

SWAN LIBRARY TRUSTEES
MEETING OF DECEMBER 10, 2008

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Terry-Lynn Corrigan, Mary Anne Braunbach, Fran Lissow, Judy Christopher, Linda Smith, Mitzy Peglow, Dona Scharping, Library Director Susan Rudnicky

Excused: Dele Theodorakos

Guests: Susan Gaylard

President Kevin opened the meeting at 7:00pm.

MINUTES: Motion to approve the November 12, 2008 minutes as written was made by Fran, seconded by Terry-Lynn. Unanimously approved.

DIRECTOR'S REPORT: In addition to the report attached to the minutes, Susan added that we received a check for \$500 from John Gavenda which has been placed in the Building Fund. John indicated that he had felt bad about the misunderstanding of the funds being given to the library from the Town of Albion.

Susan also reported that she had spoken to Karen Sawicz from the Pennysaver and she has agreed to give the libraries a 150 word column in the Pennysaver. Susan will organize the libraries participation.

TREASURER'S REPORT: Motion to accept the November 2008 Treasurer's Report was made by Lynne, seconded by Linda. Unanimously approved.

COMMITTEE REPORTS

Finance Committee:

Kevin provided the Board with his accounting of the investment summary.

Motion to authorize the draw of \$40,000 from the Smith Barney Operating Fund for expenses through the end of December was made by Lynne, seconded by Terry-Lynn. Unanimously approved.

Motion to pay IVY Partners invoice #318 of December 1, 2008 in the amount of \$1,819.03 for Advisory Committee facilitation, including mileage, from the Smith Barney Building Fund, per last month's authorization was made by Lynne, seconded by Terry-Lynn. Unanimously approved.

Motion to authorize the transfer of \$7,994.95 from the Smith Barney Permanent Improvement Fund to the general checking account to reimburse the checking account for payments made throughout 2008 to include: Bower's Plumbing (\$1,275 for hot water heater), Boyce Electric (\$6,209.95 for rewiring), Joe Baker (\$240 for storm window), and an adjustment from the 2007 audit of \$270, was made by Lynne, seconded by Pat. Unanimously approved.

Motion to authorize the transfer of \$4,101.24 from the Smith Barney Building Fund to the general checking account to reimburse the checking account for the monthly pre-campaign expenses as follows was made by Lynne, seconded by Fran. Unanimously approved.

Christ Church Outreach center	\$750.00
Time Warner	683.34
Verizon	275.51

	29.92
Joel Emerson	105.00
Dell (laptop)	1,435.90
Printer	554.55
Software	228.57
Misc. office consumables	38.45

Discussion to close the Verizon, rent, cable, etc. was agreed upon until a later date.

Building and Grounds: did not meet

Planning Committee: There was a hold up in getting the five-year plan out so it will be provided for the January meeting. Kevin reported that the Advisory Committee has met and completed a re-estimation of the building projects.

Nominations and Elections: will be meeting tomorrow and will email members with their recommendations on absentee ballots. Pat will provide a schedule and plan for the elections at the January meeting.

Personnel:

Motion to rescind the prior resolution changing Library sponsored employee health insurance to a high deductible/reimbursement program and instead authorize participation in Tri-Vantage EPO2 Active Lifestyles plan without a drug cap as offered through BeneCare; per past practice, cost of each single coverage policy split 80% for the Library and 20% for employee at an additional annual aggregate cost to the Library not to exceed \$650.00 for all 5 participating employees was made by Lynne, seconded by Judy. Unanimously approved.

Patron Behavior Policy was distributed in November. The Board would like to table the discussion until after it has been reviewed by the Personnel Committee.

Simple Retirement Plan was referred to the Finance Committee for review.

Motion to authorize increase of wage rates for all employees, with the exception of the Director, of 2%, beginning with the first payroll in January, was made by Mary Ann, seconded by Linda. Unanimously approved.

The Director's adjustment will be made upon recommendation of the Personnel Committee after her annual review.

Local History: did meet. No report.

By-Laws: no report

Friends of the Swan Library: Mary Ann reported that their Tastings was well attended. The group profit was \$275.

OLD BUSINESS:

Website Management: Motion to contract with Laurie Groth for the Website Maintenance for Dec. 1, 2008 through June 30, 2009 at a cost of \$300 per month from the Contractual line item was made by Mary Ann, seconded by Fran. Unanimously approved.

Planned Giving/Capital Campaign: Planned Giving Software has been ordered

Computers: Circulation Computers will be down for 1 week in January for updating (week of January 18th).

Login Automation has been completed.

Boardsmanship Training: on Saturday at 9 at the Visitor Center. Luncheon Dish to Pass.

Adjournment: Motion to adjourn at 8:50pm was made by Fran, seconded by Terry-Lynn. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF NOVEMBER 12, 2008

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Dele Theodorakos,
Terry-Lynn Corrigan, Mary Anne Braunbach, Dona Scharping, Library Director
Susan Rudnicky

Excused: Fran Lissow, Judy Christopher, Linda Smith, Mitzy Peglow

Guests: Roger LaMont, Janet Southcott, Susie Gaylard, Grace Kent

President Kevin opened the meeting at 7pm. The proposed agenda was reviewed and Pat moved to accept the agenda, Terry-Lynn seconded it. Approved unanimously.

Public Forum: Questions were asked by Janet Southcott relating to the site selection of the proposed new library. Kevin answered her questions.

MINUTES: Motion to approve the October 8th Minutes was made by Dona, seconded by Dele. Approved unanimously.

DIRECTOR'S REPORT: included in Board packet. Lynne asked for clarification of what state money we were waiting for (Library Service Aid) and if we had received the "Maziarz" money from NIOGA. Susan said we had and it has been deposited back into the operating budget. (Line item #4190)

TREASURER'S REPORT: Motion to accept the Treasurer's Report of October 2008 was made by Lynne, seconded by Dona. Approved.

COMMITTEE REPORTS:

Finance Committee:

Kevin provided a summary of the investment accounts for information.

Motion to authorize the draw of \$40,000 from Smith Barney Operating Fund for expenses through mid-December was made by Lynne, seconded by Terry-Lynn. Approved unanimously

Motion to authorize payment to IVY Partners invoice #310 in the amount of \$3,641 for services through Sept. 30 including mileage, postage and other reimbursable, from the Smith Barney Building Fund was made by Pat, seconded by Lynne. Approved unanimously.

Building and Grounds:

Kevin authorized the payment of \$300 to clean and repair the gutters.

Planning Committee:

Lynne reported that the Advisory Committee has been selected and has had an introductory meeting with Ivy Partners. Advisory Committee members are: Mike McFarland, Roger LaMont, Alan Worgo, Donna Wolcott, Pat Shelp, Dick Remley, Mario Belgiorno, Wil Harris, Susan Rourke, Ken Braunbach, Karen Sacicz, Lisa Misiak, and Danny Monacelli.

Laptop is back in Susan's office and will be used to put the fundraising program on it and begin to have the data entry started. Susan will assign this to a staff member at this time.

The Personnel Committee reviewed a contract with Christ Church for the use of the room in the Outreach center for the establishment of the Capital Campaign Office. This contract was signed.

Nominations and Elections:

Pat has announced that there is a meeting scheduled with the committee to begin review of the process for our next election. She asked that board members email her with any suggestions on absentee ballots. Another issue to consider is how to proceed to vote on Member by-law changes.

Personnel Committee:

The Rules of Conduct for Library Users Policy which was amended by the Board of Trustees on March 9, 2005, and a Patron Code of Conduct Policy, which is being proposed to the board, were handed out to be discussed at the December meeting.

Health Insurance coverage has taken a drastic increase in cost. The committee has met with BeneCare and has selected the MyCare Plan for eligible employees. The rep will be coming to the library to explain the plan to the staff. It will not have any change in the costs to the library or the employee. **Motion** to accept the recommendation of the Personnel Committee to provide a new medical insurance plan (MyCare) for employees was made by Lynne, seconded by Dona. Approved unanimously.

Local History:

Susan said she and Dee had met to research grants to allow for digitization of documents.

By-Laws: No report.

Friends of Swan Library: Recipes for the Tasty Treats program are due by Tuesday, November 18th.

OLD BUSINESS:

Member Item money (by way of George Maziarz) has been received and deposited into account, as authorized.

Kevin asked for input from the board on Sunday hours, holiday's observed, and overtime paid for Sunday hours. These issues were referred to the Personnel Committee for recommendation. It was also suggested that Susan ask staff if they had any suggestion on covering Sunday hours without paying overtime rates.

Capital Campaign software originally was going to be E-Tapestry. This has turned out to be cost prohibitive. Ivy Partners has suggested Gift Works and it does not contain any maintenance fees. It is a cost per computer program. Authorization to purchase two copies of the program has been suggested at this time.

Tax Levy Resolution wording is still being investigated by Pat Malgieri. Kevin has indicated that we need a response by January 1st.

Website Maintenance: As authorized at the October meeting, Laurie Groth has received \$300 as an interim payment to get the website up to date following her resignation from the staff. She also submitted a contract to the library for website maintenance for \$300 per month. Since that proposal was only delivered hours prior to the meeting, the Board took no action on that contract, but concern was expressed about both the continued upkeep of the website, and the reduction in its complexity. It was suggested that the President authorize one final interim payment of \$300 with a recommendation on the contract being held for the December meeting. Copies of the proposal will be emailed to Trustees.

NEW BUSINESS:

Motion to sign contract with Ivy Partners to provide a one day board training workshop for \$1500 plus mileage and expenses to be paid for from line item 6992- Contractual Expense was made by Pat, seconded by Mary Anne. Approved unanimously.

Motion to approve a contract with Ivy Partners for 3 months of Advisory and Communication facilitation, not necessarily concurrent, for \$1500 each per month, plus mileage and expenses, was made by Dona, seconded by Terry-Lynn. Approved Unanimously

Public Access Computers: Suggestion to move some/all public access computers into the periodical room with some need for electrical wiring and conduit work, which would necessitate moving some programming off-site until adequate space can be accomplished, was recommended by Kevin. Some additional questions were presented for answers at the next board meeting. Kevin will follow-up.

Motion to move to **EXECUTIVE SESSION** at 9:31pm with an invitation to Roger LaMont to join us for the purpose of discussing possible real estate transaction(s) was made by Dona, seconded by Dele. Approved unanimously.

Motion to return to Open Session at 10:15pm was made by Pat, seconded by Dele. Approved unanimously.

Board Representative at Staff Meeting: Dele will try to get the insurance rep to the December staff meeting and attend that meeting.

Employee Holiday Get Together is planned at the Library on December 12th. Terry-Lynn will be sure to attend. All board members are invited.

Motion to Adjourn at 10:21 pm was made by Dona, seconded by Terry-Lynn. Approved unanimously.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF OCTOBER 8, 2008

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Dele Theodorakos, Linda Krantz-Smith, Terry-Lynn Corrigan, Judy Christopher, Mitzy Peglow, Mary Anne Braunbach, Library Director Susan Rudnicky

Excused: Dona Scharping, Fran Lissow

Guests: Roger and Ingrid LaMont, Mike McFarland

President Kevin Doherty opened the regular meeting of the Board of Trustees of the Swan Library at 7pm.

AGENDA: Motion to accept the agenda as presented was made by Lynne, seconded by Terry-Lynn. Unanimously approved.

PUBLIC FORUM: Mike McFarland urged the Board to move ahead with the suggestions presented to them by Ivy Partners.

MINUTES:

Motion to approve the minutes of September 10, 2008 with the addition of Terry-Lynn as being present was made by Pat, seconded by Judy. Unanimously approved.

Motion to approve the minutes of the October 7, 2008 special meeting adding Linda Krantz-Smith as being present was made by Linda, seconded by Mitzy. Unanimously approved.

DIRECTOR'S REPORT: was emailed to Board of Trustees.

TREASURER'S REPORT: included in board packet. Motion to approve the September 2008 Treasurer's Report was made by Lynne, seconded by Pat. Unanimously approved.

COMMITTEE REPORTS

Finance Committee:

Kevin presented an investment account summary to the board as requested, showing the balances of each fund.

Motion to authorize the payment of the \$7,680.00 to Barkstrom and LaCroix for the full payment for the Martillotta site study and drawings, (\$6,000 expenditure previously approved), engineering cost estimates (\$1,500 expenditure previously approved), and the copy costs (\$180), directly from the Smith Barney Building Fund, was made by Lynne, seconded by Mary Anne. Unanimously approved.

Tax Levy Funds: As noted in the Treasurer report and the director's report, we have received the tax levy check. Kevin reported that \$450,000 has been transferred into the Smith Barney Operating Fund.

FYI: Kevin stated that the committee would like to have a year end tabulation of transfers for the Boards review at the December 10th meeting.

Next Finance Committee Meeting: scheduled for Thursday, Oct. 9th at 10am.

Building and Grounds:

Susan reported that the buildings duct cleaning has been completed. There was a lot of dust and mold found. Kevin said he would like to see it completed every two years in the future.

Planning:

Lynne reported that the Ivy Partners report was given last night to the board and members of the Steering Committee. The next step will be discussed.

5 Year Plan: waiting for Susan to write up the narrative and to put the operational priorities in goal format, and it will be presented to the board at our next meeting.

Disaster Plan: is also being re-written and should be presented to board in November.

Nominations and Elections: Did not meet

Personnel: Changed meeting date until tomorrow evening at 7pm

Local History: No report

By-Laws: No report

Friends of Swan Library:

Mary Anne reported that recipes are due to Susie for the Tastings Party yesterday. This year, she said that participants are to make two desserts (or whatever). One will be served to taste, the second will be raffled off. The event is scheduled for December 4th at 6pm.

The Books and Mums Sale was successful. The Friends made just under \$500. Fran Lissow's brother sold and delivered the mums to us and Petals and Lace provided little bunches of cut flowers for the sale.

The 401©3 paperwork has been put in the mail.

OLD BUSINESS

Bero Architect has provided us with \$422.53 in gift-in-kind for his work in the evaluation of the Newberry Building.

The \$5,000 Member Item promised from Senator Maziarz was sent to NIOGA and Susan has requested it from them.

Sunday Hours were discussed. The board suggested that the Personnel and Finance Committees look at the issues that were discussed, including the staffing and utilization of the hours by patrons and the overtime pay for the hours.

Tax Levy Resolution wording: To be resolved.

Website management: discussion over contracting with Laurie Groth to keep our website current was referred to Personnel Committee.

Conflict of Interest Policy:

Motion to adopt the Conflict of Interest Policy as presented to the board from the Planning Committee was made by Lynne, seconded by Linda. Unanimously approved.

In discussing the report from Ivy Partner, the board recognized the need of a facilitator to help us through the internal evaluation of our management. Kevin will contact Bill Wickham and if an agreement can be made, **Motion** was made to authorize the expenditure of up to \$3,000 from the Contractual Line item, to have Ivy Partners facilitate an organizational management workshop for the board, especially as it relates to decision making, was made by Mary Anne, seconded by Linda. Unanimously approved.

In the meantime, the Steering Committee will meet to identify the next steps in moving into an advisory stage.

Adjournment: Motion to adjourn the meeting at 9:10pm was made by Mitzy, seconded by Pat. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF SEPTEMBER 10, 2008

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Fran Lissow, Mariadele Theodorakos, Judy Christopher, Mary Anne Braunbach, Dona Scharping, Linda Krantz-Smith, Terry-Lynn Corrigan, Library Director Susan Rudnicky

Excused: Mitzy Peglow

Guests: Susie Gaylard

President Kevin opened the meeting at 7:05pm. He called for any additions or corrections to the agenda. A motion to accept the agenda as presented was made by Lynne, seconded by Fran. Unanimously approved.

MINUTES:

Motion to approve the minutes of the August 13th meeting with rewording of a paragraph concerning the Town of Albion funding of the Bero project was made by Pat, seconded by Linda. Unanimously approved.

DIRECTOR'S REPORT included in the mailing. In addition to the report, Susan reported that she and Mary Anne accepted the donation from Wal-Mart and had their picture taken accepting the check. It was suggested by the Board that Susan create a Certificate of Appreciation to be sent to Wal-Mart with a thank you letter.

Lynne asked that the Board also recognize the efforts of Michelle in her preparation and submission of a monthly report to the Board on the Children's Library. She appeared to have a very successful Summer Reading Program and should be commended. Susan also added that Susie and the rest of the staff also worked at their many programs this summer.

TREASURER'S REPORT

Motion to accept the August Treasurer's report as submitted was made by Lynne, seconded by Mary Anne. Unanimously approved.

It was also noted that the Board did not receive a separate accounting of the Dunckel money in the board packet as requested at our last meeting. Kevin will see that it is provided.

COMMITTEE REPORTS

Finance Committee:

Motion to make payment directly from the Smith Barney Building Fund to Ivy Partners for invoice #304 for \$3,433.49 was made by Lynne, seconded by Fran. Unanimously approved. (Note: this is the final payment for the pre-campaign phase of the contract. It includes the upcoming meeting for the report from Ivy Partners.)

Motion to draw up to \$20,000 through the end of September from the Operating Reserve to be placed into the checking account for regular bills and payroll was made by Fran, seconded by Mary Anne. Unanimously approved.

The Finance Committee provided a draft of the **proposed 2009 budget**. The Board referred the proposal back to the committee to present to the Orleans County Legislature as a draft.

Building and Grounds:

Motion to spend up to \$1,500 from line item 6500-Maintenance Repairs, for the professional duct cleaning by Indoor AirPro was made by Lynne, seconded by Judy. Unanimously approved.

During the painting of the building, Panek's knocked off three pieces of the ornamental molding. It was also noted that the roof over the north bay window was in need of repair/replacement. Discussion over the rental of the lift occurred. It was recommended that Susan request estimates from contractors who may have their own equipment to do the repair work be contacted.

Planning Committee/Steering Committee:

Meeting date for the presentation by Ivy Partners is confirmed for Tuesday October 7th at 7pm in the dining hall of the Christ Episcopal Church.

Lynne reported that they are about complete with the 5 year plan. She also reminded committee chairs to review the committee books in Susie's office for filing all meeting minutes. If a policy is created by the committee, it should be incorporated into the book with the date the policy/procedure is adopted by the board.

Nominations and Elections:

Did not meet this month

Personnel:

Laurie Groth has resigned her position with the Swan Library effective September 12, 2008. She has been enrolled for a five-part in-service training which she has already completed three parts of. She would like to finish the in-service and have the library pay for her expenses to the training.

Motion to allow Laurie Groth to complete the in-service training without any further expense to the library was made by Pat, seconded by Dona. Unanimously approved.

Marissa Olles has also submitted her resignation.

The Personnel Committee is requesting that Susan provide position surveys prior to conducting any hiring.

Local History:

No report

By-Laws:

No report

Friends of Swan Library:

Mary Anne reported that they met. She asked for help, especially on Saturday, for the Book/Mum Sale.

OLD BUSINESS:

Response from Bero Architecture re: Treasurer's letter: Postponed, not received.

Update on Maziarz Member money: Susan reported that the letter the library had received was not from the State Ed Dept, but from Maziarz's office in Albany. She placed a phone call to them today. Lynne will re-contact Adam Tabela at our local office to see if he can provide any further assistance.

Adoption of the Conflict of Interest Policy: Postponed due to lack of time.

Sunday hours: Postponed due to lack of time.

Construction estimate for potential building from Barkstrom and LaCroix recommended contractor. Postponed due to lack of time.

NEW BUSINESS:

We received an estimate on the Rufus Bullock's copy of an autographed poster of the impeachment of President Andrew Johnson.

Motion to purchase the hardware and software not to exceed \$3,500 from line item 6521 to allow for automated self-check-in on the computers utilizing the Envision program was made by Judy, seconded by Dele. Unanimously approved.

EXECUTIVE SESSION:

Motion to move to executive session at 9:14pm to discuss a legal issue was made by Pat, seconded by Fran. Unanimously approved.

Motion to adjourn the executive session and return to open session at 9:17pm was made by Pat, seconded by Judy. Unanimously approved.

Motion to adjourn the meeting at 9:19pm was made by Judy, seconded by Linda. Unanimously approved.

Respectfully submitted,

Lynne Philipps
Secretary

SWAN LIBRARY TRUSTEES
MEETING OF AUGUST 13, 2008

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Fran Lissow, Mariadele Theodorakos, Judy Christopher, Mitzy Peglow, Mary Anne Braunbach, Dona Scharping, Linda Krantz-Smith, Library Director Susan Rudnicky
Excused: Terry-Lynn Corrigan
Guests: Roger LaMont, Susie Gaylard

President Kevin Doherty opened the meeting at 7:05pm. The agenda was reviewed and a motion to approve the agenda was made by Fran, seconded by Lynne. Unanimously approved.

Correspondence: folder is circulating with special note that we have received a letter from SHPO.

Welcome to Linda Krantz Smith who is the mayor's delegate to the board.

MINUTES: of the July 9, 2008 minutes were corrected to spell Martillotta correctly and to change the word "prints" to drawings. Motion was made by Mary Anne, seconded by Judy. Unanimously approved.

DIRECTOR'S REPORT: included in board packet. In addition, there was an ALMS Meeting at NIOGA and there will be an increase in the fees. There is also going to be a new circulation system- Symphony- with no additional cost to us, however there may be some down time in the automated system during start up.

TREASURER'S REPORT: Motion to accept the July 2008 treasurer report was made by Lynne, seconded by Pat. Unanimously approved.

Mary Anne asked that we be provided with a monthly accounting of the Dunkle money.

COMMITTEE REPORTS

Finance Committee:

Motion to authorize the withdrawal of \$40,000 from the Smith Barney Operating Fund and depositing into the checking account for the paying of bills through September 2008 was made by Fran, seconded by Lynne. Unanimously approved.

Motion to authorize payment directly from the Smith Barney Building Fund to Ivy Partners, invoice #300 for \$3662.83 per contract and including mileage, was made by Lynne, seconded by Dele. Unanimously approved.

Motion to have Kevin sign a Letter of Commitment to Patty Hales, Auditor, to cover services associated with the 2008 audit and filing of state reports not to exceed \$4,250. Unanimously approved.

Building & Grounds:

Problems with the smokers from Moss Codilis sitting on our wall near the Children's Library entrance and leaving their butts on the ground has been brought to management at Moss Codilis.

The painting may have a higher cost than originally thought.

The electrical wiring of the chandeliers has been completed.

Planning Committee:

Ivy Partners will complete their pre-campaign interviews this week. Kevin asked to set a

special meeting for their report to the board and steering committee. The tentative date is September 15th at 7pm at the Library.

Nominations and Elections: No Report

Personnel: Personnel Committee report attached with a note that Susan will be responsible for the sub list, as long as it does not exceed budget.

Local History: No Report

By-Laws: No Report

Friends of Swan Library:

There will be an Ice Cream Social on Aug. 21st and a Book and Mum Sale Sept. 11-14th. Help is always welcome.

OLD BUSINESS:

Bero bill: There still remains an additional \$845.06 to be paid to Bero Architects for the Newberry survey. This money had originally been requested and agreed to be paid by the Town of Albion. Though we did have a letter agreeing to this, upon advise of their council, they determined they were unable to provide the promised funds. Fran agreed to contact Bero to see if there could be a settlement made due to the lack of commitment from the Town of Albion.

Lynne contacted Adam Tabela from Senator Maziarz's office concerning the \$5000 member item promised to us for the Newberry Study. We should hear from the State Ed. Dept., who is responsible for funneling the funds to us, at the end of August. If we do not hear from them, we should contact the individual who sent us the original letter for a time frame.

NEW BUSINESS:

Motion to authorize \$1,600 for a building cost estimate for the new build on the Martillotta property was made by Pat, seconded by Fran. Yes-6 (Fran, Judy, Lynne, Dele, Pat, Kevin), No-4 (Mitzy, Mary Anne, Dona, Linda) Approved.

Motion to adjourn the meeting at 9:05pm was made by Pat, seconded by Dona. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF JULY 9, 2008

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Dele Theodorakos,
Fran Lissow, Terry-Lynn Corrigan, Judy Christopher, Mitzy Peglow, Mary Anne
Braunbach, Library Director Susan Rudnicky
Excused: Dona Scharping

President Kevin Doherty opened the meeting at 7pm. The agenda was reviewed and a motion to approve the agenda was made by Fran, seconded by Terry-Lynn. Unanimously approved.

Public Forum: No guests

Correspondence Folder is circulating.

Kevin welcomed Architect Dick LaCroix who presented some rough drawings of the building project on the Martillotta property.

MINUTES:

Motion to approve the May 14th minutes was made by Mary Anne, seconded by Mitzy. Unanimously approved.

Motion to approve the June 11th minutes was made by Pat, seconded by Mitzy. Unanimously approved.

DIRECTOR'S REPORT:

Susan reported that the NYS Building Grant now requires that all funding for the anticipated project be in place, therefore we will not be able to apply for funding for even a small part of our project.

TREASURER'S REPORT:

Motion to accept the May 2008 report as presented last month was made by Fran, seconded by Pat. Unanimously approved.

Motion to accept the June 2008 report as presented was made by Fran, seconded by Pat. Unanimously approved.

COMMITTEE REPORTS

PLANNING COMMITTEE:

Lynne reported that Ivy Partners would be starting to conduct the pre-campaign interviews. A copy of the packet of information that was sent to all individuals prior to contacting them for an interview was presented to the Board.

Lynne also reported that the Planning Committee is continuing to work on the committee goals and the Five-Year Plan.

Motion to continue the agreement with IVY Partners for July, August and September for \$3,000 per month plus expenses was made by Pat, seconded by Terry-Lynn. Approved Yes-9 No-0

Kevin presented a proposed budget for the pre-campaign/campaign office and materials. Monthly expenses are estimated to be \$3,917/mos, including the telephone, internet, office space rental, utilities, supplies, labor (coordinator and Ivy Partners). The one-time expenses of \$2,174.90 includes the telephone set up, internet set up, printer and laptop. **Motion** to accept the proposed budget for the capital campaign/pre-campaign phase was made by Mitzy, seconded by Dele. Approved Yes-9 No-0

Motion to authorize the Finance Committee to periodically transfer from the Smith Barney Building Fund account to the First Niagara Building Fund account for timely and local payment of invoices not exceeding \$1,000 each; and not to exceed an aggregate total of \$6,000 without further Board approval was made by Fran, seconded by Lynne. Approved Yes-9 No-0

It had been suggested to Kevin that a small committee be formed to meet with the Martillottas to construct a purchase agreement with them for their property. This committee will be Kevin, Terry-Lynn (as a Board member), and Roger LaMont (member of the Steering Committee).

Master Schedule of Progress: Susan will attempt to create a schedule to help us visualize the events that need to happen towards the building project.

FINANCE COMMITTEE

Kevin reviewed the half year summary of Smith Barney accounts with the Board.

Motion to authorize a draw of \$40,000 from the Smith Barney Operating Fund and depositing it into the checking account for routine payroll and payables, was made by Mitzy, seconded by Fran. Approved Yes-9 No-0

Motion to authorize payment directly from the Smith Barney Building Fund to Shell Associates, invoice 08-1052S, in the amount of \$750 for the Fair Market Appraisal of the current Swan Building was made by Pat, seconded by Terry-Lynn. Approved Yes-9 No-0

Motion to authorize payment directly from the Smith Barney Building Fund to Ivy Partners, invoice 295, in the amount of \$2,561.61 was made by Fran, seconded by Terry-Lynn. Approved Yes-9 No-0

Motion to authorize payment directly from the Smith Barney Building Fund to Woods Oviatt in the amount of \$3,181.20 was made by Fran, seconded by Mary Anne. Approved Yes-9 No-0

The 2007 Audit had been distributed to the Board a few months ago for their review. **Motion** to accept the 2007 Audit was made by Mitzy, seconded by Fran. Approved Yes-9 No-0

BUILDING AND GROUNDS: Painting and lighting replacements as reported in the Director's Report.

NOMINATIONS AND ELECTIONS:

Pat reported that concern over absentee ballots and reports that shut-ins didn't have an opportunity to vote for the Board have been voiced. It is the goal of the committee to have a revised plan in place by December.

PERSONNEL:

Pat reported that Susan is working to establish goals based on the Management by Objectives: S.M.A.R.T. format.

Pat attended a staff meeting in June to improve communication between the staff and the board. She recommended that a board member attend a staff meeting. **Motion** to have a board member attend a staff meeting was made by Pat, seconded by Mitzy. Approved Yes-9 No-0

LOCAL HISTORY: No report

BY-LAWS: No report

Friends of the Library: No report

OLD BUSINESS

Kevin reviewed the dates the board had given permission to the planning committee to select a campaign coordinator, as requested by Mary Anne at the last meeting.

Bero Payment: **Motion** that the board consider paying Mr. Bero, Architect, the \$5,000 which is due to him from the Operating Reserve to be paid back to the fund when we receive the funds from Senator Maziarz's office was made by Judy, seconded by Mitzy. Approved Yes-6 No-0 Abstain- Mary Anne, Terry-Lynn (Fran left prior to vote)

Lynne will contact Adam Tabelski, Senator's Aid for information.

School Resolution Wording: The wording of the resolution placed on the ballot did not indicate the "annual" sum. In consultation with the State Ed and NIOGA, this wording must be corrected. The current business officer at the school district does not seem to feel it makes a difference.

Motion to authorize attorney expense not to exceed \$500 to confirm appropriate wording for Annual School Vote Resolution, to be paid from the Contractual Expense line 6992 was made by Pat, seconded by Mary Anne. Approved Yes-7 No-0 (Fran and Judy left)

NEW BUSINESS

Conflict of Interest Policy: The auditor suggested we update and review the conflict of interest policy. Susan will email the current policy to board members for review prior to the next board meeting. The planning committee will review it at their next meeting.

Adjournment: **Motion** to adjourn at 9:45pm was made by Pat, seconded by Mitzy. Unanimously approved.

Respectfully submitted,

Lynne Philipps
Secretary

SWAN LIBRARY TRUSTEES
MEETING OF JUNE 11, 2008

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Fran Lissow, Terry-Lynn Corrigan, Judy Christopher, Mitzy Peglow, Mary Anne Braunbach, Library Director Susan Rudnicky

Excused: Mariadele Theodorakos, Dona Scharping

Guests: Roger LaMont, Ruth Drew, Carole Patterson

President Kevin Doherty opened the meeting at 7:00pm. Motion to approve the agenda was made by Fran, seconded by Lynne. Approved. (yes-8 no-0) Kevin also noted that we may need to jump around the agenda due to the anticipated presentation by our attorney.

Public Forum: Lynne introduced the three guests who are members of the Steering Committee to the Board.

Correspondence: Folder is circulating where copies of the Financial Audit by Patricia Hales is available and a condolence card for the death of Tom Bindeman's mother can be signed.

FINANCE COMMITTEE:

Motion to authorize the withdrawal of \$40,000 from the Smith Barney Operating Fund and depositing into the checking account for the paying of bills through July 2008 was made by Lynne, seconded by Mitzy. Approved. (yes-8 no-0)

Motion to authorize the payments directly from the Smith Barney Building Fund to Shell Associates, invoice 08-1052S, in the amount of \$1,500 for the Fair Market Appraisal on the Martillotta Properties, and, to authorize the payment to Ivy Partners, invoice 290, in the amount of \$2,623.22, was made by Fran, seconded by Mitzy. Approved (yes-8 no-0)

Motion to authorize payment directly from the Smith Barney Permanent Improvement Fund to Bower's Albion Plumbing and Heating, in the amount of \$1,275 for 2 mini water heater installations per prior Board action was made by Fran, seconded by Terry-Lynn. Approved. (yes-8 no-0)

New Library Design 2: The new drawings from Dick LaCroix were distributed and this is the time for the Board to make suggestions on the plan. Email your suggestions to Kevin and he will tabulate the responses and send them off to Dick LaCroix.

Executive Session: Motion to move to executive session at 7:20pm to meet with Attorney Patrick Malgieri about a potential property purchase and sale and for questions relating to options for the existing Burrows Mansion was made by Lynne, seconded by Fran. Approved. (yes-8 no-0)

Invited to attend the session were members of the Steering Committee: Roger LaMont, Carole Patterson and Ruth Drew.

Motion to adjourn the executive session and return to the public meeting at 8:42pm was made by Lynne, seconded by Mary Anne. Approved (yes-8 no-0)

PLANNING COMMITTEE:

Committee Goals sheets were distributed for committees to review, adjust, comment, etc. and report back to the Lynne prior to the July meeting.

Campaign Coordinator Position for the Capital Campaign:

Motion to authorize the Steering Committee to engage as a 1099 contractor, an individual to work as Steering/Campaign Committee Coordinator, at a rate of \$12/hr., not to exceed \$1,152 through Labor Day, 2008, to be funded from the Smith Barney Building Fund, was made by Pat, seconded by Fran. Approved. (yes-7 no-0) **Judy Christopher had to leave early, reducing the members available for vote)

Mary Anne Braunbach asked that clarification on the hiring practices be provided at the next meeting.

PERSONNEL COMMITTEE: Special Report made by Pat on the Archiving/Cataloging the items in the attic and the anticipated scope of the position was explained.

2008-09 Committee Assignments: were made by Kevin to include:

Finance: Fran and Mitzy

Building & Grounds: Judy and Pat

Personnel: Pat and Dele

Fund Raising: Steering/Campaign Committee under auspices of Planning

Local History: Mary Anne

Planning: Lynne, Dona, Terry-Lynn

ByLaws: Work of the whole

Elections: Terry-Lynn, Mary Anne, Pat

Adjournment: Motion to adjourn the meeting at 9:15pm was made by Fran, seconded by Mitzy. Unanimously approved.

Respectfully submitted,

Lynne Philipps
Secretary

SWAN LIBRARY TRUSTEES
MEETING OF MAY 14, 2008

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

President Kevin Doherty opened the meeting at 7:05pm with a quorum present.

The agenda was reviewed and a motion was made by Pat, seconded by Terry-Lynn to adopt the agenda. Unanimously approved.

Public Forum: no one present

Correspondence: Folder is circulating

MINUTES: Motion to approve the **April 9th** minutes adding Dele to the members present was made by Fran, seconded by Pat. Unanimously approved.

Motion to approve the re-organizational minutes of **May 5th** which approved the nomination of the 2008-09 officers of the Board of Directors of the Swan Library as Kevin Doherty, President, Pat Cammarata, Vice-President, Fran Lissow, Treasurer and Lynne Philipps, Secretary was made by Fran, seconded by Terry-Lynn. Unanimously approved.

DIRECTOR'S REPORT: attached to board packet for information

TREASURER'S REPORT: Motion to accept the March 2008 treasurer report as presented in the board packet was made by Lynne, seconded by Dona. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee:

Motion to adopt a Resolution that subsequent to the re-organizational meeting of the Board of Trustees held on May 5, 2008 with regard to the assets of the Swan Library held by Citibank/Smith Barney, the Board amends the previous authorization to include the following individuals: Kevin Doherty, President, Pat Cammarata, Vice-President, Fran Lissow, Treasurer, was made by Lynne, seconded by Terry-Lynn. Unanimously approved.

Motion to authorize the withdrawal of \$60,000 from the Smith Barney Operating Fund and depositing into the checking account for the paying of bills through June 2008 was made by Lynne, seconded by Fran. Unanimously approved.

Motion to authorize payment of Ivy Partners invoice 286, of May 1, 2008 in the amount of \$2,623.22 directly from the Smith Barney Building Fund was made by Lynne, seconded by Dona. Unanimously approved.

Discussion to confirm the board consensus to allow the Smith Barney account rep to sell up to 70% of Exxon Mobil stock with the proceeds to be split between existing Permanent Improvement Money Fund and equities in another sector.

Kevin discussed some assumptions to be considered in the 2008-09 Budget process taking into account the elimination of the Village of Albion's contribution and the anticipated increase in operational needs with a new building.

Kevin asked the board to acknowledge that there was some discussion about the requirement that the board receive a check by check report each month to review. The itemized list is available for review by the board, however the board did not feel that it was necessary to copy and mail the list in our board packets.

Building and Grounds:

Kevin reported that an **electrical smell** was reported on May 8th caused by an overheated socket in the main floor lighting fixture. Larry Boyce was called in and he rebuilt the fixture. A summer project will include re-wiring all multi-bulb fixtures and using compact fluorescent bulbs.

Gary Smith has looked at **carpets** for stretching. This project will be continued this summer during summer hours.

Kevin reported that the committee is also working on **Demand hot water heaters** for the ground floor and **video surveillance**.

Personnel:

Proposal to increase the hours of the page position to 20/week and readjust the actual hours used by the custodian from 20/week to 12/week and to use the balance from the custodial position to pay for the added page hours was presented by Susie Gaylard, Administrative Assistant. **Motion** to increase the page position to 20 hours per week and adjust the custodial position to 12 hours a week was made by Fran, seconded by Dona. Unanimously approved.

Discussion concerning the need for the personnel committee to evaluate each job description and measure it against the actual duties of the staff members is needed and to anticipate any further needs once we move into a new facility.

Planning:

Steering Committee has agreed upon the following theme for the Capital Campaign: "Open the Door to the Future". Pre-campaign interviews should occur during June and July. The board agreed that the committee should provide them with an anticipated goal for the project. Lynne also reported that the Steering Committee and Bill Wickham would be meeting with the board in the near future to review the plan.

Lynne reported that the written reports from each committee given at the annual meeting would be very helpful in outlining the service plan.

Local History:

Some discussion has been occurring concerning the possibility of the library maintaining the building once we have moved and making it available with minimal collections available for public viewing. Lynne suggested that the committee begin to actively seek out groups that may be interested in developing a museum, for example the "Erie Canal" Corridor committee, who may be looking for sites to develop along the canal for tourism exhibits, etc.

By-Laws: no report

Nominations/Elections: Kevin asked that trustees think about and collect notes on how the format worked. A more formal review would occur at a later meeting.

Friends of the Swan Library: no report

OLD BUSINESS:

Contracted Spring Cleaning: Susan reported that she contracted with Barb Kyler and Laurie Groth to clean the library for the Annual Meeting. The board discussed the need to continue to locate a professional cleaning service with insurance for cleaning the library in the future.

Susan reported that Dick Panz confirmed that a Free Association Library could buy and sell stocks within prudent fiduciary responsibility.

Kevin spoke with Bob Barkstrom concerning the lack of a contract, and he assured him that there was not any delay in the work being done.

Kevin received a fax from Shell Associates with the appraisal of the Martillotta property. The board authorized him to transmit the information to Pat Malgieri and request that conversations begin with Joe and Debbie.

Monthly meetings: Kevin asked the board to consider changing the meetings of the board from the 2nd Wednesday to the 2nd Thursday of each month so as not to conflict with other public meetings in the area. He will contact the absent board members from this evening to verify it with them and notify us via. Email if it is agreeable to all.

NEW BUSINESS:

Archivist: Motion to authorize Pat Cammarata, Vice-President/Personnel Committee, to meet with Susan and Neil Johnson to develop a contract and scope of the work and to begin the survey and cataloging of the Attic Archives for \$15 per hour, not to exceed \$2,000, was made by Fran, seconded by Pat. Unanimously approved.

Tax Levy Wording: Kevin mentioned that the school was concerned with the wording of the Annual School Vote Resolution regarding the “fall back” to the prior year’s tax levy should a vote be denied. Shawn Little, Business Manager of the School was expressing his concern. Susan insisted it was correct, according to the State Ed Law. Kevin will pursue the clarification with the law and Mr. Little.

NIOGA Annual Meeting: Kevin will be attending the meeting. The board agreed to authorize him to vote for the slate of NIOGA System trustees including Mike McFarland.

Computer Update: Kevin reported that Charity Jones, Network Administrator, has generated a list of the order for replacing any of the 13 computers. It has been suggested to her that 4 computers be replaced this year. 1 which was damaged due to the flood, 2 from the Gates Grant funds, and the 4th from the current Operating Budget.

CORRESPONDANCE: There were about 8 suggestions from the suggestion box, all repeating the same thing: look at Webster, go to Dales, etc. Pat offered to develop a postcard response for these individuals to let them know that we are hearing their concerns.

Discussion over an invoice from Bero concerning the payment for their services in the survey of the Newberry Building. We are waiting for the member item money from Maziarz. Lynne will see Adam Tabela at a meeting tomorrow evening and will ask him if he has any idea about getting the funds.

ADJOURNMENT: Motion to adjourn the meeting at 9:07pm was made by Pat, seconded by Fran. Unanimously approved.

Respectfully submitted,
Lynne Philipps, Secretary

**SWAN LIBRARY TRUSTEES
MEETING OF APRIL 9, 2008**

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

Excused: Dona Scharping, Judy Christopher

Guests: Ken and Mary Anne Braunbach, Bob Golden, Grace Kent, Susie Gaylard

President Kevin opened the meeting at 7:05 pm. Motion to approve the agenda was made by Fran, seconded by Julie. Approved unanimously.

Kevin opened the floor for public comment. No comments.

MINUTES: Motion to approve the March 12th regular meeting minutes was made by Fran, seconded by Pat. Approved.

Motion to approve the Special Meeting minutes of March 28th was made by Julie, seconded by Terry-Lynn. Approved.

DIRECTOR'S REPORT:

Susan attended the Gates Foundation meeting requirement at the Sagamore.

Motion to approve the New York State Annual Report was made by Terry-Lynn, seconded by Fran. Approved unanimously.

Patrons are being asked to present their requests for AV materials to the checkout desk no later than 15 minutes before closing to better facilitate end of day closing.

TREASURER'S REPORT:

Motion to approve the March 2008 Treasurer's Report was made by Mitzy, seconded by Pat. Unanimously approved.

COMMITTEE REPORTS

Finance Committee:

Motion to transfer \$40,000 from the Smith Barney Operating Reserve to the general fund checking account to pay ordinary bills and expenses thru May was made by Lynne, seconded by Julie. Approved unanimously.

Motion to pay Ivy Partners invoice numbers 280 and 283 totaling \$5,184.83 directly from the Smith Barney Building Fund was made by Lynne, seconded by Julie. Approved unanimously.

Motion to create a new line item in the 2008 operating budget of the Swan Library, titled account 6992- Contractual Expenses, and to fund that new account in the amount of \$3,734, and to amend the line 4110-Public Funds Received to \$547,773. Approved unanimously.

Building and Grounds:

Concern over the monitoring of the alley with security equipment has been raised. The board would like Kevin and Susan to identify areas that may need monitoring and to identify the costs of equipment.

Personnel:

Pat reported that the committee will need to continue review of the personnel manual into our next fiscal year.

Planning:

Lynne updated the board on the progress of the steering committee in trying to identify a project theme.

Local History:

Did not meet.

By-Laws:

Lynne will prepare the Member by-law proposed changes for the annual meeting.

Nominations and Elections:

Pat reported that there were three verified candidates for the trustee elections. They are Mary Anne Braunbach (32 signatures), Evana Daniels (55 signatures), Kevin Doherty (27 signatures). Names were drawn to determine position on ballot as follows: Evana Daniels, Kevin Doherty, Mary Anne Braunbach.

Annual Meeting Committee Reports are due to Susie by April 28th.

FRIENDS OF THE LIBRARY:

Mary Anne Braunbach reported that the Friends are meeting and trying to confirm a method for separating the Swan Library monies from the Friends in our budget.

OLD BUSINESS:

Spring Cleaning of Library: request of Susan to gather estimates for carpet cleaning and for "deep cleaning" from commercial cleaners for our May meeting. A question over the time actually spent on cleaning each week came up. It was recommended that the Personnel Committee review the current job description for the cleaner and determine the needs of the library, and then determine how to get the job completed.

NEW BUSINESS:

In her absence, Judy sent a letter to board suggesting more education of the public on the three choices for a new library site be conducted. The board felt there were some good ideas in the letter, however did not feel the annual meeting was an appropriate time to conduct the discussion.

Motion to purchase a replacement for the computer at the circulation desk, from Dell, at a cost not to exceed \$1100, delivered, to be paid from the general fund operating account 6521-Computers and Software, was made by Fran, seconded by Lynne. Unanimously approved. (Note: the existing flat screen monitor will be re-used. Migration of existing program and data files will be handled by our network administrator)

Stock Investments: A question arose concerning the boards legal ability to purchase stocks. Susan will ask Dick Panz if he can clarify this for us.

Building Project:

Motion to authorize the President to contact Patrick Malgieri for legal assistance in pursuing a possible purchase offer for 5 parcels on South Main Street and Platt Street, owned by Joe and Debby Martillotta, to be billed per the August 2007 retainer agreement and paid from the Smith Barney Building Fund, at an aggregate cost not to exceed \$5,000 without additional authorization from the Board, was made by Lynne, seconded by Julie. Unanimously approved.

Motion to authorize the President to secure a commercial property appraisal from Shell Associates of the 5 Martillotta parcels consistent with industry standards and the prior appraisal completed by the firm on the Dales' building, at a cost not to exceed \$1,500, to be paid from the Smith Barney Building Fund, was made by Fran, seconded by Margaret. Approved unanimously

Motion to authorize the President to contact Barkstrom and LaCroix, Architects, to negotiate costs for a feasibility study for the location of a new library building on the Martillotta parcels, including drawings, preliminary construction estimates, a budget for necessary and prudent engineering site investigation, and a schedule of the necessary regulatory benchmarks of the pre-construction process; and further empowers the President to authorize such work as negotiated up to an aggregate cost of \$6,000, to be paid from the Smith Barney Building Fund, without additional Board approval, was made by Pat, seconded by Terry-Lynn. Approved unanimously.

PRESS RELEASE: Kevin read a press release prepared by himself and Julie to announce the Martillotta study as a site for a new library, to be sent to the Journal Register and Batavia Daily News. The Board approved the article.

PUBLIC COMMENT: Kevin offered the floor for public comments.

ADJOURNMENT: Motion to close this meeting of the board at 9:31 pm was made by Lynne, seconded by Fran. Unanimously approved.

Respectfully submitted,

Lynne Philipps

Secretary

SWAN LIBRARY TRUSTEES
MEETING OF MARCH 12, 2008

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

President Kevin Doherty called the meeting to order at 7:05pm with a quorum. The agenda was reviewed and approved.

MINUTES:

January 9th meeting minutes were corrected to mark Julie as excused only, and not present, to correct a spelling error and to change the Personnel Committee report to read that a Library Page position was open. With these corrections, Terry Lynn moved to approve the January 9th minutes, Dona seconded. Approved

January 22nd Special Meeting Minutes: Motion to approve made by Pat, seconded by Dona. Approved.

February 13th meeting minutes were approved after a motion was made by Julie, seconded by Lynne. Approved.

TREASURER'S REPORT:

Motion to accept the January through February 2008 Treasurer's Report was made by Pat, seconded by Terry-Lynn. Approved.

DIRECTOR'S REPORT:

Full report sent in board packet.

Annual Report to the State: Susan reported that the financial report is currently being reviewed by NIOGA. She asked the board to approve the report so that she could send it in to the state upon its final approval from NIOGA. Because the report will be late, the board would rather approve it after NIOGA has made its review. The board also suggests that in the future, the board be informed in the 4th quarter of the year that the annual report is being compiled and if there is a need for additional resources for a timely completion of the report, the board can make them available.

COMMITTEE REPORTS

FINANCE COMMITTEE:

Motion to transfer \$40,000 from the Operating Reserve to the checking account for regular bills through March 2008 was made by Lynne, seconded by Dona. Approved Yes-7 No-0

BUILDING AND GROUNDS:

In Director's report. Susan is to email meeting dates to Judy.

PERSONNEL:

Committee met on March 4th. They are continuing the process of revising and reviewing the Personnel Manual. The committee agreed that they may have taken on too much for this year, and this goal will be extended for completion into the next year.

PLANNING:

Long Range Plan: Mission and Vision statements were reviewed and updated to reflect a more compelling statement of the Swan Library. The committee asked the board for its adoption of the following statements:

Vision Statement

Swan Library will be a vital resource in the community, a leader in traditional and innovative library services, for a diverse and dynamic population.

Motion to accept the Vision statement was made by Judy, seconded by Dona. Approved unanimously.

Mission Statement

Swan Library enriches and empowers the people of its community by promoting access to ideas and information and supporting lifelong learning and love of reading. The Library provides relevant materials, ensures equal access to information services, and promotes cultural and learning experiences through programming.

Motion to accept the Mission Statement was made by Dona, seconded by Judy. Approved unanimously.

Steering Committee

This committee is continuing to meet every other week. We need to identify an individual to serve as a campaign coordinator and to establish some working space for this individual.

LOCAL HISTORY: Didn't meet.

BY-LAWS:

Motion to adopt Article III (2) of the By-Laws to read: *Special meetings may be held at the call of the President, the 3 remaining officers, or a majority of the sitting Trustees. Consideration shall be given to the gravity of the item or items to be discussed and the intent of the Open Meetings law.* Motion was made by Dona, seconded by Julie. Approved Yes-7 No-0

NOMINATIONS AND ELECTIONS:

Motion to adopt the elections protocol as presented with the addition of clarification of ID requirements was made by Lynne, seconded by Dona. Approved Yes-7 No-0

Susan is to put information into papers for interested individuals to pick up petition forms at the library or off the website. Julie will write an announcement for the papers.

Lynne reviewed the trustee seats with the board: Margaret Golden is completing her seconded, four year term on the board and Julie Miller will be completing her first, four year term.

FRIENDS OF SWAN LIBRARY: approved the draft for the 501 c 3.

OLD BUSINESS:

Phone system update: just waiting for voice mail

Webster Library Trip: discussed

School officially notified us they would not be interested in having the library located on school grounds.

Bero payment: John Gavenda, Town of Albion, will research why they have not issued the payment to us for the Bero study yet.

EXECUTIVE SESSION:

Motion to move to executive session at 9:40pm for the purpose of discussing possible real estate negotiations was made by Dona, seconded by Pat. Unanimously approved.

Motion to close executive session at 10:00pm was made by Dona, seconded by Lynne. Unanimously approved.

Susan asked the board if she could hire an individual part-time to catalog the items in the attic. The board suggested she review it with personnel to present to the board.

Motion to adjourn the meeting at 10:05 was made by Terry-Lynn, seconded by Dona. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF FEBRUARY 13, 2008

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

President Kevin Doherty called the meeting of the Board of Trustees of the Swan Library to order at 7:11pm. Motion to accept the agenda as presented was made by Fran, seconded by Julie. Approved.

Kevin offered the floor to guests for comment.
Correspondence folder was circulated.

MINUTES: from the January 9th and January 22nd Special Meeting were tabled to the March regular board meeting for approval.

DIRECTOR'S REPORT: Included in board packet. In addition Susan reported that she has sent a letter to Carlton for payment of last year's funding in the amount of \$1030.00
Telephone System- **Motion to authorize the installation of a new telephone system for a cost of \$2920.00 from line item 6530-Equipment Purchase** was made by Margaret, seconded by Dele. Approved Yes-6 No-0

TREASURER'S REPORT: The February 2008 Treasurer's Report was tabled to the March regular meeting for approval.

COMMITTEE REPORTS

Finance Committee: Motion to approve a \$3,000 draft from the Smith Barney building fund to Ivy Partners for consulting services was made by Lynne, seconded by Dele. Approved Yes-6 No-0

Motion to approve a \$1500 draft directly from the Smith Barney Building Fund to pay Shell Associates for the appraisal on the Dale's building was made by Lynne, seconded by Margaret. Approved Yes-6 No-0

Motion to transfer \$40,000 from the Operating Reserve to the checking account for regular bills through March 2008 was made by Lynne, seconded by Julie. Approved Yes-6 No-0

Building and Grounds: There was a water line break on Feb. 12th and repairs need to be made. The insurance will cover the expenses, however, until the reimbursement is made to us a **Motion to authorize up to \$7,000 to cover expenses incurred from the flooding from the operating reserve, to be reimbursed by the insurance coverage** was made by Margaret, seconded by Julie. Approved Yes-6 No-0

Personnel: Report that the evaluation process for the director has been changed and will include a mid-year evaluation to review progress in meeting established goals by the director. The review of the Personnel Manual is still ongoing.

Planning: Lynne reported that the committee met and is reviewing and re-designing the 5 year plan. A mission statement and vision had been re-written and circulated to the board via E-mail and presented to staff for comment.

Steering Committee met with Ivy Partners. Members of committee are: Carole Patterson, Ruth Drew, Dick Remley, Alan Worgo, Mike McFarland, Donna Wolcott.

Local History: Susan reported that the committee has met and feel they have gone as far as they can go with identifying uses for the Swan building. They are going to continue to meet to make recommendations to Susan for titles to purchase. They are also exploring adding a genealogy page to the website for the library.

By-Laws: Kevin has asked the board to review the following by-law revision for discussion and adoption at the March regular meeting.

Article III

~~2. ——— *Special meetings shall be held at the call of the President or any three trustees.*~~

2. *Special meetings may be held at the call of the President, the 3 remaining officers, or a majority of the sitting Trustees. Consideration shall be given to the gravity of the item or items to be discussed and the intent of the Open Meetings Law.*

(If we define “sitting Trustees,” we are preparing for an instance when there may have been mid-term retirements.)

Elections and Annual Meeting: A February 13th draft of the proposed Swan Library Election Protocol was distributed for review by the board for discussion and finalizing at the March regular meeting.

Friends of the Library: Mary Ann Braunbach reported that the 501c3 process is continuing and there is a Blue Jay’s trip being planned by the group.

Old Business: Pat reported that the Webster Library Tour is scheduled for Feb. 23rd at 11am.

New Business: Kevin gave an update on Mr. Pinson’s presentation to the School Board in response to a news article regarding the library moving to space on the school grounds.

Kevin also reported that the board has been asked to consider moving the regular meeting date to a day other than the 2nd Wednesday of the month so as not to conflict with other town and village board meetings.

EXECUTIVE SESSION was called at 7:56pm by Fran, seconded by Dele for the purpose of discussing the negotiation of a possible real estate transaction. Approved Yes-6 No-0

OPEN SESSION: At 8:37pm Fran moved to return to open session, seconded by Margaret. Approved Yes-6 No-0

Motion to thank the staff for their work in cleaning up the mess from the flood with a cookie tray was made by Fran, seconded by Dele. Approved unanimously.

Adjournment: Motion to adjourn the meeting at 8:40 was made by Lynne, seconded by Fran. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF JANUARY 9, 2008

Present: Trustees Kevin Doherty, Terry-Lynn Corrigan, Lynne Philipps,
Margaret Golden, Mariadele Theodorakos, Pat Cammarata, Mitzy Peglow,
Dona Scharping, Library Director Susan Rudnicky
Excused: Fran Lissow, Judy Christopher, Julie Miller
Guests: Janet Southcott, Susan Gaylard, Allan Loughborough, Bob Golden

President Kevin Doherty called the meeting of the Board of Trustees of the Swan Library to order at 7:05pm. Motion to accept the agenda as presented was made by Mitzy, seconded by Terry-Lynn. Unanimously approved.

ACKNOWLEDGEMENT OF PUBLIC: Kevin welcomed guests and asked if there was any comment. Allan Loughborough addressed the Board in recognition of the need for a single floor plan for a new library site. Jan Southcott asked that all votes be conducted with notification of how each member votes.

MINUTES

Motion to accept the December 12, 2007 meeting minutes with correction was made by Terry-Lynn, seconded by Dona. **Approved** Yes- 8 No-0

CORRESPONDENCE folder circulating. No action required.

TREASURER'S REPORT

Motion to accept the December 2007 Treasurer's Report was made by Lynne, seconded by Margaret. **Approved** Yes- 8 No-0

DIRECTOR'S REPORT

Telephone System- Susan reported that the telephone system is currently in disrepair. Kevin to recuses himself from the sale of a system.

Motion to refer the replacement of the telephone system to Building and Grounds was made by Lynne, seconded by Pat. **Approved** Yes-8 No-0

COMMITTEE REPORTS

Finance Committee

Motion to withdraw \$5088 from the Building Fund to pay the library share of the Bero invoice was made by Mitzy, seconded by Dona. **Approved** Yes-8 No-0

Motion to withdraw \$40,000 from the Operating Reserve to the checking account for regular expenses through February 2008 was made by Mitzy, seconded by Dona. **Approved** Yes-8 No-0

Building and Grounds

Storm window update: the cost of renting a bucket to replace storm window will out cost the savings of having the window replaced at this time, so it will be deferred until the spring when the painting is done.

Personnel Committee

A library Page position is open.

The committee will meet with the director for her evaluation in December and the director's goals will be received in January.

The committee will begin a full review of the Personnel Manual beginning in February.

Planning Committee Report

Meeting with a partial Steering Committee and Ivy Partners is scheduled for Jan. 10th at 7pm.

The committee is working on the 5 year plan.

Terry-Lynn will be replacing Julie on the committee, and will be the secretary.

Local History Committee

No report.

By-Laws

Nominations & Elections

No report.

Friends of the Library

Terry-Lynn requested that the minutes be changed to reflect that Mary Anne Braunbach is the Chairperson of the Friends of the Library, and not the president as previously reported.

Friends are pursuing their 501c3 status. They have applied for and received their Employer Identification Number.

OLD BUSINESS

Wi-Fi is up and running.

NEW BUSINESS

Pat to organize a "road trip" to the Webster Library.

White board listing and discussion on the criteria for evaluating a site.

SPECIAL MEETING CALLED BY PRESIDENT AND AGREED TO BY BOARD MEMBERS for 1/22 at 7PM at the library to discuss site options.

ADJOURNMENT

Motion to adjourn the meeting at 10:25pm was made by Pat, seconded by Margaret. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary