President of the Albion Central School district Board of Education or designee thereof. [Members by-law] *All eleven members shall accrue any and all rights, privileges and responsibilities afforded Board Members by statute, by-law, policy and practice.*

New Business:

Kevin announced that the Albion School Budget hearing is at 7pm on May 8th. He suggested that board members attend to support Susan and library at the hearing.

Susan presented a proposed format for the Swan Library Policy Manual. She asked that the format be reviewed and at the special meeting.

Motion to adjourn the meeting at 10:33pm was made by Kevin, seconded by Lynne. Approved Yes-8 No-1 (Joe Gehl)

Respectfully submitted,

Lynne Philipps
Secretary

SWAN LIBRARY TRUSTEES
MEETING OF MARCH 14, 2007

Present: Trustees Mary Anne Braunbach, Terry-Lynn Corrigan, Julie Miller, Lynne Philipps, Kevin Doherty, Mariadele Theodorakos, Pat Cammarata, Michael McFarland, Library Director Susan Rudnicky
Excused: Margaret Golden, Joe Gehl, and Alan Worgo
Guests: David Snell

David Snell, Realtor, discussed with the Board that he currently has an investor interested in the Dale's building, and would be interested in exploring the option of the library leasing a portion of the building. Mary Anne recused herself from any decisions on this discussion to prevent Conflict of Interest related to her working relationship with Snell Realtors.

President Mary Anne Braunbach called the meeting of the Board of Trustees of the Swan Library to order at 7:34pm.

The Board agreed to some discussion over the proposed leasing of space from the developer, as proposed by David Snell. In the course of the discussion, the urgency to have a plan of service for the library to aid us in establishing documentation to support our operations was discussed.

Motion was made by Kevin, seconded by Dele; to conduct a service area wide needs assessment, including a survey and written analysis. **Approved.** Yes- 8 No-0

This survey should be conducted by someone outside of the library to reduce any suspicions of bias. Both users and non-users of library service needs to be assessed. Susan will contact Fairport Library to ask them about their needs assessment which is being conducted by a Market Research class at RIT, and she will also contact Ruth Andes, in Batavia, who conducted the needs assessment with ARC, and ask if either would be available to provide us with their service. **The Board of Trustees agreed to a Special Meeting on March 28th at 7:30pm at the library.**

MINUTES

Motion to accept the February 21st meeting minutes was made by Terry, seconded by Mike. **Approved** Yes-8 No-0

CORRESPONDENCE

Thank you notes were sent to Terry Wilbert and Linda Garrison for their help in preparing the Power Point Program. Mary Anne also requested that thank you notes be sent to the Board members who also participated in the program.

Thank you card received from the family of Dorothy Martin. Mary Anne asked Terry-Lynn for a book title for its purchase with a nameplate added in Dorothy's name.

Letter received from Diane Bechteler in support of moving the library. (File)

Memo to the Chairman of the Nominating Committee from the Secretary of the Board outlining the available seats on the Board that need to be filled at the Annual Meeting.

TREASURER REPORT

The February 2007 treasurer report was tabled until the next board meeting.

Internal Audit Review was conducted by Pat with no discrepancies reported.

DIRECTOR'S REPORT

Included in the Board packet

COMMITTEE REPORTS

Finance Committee – No report

Personnel Committee- This Committee met to review the current policy and practices of providing health insurance coverage for its employees, to investigate the current plans offered through the Chamber of Commerce for our staff, and to investigate different options offered through another broker. The Committee concluded that there was an approximate \$3,000 savings for health insurance coverage for employees with plans provided through BeneCare. It is also suggested that health insurance coverage will be provided for employees of Swan Library working 35 hours or more a week with an 80/20% split. Employees working less than 35 hours a week can purchase health insurance coverage through the library at their own expense. New hires will be eligible for health insurance coverage after the successful completion of their probationary period. Employees can also pay for their part of the health insurance coverage as a pre-tax deduction via an IRC Section 125 plan.

Motion to accept the revised health insurance policy as re-written made by Kevin, seconded by Pat. **Approved** Yes-8 No-0

Motion to contract with BeneCare to provide health insurance coverage for employees was made by Kevin, seconded by Dele. **Approved** Yes-8 No-0

Motion to withdraw agreement with the Chamber of Commerce for providing health insurance coverage for our employees was made by Kevin, seconded by Lynne. **Approved** Yes-8 No-0

Building and Grounds- No report.

Fundraising Committee- No report.

Local History Committee- Susan reported that the committee did meet.

By-Laws Committee- Table discussion to next meeting.

Ad-Hoc Committee Report

Power Point Committee – Susan asked if this group should be dismissed. Mary Anne does not want to do it at this time.

NOMINATIONS & ELECTIONS

Motion to appoint Julie and Terry-Lynn to the Elections Committee and for them to identify an outside member to sit on this committee with them was made by Mary Anne, seconded by Lynne. **Approved** Yes-8 No-0

Motion to appoint Pat, Joe and Kevin to the Nominating Committee was made by Mary Anne, seconded by Terry-Lynn. **Approved** Yes-8 No-0

Discussion of the election format and clarification of the ballot count occurred. Kevin will write a clarification of items discussed and it will be reviewed and published by the Board prior to the Annual Meeting.

NEW BUSINESS

5 year Plan 2007-2011. Susan handed out a draft of a Five-Year Plan that the Planning Committee has been working on. This plan was tabled until a needs assessment survey and analysis is conducted.

DISCUSSION TOPICS

Due to the Easter Holiday, the Board of Trustees **moved** to change the April 11th Board meeting to Wednesday April 18th at 7pm. **Approved** Yes-8 No-0

Respectfully submitted,

Lynne Philipps, Secretary

MEETING OF FEBRUARY 21, 2007

(Rescheduled from 2/14/07 due to weather)

7:00 PM

Present: Trustees Mary Anne Braunbach, Terry-Lynn Corrigan, Julie Miller, Lynne Philipps, Kevin Doherty, Joe Gehl, Mariadele Theodorakos, Pat Cammarata, Michael McFarland, Library Director Susan Rudnicky

Excused: Margaret Golden

Guests: Ted Scharping

Ted Scharping came to the meeting to provide us with updated information on the current spaces available for a possible library. A walk-through of the Dale's Building is tentatively scheduled for March 3rd at 1:00pm. A Special Meeting to discuss the walk through will follow at the Swan Library.

President Mary Anne Braunbach called the meeting of the Board of Trustees of the Swan Library to order at 7:51pm.

MINUTES

Motion to accept the January 10, 2007 meeting minutes was made by Kevin, seconded by Julie. **Approved** Yes- 9 No-0

CORRESPONDENCE

Joe received letters from Senator Maziarz and Assemblyman Steve Hawley, providing their support for the Swan Library.

Susan asked the board to approve the nomination of Susie Gaylard for the Outreach Award through NIOGA, to be announced at the NIOGA Annual Meeting. Mary Anne made the **motion**, seconded by Joe. **Approved** Yes-9 No-0

Joe Gehl submitted a letter indicating that he did not want to be considered to serve his third term, which would begin at the next Annual Meeting. The Board accepted this letter, with regret.

TREASURER REPORT

Motion to accept the January 2007 treasurer report was made by Lynne, seconded by Terry-Lynn. **Approved** Yes- 9 No-0

March audit to be conducted by Pat. April audit to be conducted by Joe.

Internal Audit Review was conducted by Terry-Lynn. Terry also stated that whereby she felt conducting the review that she found it interesting to see how the library spends its funds, Susie had answers to all her questions and Terry-Lynn did not feel it necessary to conduct such reviews every month.

DIRECTOR'S REPORT

Annual Report for Public and Association Libraries-2006 report was handed out to the Trustees. In doing the report, Susan highlighted a few areas that need to be addressed by the Board. Concern over the lack of a board approved Disaster Policy and Open Meeting Policy in our policy manual was noted. A question concerning the report of the ability of our ex-officio appointments having voting privileges was also brought out. Some Trustees also noted that this report should be provided to the Board for review prior to its submission deadline in the future.

Motion to accept the Annual Report for Public and Association Libraries-2206, noting that the policies lacking in the manual will be completed and an investigation into the "ex-officio" appointees as they relate to the by-laws will be addressed, was made by Kevin, seconded by Joe. **Approved:** Yes-9 No-0

Wireless access: Tabled

Additional Note: Mary Anne suggested the Board watch the news this evening about the viewing of pornography in the Rochester Library System. Our policy was discussed.

COMMITTEE REPORTS

Finance Committee

Kenneth Dunkel Legacy: Resolution for the disposition of legacy from the estate of Kenneth Dunkel of \$444,741.13 (four hundred and forty-four thousand, seven hundred and forty-one dollars and thirteen cents) as follows:

\$100,000	in a 6 month CD at H.S.B.C.
\$100,000	in a 7 month CD at First Niagara Bank
\$100,000	in an 8 month CD at Bank of America
\$120,741.13	in the Operating Reserve*
24,000	in the Building Fund

Board members with authority to access these accounts will be President Mary Anne Braunbach, Vice-President Margaret Golden and Treasurer Joe Gehl.

*Of the \$120,741.13, \$40,741.13 will be placed into the checking account and \$80,000 will be placed into the Operating Reserve account at Smith Barney for the purpose of adjusting the cash flow while awaiting tax levy funds.

Motion to accept this resolution was made by Kevin, seconded by Julie.

Approved: Yes-9 No-0

2006 Audit: Motion to hire Patricia Hayles to audit the Swan Library books for 2006 and fill out and file the IRS Tax Form 990 for the library at a cost of \$3500 per her quote, was made by Joe, seconded by Lynne **Approved:** Yes-8 No-0

(Note: Trustee Julie Miller had to leave the meeting prior to this vote)

Draw-Down: Motion for the Board to authorize Joe Gehl to draw down \$40,000 from the Smith Barney operating reserve on or about March 9th was made by Joe, seconded by Kevin. **Approved:** Yes-8 No-0

Personnel Committee

Mary Anne reported that the **Director's Evaluation** has been completed.

Health Insurance: The committee met on Feb. 15th with Bene-Care to review services they might offer us for our employee's health care coverage. A presentation was held with the employees on Feb. 20th to provide them with a side-by-side review of plans currently held by them and those that could be obtained through Bene-Care, at a lesser premium cost to the library. Bene-Care suggested that we make changes at the end of the quarter (by March 10th). The Board suggested that we not necessarily hold to this first quarter.

The Personnel Committee will meet tomorrow evening, Feb. 22nd at 7PM to continue its review of the health plans.

Building and Grounds No Report

Fundraising Committee/Planning Committee

Mary Anne reported that the Committee(s) met to discuss the survey. The individual she had contacted to do the survey has withdrawn her offer, due to time constraints at school. The Committee is moving ahead to design a survey themselves. They want to "tweak it" a little and it will be emailed to the Board members for review prior to our next meeting.

Local History Committee No Report

AD-HOC COMMITTEE REPORTS:

Power Point Committee:

Five legislators, three community members and six SLA Board members attended or assisted with the presentation on January 27th. In addition to the actual program, attendees were given a tour of the library, top to bottom. It was reported to the Director and attending Board members that it was a very informative presentation.

The Secretary will send a thank you to those who contributed to the development and presentation of the program.

NOMINATIONS & ELECTIONS

NIOGA Board representative from Orleans County: No one has been identified to submit as a candidate.

Alan Worgo has submitted a letter of interest in sitting on the Board of Trustees. **Motion** to appoint Alan Worgo to fill the seat vacated by Linda Garrison until the elections of May 2007, was made by Lynne, seconded by Kevin. **Approved:** Yes-8 No-0

UNFINISHED BUSINESS:

Proposed Election Format: Kevin submitted a proposed format to the Board at our last meeting, and it was included in the board packet for review at this meeting. After much discussion and with the lateness of this meeting, the format was tabled, with the President indicating that she would make appointments to the committee next month.

NEW BUSINESS:

Mary Anne had indicated at the last board meeting that she wanted the Annual Meeting to take place on May 1st.

Motion to change the date of the Annual Meeting from the first Monday in May (per by-laws) to Tuesday May 1st for personal reasons of one member was made by Mike, seconded by Terry-Lynn. **Denied:** Yes-4 No-3 (Lynne, Kevin, Dele) Abstain-1 (Joe)

ADJOURNMENT: **Motion** to adjourn the meeting at 10:06 PM was made by Kevin, seconded by Joe. **Approved:** Yes-8 No-0

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF JANUARY 10, 2007

Present: Trustees Mary Anne Braunbach, Terry-Lynn Corrigan, Lynne Philipps, Kevin Doherty, Margaret Golden, Joe Gehl, Mariadele Theodorakos, Pat Cammarata, Julie Miller, Michael McFarland, Library Director Susan Rudnicky

President Mary Anne Braunbach called the meeting of the Board of Trustees of the Swan Library to order at 7:05pm. Mary Anne passed out an amended agenda, to include two items in New Business, and informed the Board that the order of the agenda be changed for this evening.

NOMINATIONS & ELECTIONS

Motion to elect Michael McFarland to fill the trustee seat vacated by Terry Wilbert was made by Mary Anne, seconded by Margaret. **Approved** Yes-8 No-0 (Dele was 15 minutes late and not present for the vote). Term expires 5/2009.

NEW BUSINESS

Motion was made by Kevin and seconded by Lynne, to approve the following resolution regarding the Kenneth A. Dunckel Estate, with vote to be taken by roll call. **Approved:** Pat, Joe, Julie, Terry-Lynn, Margaret, Michael, Kevin, Dele, Lynne, and Mary Anne. Yes-10 No-0

Whereas Swan Library has been notified that it has been named in the Estate of Kenneth A. Dunckel, and

Whereas it is necessary to sign, with notary, an Account and Balance form; be it therefore

Resolved, that in the regular meeting of the Swan Library Board of Trustees of January 10, 2007, the Board voted to authorize Joe Gehl, Treasurer, to execute the Account and Balance form prepared by Cropsey and Cropsey, Esq., concerning the Kenneth A. Dunckel Estate.

Susan announced that NIOGA is looking for nominations to its Board of Trustees. The term of the board member is from 2007-2012. She asked that if the Board has anyone in mind for this position, they should be prepared to submit their name at the next meeting.

MINUTES

Motion to accept the December 13, 2006 meeting minutes with correction was made by Kevin, seconded by Joe. **Approved** Yes-10 No-0

CORRESPONDENCE

Woods, Oviatt, Gilman, LLP notified Swan Library, that they were prepared to pay a \$1000 bequest of undesignated funds to the Swan Library from the estate of Mary Joan Allen. **Motion** was made by Kevin and seconded by Pat to authorize Joe Gehl, Treasurer, to execute this action. **Approved:** Yes-10 No-0

TREASURER REPORT

Motion to accept the December 2006 Treasurer's Report was made by Julie, seconded by Terry-Lynn. **Approved** Yes-10 No-0

Mary Anne conducted Internal Audit Review with no unusual occurrences to report.

Some discussion occurred regarding showing the transfer of funds from the Building Fund and recording the expense and payback of funds on the Operating Profit and Loss Statement. The Finance Committee will need to review the ability of the current accounting program to show these transactions.

COMMITTEE REPORTS

Finance Committee

Finance Manager: UBS was the only investment group to respond to our inquiry of services. Joe wants to table any action this month.

Auditor: Susan is in contact with three different groups. She will take this information to the finance committee.

Investment Buy and Sell Discipline: Joe reported that the Committee updated the "actual information" regarding investments in the discipline. The Board recommended that at this time, the document serve as a guideline for investing, and that a finance manager be consulted prior to formulating a policy in this area.

Personnel Committee

Mary Anne reported that the Committee is completing the annual review of the director and will present it to her at the end of the month.

Mary Anne also reported that the Personnel Committee would be taking on another function, specifically reviewing the Personnel Policies regarding health insurance coverage. Dele asked if she could assist the group, as her professional experience is in benefit packages. Mary Anne welcomed her input, specifically to reviewing the health care benefits.

Building and Grounds

Discussion of a computer program for forecasting building and ground schedules is tabled until the next meeting.

Fundraising Committee

Mary Anne wants to combine the Fundraising and Planning Committee at this time. They have not yet connected with the individual we have identified to possibly conduct a telephone market research survey for us. They hope to have more information for us at the next meeting.

Local History Committee

No Report

Special Committee Report

Combine with Fundraising

By-Laws Committee (Board)

Review of Article I- Trustees & Members was conducted. No changes were suggested for additional review at this time.

AD-HOC Committee Reports

Power Point Committee: The Committee will present the power point presentation to governmental officials and the community on January 27, 2007 at 10:00am at the Library. Lynne sent notice to all government and school board members on December 18th. Notice to the public will go into the paper next week.

DIRECTOR'S REPORT

Susan was happy to announce that we received an increase from the Orleans County Legislature of almost 50% more than we budgeted.

NEW BUSINESS

Mary Anne announced that she would like the Annual Meeting to be held on May 1, 2007 and not include the Young Poets Program this year. Concern over the number of people attending the last Annual Meetings make the program prohibitive.

Kevin prepared a format for the election and presented it to the Board for review. Discussion will be opened at the February meeting.

Motion to adjourn the meeting at 9:16pm was made by Kevin. Seconded by Lynne.
Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary