

SWAN LIBRARY TRUSTEES
MEETING OF DECEMBER 9, 2009

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Krantz-Smith, Judy Christopher, Dona Scharping, Mary Anne Braunbach, Colleen McKenna, Carole Patterson, Library Director Susan Rudnicky
Excused: Mariadele Theodorakos, Terry-Lynn Corrigan
Guests: Roger LaMont, Ann Shepherd, Susie Gaylard

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

Motion to accept the agenda was made by Lynne, seconded by Dona. Approved

LOGO DESIGN

Ann Shepherd of Ivy Partners presented a report to the board on how the Public Relations/Marketing Committee of the New Building Committee came to the recommendation for the new Swan Library Logo and color. After review of the information and discussion: a vote between the three designs was conducted, with 8 board members present, 5 selected the ½ pillar design, 3 chose the door design, no one chose the full pillar design. **Motion** to use the ½ pillar design for the new Swan Library Logo was made by Dona, seconded by Carole. Approved Yes-7 No-2

The choices for the color(s) of the new logo will be emailed to each board member for their review and they have been requested to email their vote back to Ann.

OTHER NEW BUILDING PROJECT ITEMS

Motion to authorize the President of the Board of Trustees to execute an agreement with Shell Associates for valuation of probable new building for purposes of title insurance, at a cost not to exceed \$1,000 to be paid from the MSSB Building Fund was made by Dona, seconded by Mary Anne. Approved Yes-9 No-0

Motion to authorize the President of the Board of Trustees to execute an agreement with Stuart Brown, a division of LaBella, for preparation of the preliminary application for USDA Community Facilities funding and other related work, not to exceed \$2,500 from the MSSB Building Fund was made by Dona, seconded by Colleen. Approved Yes-9 No-0

Motion to authorize the President of the Board of Trustees to execute the necessary documents to provide reasonable liability insurance on the construction-ready parcel immediately upon closing, as recommended by Albion Agencies, in an amount not to exceed \$250 annually, and further authorize that the amount for coverage of the building site be paid from the Building Fund account upon receipt of the invoice for the same, was made by Pat, seconded by Mary Anne. Approved Yes-9 No-0

Motion to authorize the Administrative Assistant to draw, and designated officers to sign a check from the MSSB Permanent Improvement Fund for the real estate closing, as calculated by the Attorney, in an amount not to exceed \$105,000, which extends the prior authorizations by \$5,000 due to the refund to the Pilons of the pre-paid real estate taxes was made by Judy, seconded by Lynne. Approved Yes-9 No-0

MINUTES

Motion to approve the November 11, 2009 minutes of the Board of Trustees was made by Mary Anne, seconded by Linda. Approved Yes-9 No-0

Motion to approve the special meeting minutes of November 16, 2009 was made by Carole, seconded by Coleen. Approved Yes-9 No-0

TREASURER'S REPORT

Motion to accept the November 2009 Treasurer's Report as presented was made by Mary Anne, seconded by Linda. Unanimously approved.

DIRECTOR'S REPORT: attached to packet

COMMITTEE REPORTS

Finance Committee

Motion to authorize the Administrative Assistant to draw, and designated officers to sign, a check for \$40,000 from the Operating Fund of MSSB for payment of regular bills was made by Lynne, seconded by Dona. Unanimously approved.

Motion to authorize the Administrative Assistant to draw, and designated officers to sign, a check for Woods, Oviatt LLP for \$2,635 from the Building Fund at MSSB for payment of invoice #182089 was made by Lynne, seconded by Carole. Unanimously approved.

Motion to authorize the Administrative Assistant to draw, and designated officers to sign, a check for Ivy Partners for \$2,718.30 from the Building Fund at MSSB for payment of invoice #359 was made by Lynne, seconded by Colleen. Unanimously approved.

Motion to authorize the President to execute a Document Management Agreement for the non-residual straight lease and service of a Sharp MX-2600N Color Copier at the rate of \$176.34/mo for a term of 60 months allowing 500 black and white copies per month; with impression charges thereafter of one cent per black and white copy and six cents per color copy, to be paid from the Equipment line item, ComDoc sub-account, was made by Judy, seconded by Lynne. Unanimously approved.

Motion to authorize the Administrative Assistant to include the payment for vacation time earned but unused in 2009 by hourly employees in the final paycheck of 2009 rather than the first paycheck of 2010 was made by Pat, seconded by Mary Anne. Approved with a recommendation that this practice be referred to the Personnel Committee for review.

Building and Grounds:

Semi-Annual cleaning of the library is not needed at this time because it was cleaned when then the new carpeting was laid last month.

Susan reported that the winter weather barrier to block the use of the north side exterior stairs should be up soon.

There will be some plaster and painting repair in the main stairwell, and Susan reported that there are also cracks above most doors.

There is a need for a lockset replacement on the front door, which should not cost more than \$350 and will be paid for from the Maintenance line item.

Personnel:

With the ever increasing costs of health coverage for our employees rising, the committee has been working with the health insurance broker to select a cost effective and beneficial insurance program for our eligible employees.

Motion to authorize the transfer of health insurance for covered employees from the existing MVP plan to a High Deductible Health Plan, EPO Preferred-NEHD078, with vision rider; effective January 1, 2010; consistent with past practice both the cash contribution and the insurance component will be shared 80% Swan Library and 20% employee payroll deduction, was made by Lynne, seconded by Mary Anne. Unanimously approved.

Motion to authorize the President to execute the necessary forms to set up four Health Savings Accounts through the Bank of Castile, with minimal administrative cost to be paid by the Library; including a minimal initial deposit for each account, was made by Lynne, seconded by Dona. Unanimously approved.

Planning: Lynne and Susan met and have no report at this time

Local History: Susan reported that the cataloging is being worked on by the VISTA employee.

By-Laws: The Election by-laws will be reviewed next

Nominations/Elections: No report

CAPITAL CAMPAIGN:

The trustees asked the Library Director to canvas other Campaign organizations. Libby Post, who apparently makes some presentations at the Library conventions, only takes on library work where public referendums are being sought, and Barrows, in Cortland, works for approx. \$4,000 per month plus travel. The decision to move forward with IVY Partners is the knowledge of their successful campaign with the local Cooperative Extension and strong requests from the agreeable working relationship developed by the campaign directors.

Motion to contract with IVY Partners for Campaign Services, per their outline of November 9, 2009, at a monthly cost of \$3,250 plus \$800 per month for continuation of the Campaign Coordinator services, totaling \$4,050 plus consumables and mileage calculated from their Victor mailing address, to be paid monthly from the MSSB Building Fund following specific Trustee authorization, was made by Linda, seconded by Dona. Approved Yes-8 No-0 (one trustee left meeting prior to this vote)

Adjournment: Motion to adjourn at 9:12pm was made by Pat, seconded by Mary Anne. Unanimously approved.

Respectfully submitted,
Lynne Philipps
Secretary

SWAN LIBRARY TRUSTEES
MEETING OF NOVEMBER 11, 2009

Present: Trustees Kevin Doherty, Lynne Philipps, Linda Krantz-Smith, Terry-Lynn Corrigan,
Judy Christopher, Colleen McKenna, Carole Patterson, Mary Anne Braunbach, Library
Director Susan Rudnicki
Excused: Dona Scharping, Pat Cammarata, Mariadele Theodorakos
Guest: Susie Gaylard

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

Motion to approve the agenda was made by Lynne, seconded by Linda. Unanimously approved.

Correspondence Folder: circulating

PRESIDENT'S REPORT ON BUILDING PROJECT

Demolition Update: Supermarket is down. Contractor looking into possibly crushing the remaining concrete to use as a filler to bring lot to grade.

Property Tax glitch: Working out details concerning Pilon's pre-paid school and property taxes.

Mortgage Documents: Have not been received yet.

Campaign Committee Chairs will meet with board on Monday November 16th at 6pm if majority of board can attend. (8 of the trustees present could attend) Concern over the "process" of communication back and forth and other concerns will be addressed. Kevin will ask Pat to "chair" the meeting. Kevin also announced that Mary Anne has agreed to sit as board liaison to the Public Relations Committee.

Future Home Sign: the PR and Building Committee want to have the Future Home of Swan Library sign placed as soon as possible. One vendor offered to do the sign for free if we could guarantee they would get the rest of the signage work. The board felt they could not make this kind of offer at this time.

MINUTES: Motion to approve the October 2009 minutes was made by Judy, seconded by Terry-Lynn. Unanimously approved.

DIRECTOR'S REPORT: included in Board Packet

NYLA Conference summary: written report of the conference was presented to the board from Susan, and staff members Cheryl Mowatt and Delia Robinson, and Susie Gaylard.

Gift Works Database: An increase in time is needed to add the records into the database. **Motion** to add 5 hours per week for 6 weeks, from now until December 31st for Barb Kyler to catch up with the data entry for the Building Project was made by Mary Anne, seconded by Coleen. Unanimously approved.

TREASURER'S REPORT: Motion to adopt the October 2009 Treasurer's Report was made by Lynne, seconded by Linda. Unanimously approved.

COMMITTEE REPORTS

Finance Committee:

Kevin requested an amendment to the explanation given at the October 14, 2009 board meeting concerning the authorization signatures required on the First Niagara checking account

for payment of the Campaign Expenses be changed to “The checks must be signed by any two of the officers on the signature card”, and the following shall be made into a motion: **Motion** to require checks drawn upon the First Niagara Bank Checking Account for Capital Campaign Expenses shall be signed by any two of the officers on the signature card; was made by Judy, seconded by Colleen. Unanimously approved.

Operating Fund:

Motion to authorize the draw of 40,000 from the Morgan Stanley Smith Barney Operating Fund and depositing it into the Checking Account for paying the regular monthly bills was made by Terry-Lynn, seconded by Linda. Unanimously approved.

Building Fund:

Motion to pay Invoice 355 from IVY Partners for \$2,814.21 directly from the Morgan Stanley Smith Barney Building fund pursuant to the resolution of April 2009 was made by Lynne, seconded by Linda. Unanimously approved.

Motion to pay Invoice #179966 from Woods, Oviatt, Gilman LLP in the amount of \$785.00 for work on the Dales Purchase and Sale Agreement directly from the Morgan Stanley Smith Barney Building fund pursuant to the resolution of April 2009 was made by Mary Anne, seconded by Terry-Lynn. Unanimously approved.

Motion to pay Invoice #09-955-1 from Chatfield Associates in the amount of \$97.00 directly from the Morgan Stanley Smith Barney Building fund pursuant to the resolution of April 2009 was made by Lynne, seconded by Judy. Unanimously approved.

Permanent Improvement Fund:

Motion to authorize payment directly from the Morgan Stanley Smith Barney Permanent Improvement Fund of \$872.10 to D&J Construction for repairs following the flooding in the Children’s Library, was made by Terry-Lynn, seconded by Linda. Unanimously approved.

2010 Budget being discussed. There is no idea of the increase costs of Health Care. Staff salary and total tax levy increase is also being discussed. The committee is also aware of its need to review the IRA contribution policy but wants to recommend keeping it and the \$75 annual gift to staff the same this year.

Building and Grounds:

Susan has recommended that we chain off the sidewalk and stairs leading from the front door down to the Children’s Library entrance for the winter.

Personnel:

Motion to upgrade the hourly rate for Charity Jones from \$12.62 to \$13.25 per hour as a result of changes in job duties, effective October 1, 2009 and eligible for the annual cost of living increase effective January 1, 2010, was made by Linda, seconded by Carole. Unanimously approved.

Planning:

Motion to adopt Policy #3.2: Open Meeting Policy was made by the Planning Committee (Lynne, Terry-Lynn, Dona), and seconded by Coleen. Unanimously approved.

Motion to amend By-Law Article III: Meetings #1 to remove (except when individual personnel matters are being discussed) and to add: shall be open to the public (in compliance with the Open Government Laws of New York State); was presented by the Planning Committee (Lynne, Terry-Lynn, Dona) and seconded by Judy. Unanimously approved.

Motion to amend By-Law Article IV: Committees #4 to read: All committee actions are subject to approval by a majority of the board; was made by the Planning Committee (Lynne, Terry-Lynn, Dona) and seconded by Mary Anne. Unanimously approved.

Local History:

Kevin asked that in addition to the biographies previously requested, the committee also conduct research on the history of the property of the future library site.

By-Laws:

Lynne suggested the Nomination and Elections Committee review by-laws that may need to be advised due to our new policies.

Nominations and Elections:

Terry-Lynn stated that the committee will look into providing a packet of info for perspective board candidates on duties and responsibilities of trustees and a time line for candidates.

Friends of Swan Library:

Mary Anne presented a few art type fund raising ideas the Friends may pursue: "Art by Inches" and "Decorated Chair Auction". The Tasty Treats fund raiser is December 3rd at 6:30 at the Christ Episcopal Church.

NEW BUSINESS

A copy of Ivy Partners Campaign Proposal was distributed for review.

ADJOURNMENT: Motion to adjourn the meeting at 9:00pm was made by Mary Anne, seconded by Terry-Lynn. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF OCTOBER 14, 2009

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Krantz-Smith, Mariadele Theodorakos, Terry-Lynn Corrigan, Judy Christopher, Dona Scharping, Mary Anne Braunbach, Library Director Susan Rudnicky
Excused: Colleen McKenna, Carole Patterson
Guests: Tom Rivers, Karen Sawicz

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

Motion to approve the agenda was made by Lynne, seconded by Dele. Unanimously approved.

BUILDING PROJECT

Kevin reported that the Purchase Offer has been delivered and accepted by both parties.

Public Relations: Karen Sawicz, Chair of the PR Committee proposed a logo which she wanted the Board to approve. The logo was presented with a choice between a serif or sans serif font. **Motion** to adopt the proposed logo with a serif font was made by Mary Anne, seconded by Dona. Approved Yes-9 No-0

Motion was also made to use the color turquoise in the logo by Mary Anne, seconded by Judy. Denied Yes-4 No-5

Reception: on October 25th from 3-5pm at the Library has been planned by the PR Committee to “officially” announce the purchase of the Dale’s property and to thank the individuals who sat on the various committees and the board. Over 130 invitations have been sent out.

Capital Campaign Chair Dick Remley has requested funds to set up an account for expenditures needed to run the capital campaign. **Motion** to transfer \$5,000 from the Smith Barney Morgan Stanley Building Fund to the existing Capital Campaign Checking account at First Niagara for the purpose of funding Project and Capital Campaign costs such as: Thank You Reception, mailings, other advertising and promotional pieces, the costs of building visits for the Building Committee, was made by Linda, seconded by Lynne. Unanimously approved.

Such expenses shall be approved by either the Director or the President upon submission of appropriate invoice or quote. The checks shall be signed by any of the officers on the signature card, except that if the President has approved the invoice for payment, he shall not also sign the check paying that invoice. A running total report shall be provided to the Board.

Property Purchase: **Motion** to authorize the President to execute, subject to the approval of the Swan Library’s attorney, the Purchase Money Mortgage to be held by Dales as described in the final Purchase and Sale Agreement: \$ 350,000 on a 30 year amortization; principal and interest payable monthly; the interest rate to be 5% per annum for the first 5 years and 12% per annum thereafter; no prepayment penalty, was made by Lynne, seconded by Dona. Unanimously approved.

MINUTES: Motion to approve the September 9, 2009 minutes as written was made by Terry-Lynn, seconded by Dele. Unanimously approved.

DIRECTOR'S REPORT: as submitted in board packet

TREASURER'S REPORT: Motion to approve the September Treasurer's Report as submitted was made by Lynne, seconded by Linda. Unanimously approved.

COMMITTEE REPORTS

Finance:

Tax Levy check of \$524,000 was received and deposited into the Operating Fund Account at Morgan Stanley Smith Barney.

Motion to authorize the draw of \$60,000 from the Morgan Stanley Smith Barney Operating Fund and depositing it into the checking account for paying the regular monthly bills was made by Lynne, seconded by Mary Anne. Unanimously approved.

Motion to pay Invoice 352 from IVY Partners for \$3,015.70 directly from the Morgan Stanley Smith Barney Building fund pursuant to the resolution of April 2009 was made by Lynne, seconded by Dele. Unanimously approved.

Motion to pay Woods, Oviatt, Gilman LLP in the amount of \$966.00 for work on the Dales Purchase and Sale Agreement through the end of September directly from the Morgan Stanley Smith Barney Building fund pursuant to the resolution of April 2009 was made by Linda, seconded by Terry-Lynn. Unanimously approved.

Motion to authorize payment directly from the Morgan Stanley Smith Barney Building Fund to LaBella Associates in the amount of \$1300 for full and final payment for the Phase I Environmental Study of the Dales' property, per their proposal of August 27, 2009 with the report received September 11th, was made by Lynne, seconded by Dona. Unanimously approved.

Motion to authorize payment directly from the Morgan Stanley Smith Barney Permanent Improvement Fund of \$930 to D&J Construction for masonry and related carpentry repairs following the flooding in the Children's Library, was made by Pat, seconded by Linda. Unanimously approved.

Building and Grounds

Joe Baker has completed the drainage repairs and is waiting to complete the interior finish until it is "rain" tested.

Upstairs carpeting in finished.

Personnel

Volunteer Coordinator Job Description presented to Board for review

NYLA has an insurance plan being offered this year. Committee will review

Planning

Open Meeting Policy draft presented for review and comment. (Review executive session actions for next meeting)

Board of Trustees Job Description and Duties of the Officers and Committees distributed for review and comment.

SLA By-Laws Article IV Committees #5 presented for review and comment

SLA By-Laws Article III Meetings #7 presented for review and comment

Local History: no report

Nominations/Elections: no report

Friends of the Library: reported that Tasty Treats recipes should be sent to Susie ASAP. It will be held on Dec. 3rd at 6pm at the Christ Episcopal Church.

OLD BUSINESS

School Open House was attended by library staff and information was given out.

ADJOURNMENT: Motion to adjourn at 8:49pm was made by Dona, seconded by Mary Anne. Approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF SEPTEMBER 9, 2009

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Krantz-Smith, Mariadele Theodorakos, Terry-Lynn Corrigan, Mary Anne Braunbach, Colleen McKenna, Carole Patterson, Library Director Susan Rudnick

Excused: Judy Christopher, Dona Scharping

Guests: Roger LaMont, Dick Remley, Bill Wickham

The meeting was called to order at 6:30pm as posted by President Kevin Doherty for hearing a presentation by Dick Remley concerning the capital campaign planning process.

Dick also indicated that the chairman of each of the four committees were in the process of building their committees.

RFQ's: Kevin reported that the RFQ's, which is less strict to complete, were sent to 8 architects with 6 returning the request. The RFQ asks the architects for their philosophy of the anticipated project. These will be sent to the building committee, chaired by Eric Brown, for review. The six firms returning the RFQ are Barkstrom & LaCroix, King & King, Kadeny, Ecological Studio, HBT and LaBella.

Bill Wickham was also present to address the board on the questions we had concerning the project coordinator position. He mentioned the industry standard for this position could run to 10% of the total project.

Motion to approve the agenda was made by Carole, seconded by Linda. Unanimously approved

MINUTES: Motion to approve the August 12th meeting minutes as submitted was made by Mary Anne, seconded by Colleen. Unanimously approved.

DIRECTOR'S REPORT: Included in the board packet. Discussion of the NYLA Conference being held in Niagara Falls Oct. 15-17th. Strongly encourage as many of the staff attend as possible.

TREASURER'S REPORT: Motion to accept the August 2009 report was made by Lynne, seconded by Mary Anne. Unanimously approved.

COMMITTEE REPORTS:

FINANCE:

Motion to authorize the draw of \$40,000 from the Morgan Stanley Smith Barney Operating Fund and depositing into the Checking Account for paying the regular monthly bills was made by Lynne, seconded by Terry-Lynn. Approved Yes-9 No-0

Motion to authorize payment from the Morgan Stanley Smith Barney Building fund to Ivy Partners for the following invoices pursuant to the resolution of the April 2009 meeting #349 for \$2744.70 was made by Lynne, seconded by Dele. Approved Yes-9 No-0

Motion to authorize payment of \$800 from last month's invoice #346 to Ivy Partners following explanation of Bill Wickham was made by Linda, seconded by Carole. Approved Yes-9 No-0

Motion to authorize payment from the Morgan Stanley Smith Barney Building Fund directly to Woods, Oviatt invoice 175928 in the amount of \$500 for work on the Dales Purchase and Sale Agreement through the end of August was made by Lynne, seconded by Colleen. Approved Yes-9 No-0

Kevin had discussed the last bill with Woods Oviatt and they agreed to "not" hold up the billing for such a long period.

CD rates: Kevin reported that Susie Gaylard will poll local banks for the CD rates on 3, 6 and 9 month maturity rates for the finance committee to review.

Motion to adopt the preliminary budget for 2010 of \$558,659 for reporting to the Orleans County Legislature Finance Committee was made by Lynne, seconded by Dele. Approved Yes-9 No-0

BUILDING AND GROUNDS:

Basement wall repaired. Joe waiting for major rain to repair interior wall.

Carpeting will take place Sept. 21st through Sept. 26th. There will be some disruption of computer access during this period.

Voice mail system is installed and operating.

PERSONNEL:

Committee met to discuss raises and the volunteer coordinator position.

PLANNING:

Committee met and is working on board job descriptions and an organizational structure.

LOCAL HISTORY: No report

BY-LAWS: No report

NOMINATIONS/ELECTIONS: No report

Friends of Swan Library: Mary Anne reported that the Friends donated \$550 to the library to help cover the funds for a matching grant of the Gates Foundation.

OLD BUSINESS

Albion Schools Programming: The library is working with Tim Archer to conduct a Service Learning Project. The library will also have a table set up at the Open Houses at the Schools.

NEW BUSINESS

Staff requested the library consider closing the Library on Saturday, December 26th as a long Christmas Holiday.

Motion to close the Library on December 26, 2009 and January 2, 2010 was made by Mary Anne, seconded by Linda. Approved Yes-9 No-0

ADJOURNMENT:

Motion to adjourn the meeting at 8:28pm was made by Mary Anne, seconded by Terry-Lynn. Unanimously approved.

Respectfully submitted,

Lynne Philipps
Secretary

SWAN LIBRARY TRUSTEES
MEETING OF AUGUST 12, 2009

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Dona Scharping,
Mary Anne Braunbach, Colleen McKenna, Carole Patterson,
Library Director Susan Rudnicky

Excused: Linda Krantz-Smith, Mariadele Theodorakos, Terry-Lynn Corrigan, Judy Christopher,
Guests: Susie Gaylard, Karen Sawicz

Meeting opened at 7pm with President Kevin Doherty presiding. The proposed agenda was reviewed and a motion to accept was made by Lynne, seconded by Colleen. Approved

Publicity Committee Chair, Karen Sawicz, explained method the committee used to develop the proposed Branding Message: Swan library is a ready source for free or low cost information, technology, local history, and entertainment where professional staff welcome your inquiries and requests daily. Motion to accept the proposed Branding Message was made by Mary Anne, seconded by Carol. Approved yes-7 no-0

Karen also presented four suggestions for a tag line developed by the committee. The trustees reviewed the suggestions and a **Motion** to adopt “**Collections – Connections – Community**” as the tag line was made by Dona, seconded by Colleen. Approved yes-7 no-0

Karen also asked that the Board consider a training session for the staff emphasizing customer service. In both the Feasibility Survey and the Strawberry Festival Survey, the community indicated a less than satisfactory view of customer service. The committee identified Tim Smith Consulting, Inc. to conduct the training. The Board asked that Kevin and Susan investigate this further.

Purchase Offer: Kevin reported that the Building Committee had been notified by the Pilon’s that there would be an additional charge for the asbestos removal of \$60,000. We had indicated that after a secure quote had been obtained we would consider an adjustment in the purchase price of the property. The committee suggested we offer to half of the amount. **Motion** to authorize the President to amend the Purchase and Sale Agreement with the Pilon families, subject to the approval of the Library’s attorney, to adjust the purchase price to \$480,000, with the down payment of \$130,000, was made by Dona, seconded by Pat. Approved Yes-7 No-0

USDA grant funding is available to the library. This funding includes federal stimulus monies and therefore we will need to abide by prevailing wages, if we are successful in obtaining the funding. It was suggested by the Building Campaign Finance Committee that we might consider contracting with a grant writer to move us through this process. **Motion** to solicit a quote from Stu Brown for his services in writing and submitting the USDA Community Services Grant was made by Pat, seconded by Lynne. Approved Yes-7 No-0

MINUTES: Motion to approve the July 8, 2009 minutes of the Board of Trustees as written was made by Mary Anne, seconded by Dona. Approved Yes-7 No-0

TREASURER’S REPORT: Motion to accept the July 8, 2009 Treasurer’s Report was made by Dona, seconded by Mary Anne. Approved Yes-7 No-0

DIRECTOR’S REPORT: Included in Board packet

COMMITTEE REPORTS:

FINANCE:

Motion to authorize the draw of \$40,000 from the Morgan Stanley Smith Barney Operating Fund and depositing into the Checking Account for paying the regular monthly bills was made by Lynne, seconded by Colleen. Approved Yes-7 No-0

Motion to authorize payment from the Morgan Stanley Smith Barney Building fund to Ivy Partners for the following invoices pursuant to the resolution of the April 2009 meeting: Invoice #346 PR/Marketing Consulting and mileage of \$1879.80. Approved Yes-7 No-0 (This total is minus \$800 for the Campaign Coordinators contracted expense until Board is satisfied with the scope of duties of this position) Bill Wickham will be invited to the next board meeting to answer questions concerning this.

Legal Services: Motion to break out costs between the Operating Budget Contractual Line Item and the Building Fund for payment of \$10,160.50 to cover Invoice #'s 172436, 172425, and 174020 of Woods, Oviatt and Gilman for services from July 2008 to present, was made by Lynne, seconded by Carol. Approved Yes-7 No-0

BUILDING AND GROUNDS:

Drainage flooding in the Children's Library on the southeast corner will be repaired by Joe Baker.

Carpet repair/replacement: Susan requested the Board consider replacing the carpeting in the Curtis Room and upstairs hallway computer space through to the elevator. An estimate of \$1,531.00 was received from Brockport Custom Carpet. The Board also suggested that Susan's office should also be recarpeted. Moving all the furniture and equipment can be coordinated with Community Action. Motion to authorize the carpeting the computer through to the elevator hallway, Curtis Room and Director's Office not to exceed \$2100 from the Permanent Improvement Fund was made by Mary Anne, seconded by Colleen. Approved Yes-7 No-0

PERSONNEL: No report

PLANNING:

Policy 2.9: Relationship Policies with Albion Central School was revised to eliminate wording pertaining to contacting the school each year for sending home program information with the students, (school attorney recommended the superintendent not allow outside groups to send home material unless the school is sponsoring the program). Included into the Policy is the exact wording to be used for the school tax levy proposition vote, as researched and reported to the Board from our attorney.

Motion to revise Policy 2.9: Relationship Policies with Albion Central School was made by Dona, seconded by Mary Anne. Approved Yes-7 No-0 A copy of the revision was presented to the Board members for inclusion into their Board book.

Policy 1.2: Patron Code of Conduct Policy was last approved in January 2009, however a revision to include the wording "No patron may disturb others using the library" is to be added to Section 1, paragraph 1.

Motion to revise Policy 1.2 Patron Code of Conduct Policy was made by Mary Anne, seconded by Dona. Approved Yes-7 No-0

LOCAL HISTORY: Committee did not meet. Kevin asked that the committee be tasked with researching and preparing short biographies of the two major donors: Katherine Billings and Ken Dunckel, for the Capital Campaign.

BY-LAWS: No report

NOMINATIONS/ELECTIONS: No report

Information/updates

Friends of the Swan Library reminded board about the Ice Cream Social on Thursday August 20th from 5-7pm.

Co-programming with Albion Schools: No new information at this time

NEW BUSINESS

A number of incidents over the past month and a half have resulted in Kevin and Susan moving ahead to ban a patron from the library premises. Incident reports have been filed. Upon review of the incident and in response to his letter (enclosed in the correspondence folder), the Board has determined to uphold the ban of this patron until the end of the calendar year for his violation of using another person's ID to gain access to the computer and invasion of another patrons rights of privacy. This individual will also be allowed the right to contact the library director after January 4, 2010 to arrange for a meeting to discuss his reinstatement to the premises, if it is satisfactory with the library. Lynne will notify this patron of the Board's decision.

ADJOURNMENT: Motion to adjourn the meeting at 9:16pm was made by Dona, seconded by Mary Anne. Approved

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF JULY 8, 2009

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Krantz-Smith, Judy Christopher, Dona Scharping, Mary Anne Braunbach, Colleen McKenna, Carole Patterson, Library Director Susan Rudnicki
Excused: Dele Theodorakos, Terry-Lynn Corrigan
Guests: Karen Sawicz

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

BUILDING COMMITTEE REPORT:

Karen Sawicz, Chairman of the Marketing/Public Relations Committee reported to the board that the committee, comprising of herself, Pat Shelp, Ingrid LaMont, Alissa Hellert, Paula Bensley, Susan Rudnicki, Susie Gaylard, Michelle Watt and Ivy Partners Kathy Benson and Anne Shephard have met every other week since May 29th to evaluate the current public relations efforts and to identify and create future PR needs for the development of the capital campaign. A Marketing Survey was conducted at the Strawberry Festival (tabulation will be reported later), the unique benefits of the library and its service were identified and shared with the board, and a list of FAQ's were developed for the board to review for comments. The board was also asked to complete a questionnaire aimed at "Branding" the library to be returned to Karen or Susan by July 24th.

Prevailing Wage clarification: If we only use New York State funds, as a free association library, we are not obligated to use prevailing wages for our contractors however if any federal funds are used, (example stimulus funds, federal grants, etc) we are required to use the prevailing wage.

RFP for Architect: still being prepared

Purchase Offer status: in process of review by attorneys

IVY Partners has agreed that the mileage be measured from the place of business to Albion rather than from the individual contractors home. The adjusted from last month is included in the correspondence folder.

MINUTES:

Motion to approve the minutes of the June 10th regular meeting, the Reorganizational Meeting of May 4th and the Special Meeting of June 22nd was made by Judy, seconded by Dona. Approved Yes-9 No-0

Trustees asked to notify Lynne if any changes need to be made to the Annual Meeting Minutes

TREASURER'S REPORT: Motion to approve the June 2009 Treasurer's Report was made by Lynne, seconded by Mary Anne. Approved Yes-9 No-0

DIRECTOR REPORT: Included in board packet

COMMITTEE REPORTS:

Finance Committee:

Motion to authorize the draw of \$40,000 from the Morgan Stanley Smith Barney Operating Fund and depositing into the Checking Account for paying the regular monthly bills was made by Lynne, seconded by Linda. Approved Yes-9 No-0

Motion to authorize payment from the Morgan Stanley Smith Barney Building fund to Ivy Partners for the following invoices pursuant to the resolution of the April 2009 meeting: Invoice #342 PR/Marketing Consulting, Campaign Coordinator \$2,744.70 and Invoice #343 for \$194.70 for adjusted mileage was made by Linda, seconded by Dona. Approved Yes-9 No-0

Building and Grounds:

There is some masonry work needed on the front steps and Joe Ginther has been asked to do the work. Kevin also asked Susan to have the "rubble" swept up.

Personnel:

A letter was received from the Health Insurance Company indicating that there would be no increase in the fees for this next year.

Planning:

Lynne and Susan met yesterday. A re-draft of the Relationship Policy with the Albion Central Schools was proposed and will be emailed to trustees for review and comment for our next board meeting.

Local History: No report

By-laws: No report

Nominations/Elections: No report

Friends of Swan Library: Mary Anne announced the Ice Cream Social for August 20th, and the Book and Mum Sale is September 17-19th.

OLD BUSINESS:

Website: Charity has taken on the duties of webmaster for SwanLibrary.org

Albion Schools programming: Sue Starkweather suggested that Susan contact her in September. Dona suggested we contact the school earlier to see about setting up an informational table at the school's open houses in September.

NEXT MEETING: of the Swan Library Board of Trustees is Wednesday August 12th at 7pm.

Motion to adjourn the meeting at 8:53pm was made by Lynne, seconded by Dona. Approved Yes-9 No-0

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF JUNE 10, 2009

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Krantz-Smith, Mariadele Theodorakos, Terry-Lynn Corrigan, Judy Christopher, Dona Scharping, Mary Anne Braunbach, Colleen McKenna, Carole Patterson, Library Director Susan Rudnicky
Guests: Tom Rivers, Susie Gaylard

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

Motion to accept the agenda with an addition under new business to discuss a grant application was made by Lynne, seconded by Dele. Approved

Public Forum: No request for comment was made.

Minutes: Motion to approve the May 13th meeting minutes as submitted was made by Dele, seconded by Carole. Approved Yes-11 No-0
Annual Meeting minutes to be sent in next month's board packet for review only.

DIRECTOR'S REPORT: in board packet

TREASURER'S REPORT:

Lynne asked that Finance Committee look at Miscellaneous Expense line item and see if they could reallocate items into other line items for clarification of expenses.

Motion to accept the May 2009 Treasurer's Report was made by Dona, seconded by Carole. Approved Yes-11 No-0

Committee Reports

FINANCE:

Motion to authorize the draw of \$40,000 from the Smith Barney Operating Fund and depositing into the checking account for paying the regular monthly bills was made by Lynne, seconded by Linda. Unanimously approved

Motion to authorize payment of Ivy Partners invoice #337 in the amount of \$2,550 directly from the Smith Barney Building Fund, pursuant to resolution from April 2009 meeting was made by Judy, seconded by Linda. Unanimously approved
(This amount covers May Public Relations and Campaign Coordinator fees. There is an additional mileage fee of \$405.90 that the board has not authorized at this time for Kevin to clarify with Ivy Partners the starting point of the mileage)

BUILDING AND GROUNDS:

Committee did not meet this past month; however Susan reported that there has been an onslaught of students requesting to volunteer for their community service hours.

PERSONNEL:

Pat, Dele and Susan met to review goals. On May 26th, Jennifer Mechler started to work 18 hours per week through the Experience Works program. The committee would like to firm up the Volunteer Coordinator job description to move Jennifer into that role.

PLANNING:

Did not meet this past month. Lynne requested that the Risk Management responsibilities fall under Planning.

LOCAL HISTORY: Did not meet.

By-Law: No action

NOMINATIONS/ELECTIONS: No report

Friends of the Swan Library: Mary Anne asked for volunteers to work the Strawberry Festival. Summer events also include an Ice Cream Social and the Book and Mum Sale.

OTHER BUSINESS:

Web-site: The web-site maintenance will be handled in-house with Charity taking on the responsibility.

Albion School co-programming update: Susie is waiting to hear back from Sue Starkweather. Lynne also mentioned that Policy 2.9 referring to working with the Albion School District needs to be reviewed. Refer to Planning Committee.

Family Services Literacy Grant Proposal:

Resolution that the Board of Trustees of the Swan Library approves the Family Services Literacy Grant proposal to be submitted to the NYS Education Department by June 19, 2009. Unanimously approved Yes-11 No-0

Budget Vote: The Library budget was approved.

NIOGA Annual Meeting was attended by Susan and Lynne. We received a \$400 award for participation in NIOGA trainings. There is a NIOGA training in customer service being offered and 5 staff members will be attending.

NEW BUILDING:

Campaign Chairman: Dick Remley.

Purchase Offer: Kevin reported that we should have a purchase offer prepared by tomorrow for review. He will email it to board members for review and comment.

Special Meeting will be held on June 22nd at 5pm at the Library to approve submitting the purchase offer to the Pilon's.

RFP for Architect: Next meeting

Public Relations audit and Plan: Ivy Partners and Campaign Coordinator (Kathy/Ann) are working with staff and Susan on plans to "Brand" the library.

Public Forum: No comment

Adjournment: Motion to adjourn the meeting at 8:18pm was made by Terry-Lynn, seconded by Dona. Approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF MAY 13, 2009

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Krantz-Smith,
Terry-Lynn Corrigan, Colleen McKenna, Library Director Susan Rudnicky
Excused: Mariadele Theodorakos, Judy Christopher, Dona Scharping, Mary Anne Braunbach,
Carole Patterson
Guests: Penny Miller, Susan Gaylard

President Kevin Doherty opened the meeting at 7:05pm. Motion to accept the proposed agenda was made by Lynne, seconded by Linda.

Correspondence folder is being circulated.

Minutes: Motion to approve the April 8th minutes with the correction of adding Linda Smith as present was made by Pat, seconded by Terry-Lynn. Approved.

The Annual Meeting Minutes are not prepared for review at this meeting.

Director's Report: was submitted with the Board packet.

Treasurer's Report: Motion to approve the April 2009 Treasurer's Report was made by Linda, seconded by Terry-Lynn. Unanimously approved.

COMMITTEE REPORTS

Finance Committee:

Motion to authorize the draw of \$40,000 from the Smith Barney Operating Fund and depositing into the Checking Account for paying the regular monthly bills was made by Lynne, seconded by Linda. Unanimously approved

Motion to authorize payment of Ivy Partners invoice #332 in the amount of \$1,879.80 directly from the Smith Barney Building Fund, pursuant to resolution from November 2008 was made by Lynne, seconded by Pat. Unanimously approved

Building and Grounds: No report

Personnel: The committee has not met since last meeting

Susan informed the Board that according to past practice, when a library page turns 18, they are promoted to the Library Assistant title. The salary for this position will increase \$.21/hour. Katie Rich, our current Page has turned 18.

Motion to promote Katie Rich from Library Page to Library Assistant with salary and job duties assigned as appropriate was made by Terry-Lynn, seconded by Lynne. Unanimously approved

Planning: No meeting since last month.

Lynne reminded new committee chairs to review the committee folders in the Administrative Assistant's office for updates and continuity of the committees for the upcoming year.

Local History: No meeting since last month.

Susan will be attending a meeting of the Local History Historians at the Cobblestone Church within the month. She hopes to gain information on the interests of the area historians.

By-laws:

A suggestion that the by-laws be reviewed to accommodate the new voting practices and include how a resolution might be voted on by the members.

Nominations and Elections

Question over the signature of the home delivery persons occurred. Susie reported that the ballot was completed and placed into an envelope which the home bound person then signed on the seal.

Lynne asked how votes were verified as being home bound person only. Susie indicated that there was a case where the home bound individual had guests who wanted to cast their vote, however they were told that they needed to go to the library.

Friends of the Swan Library: the board was reminded that help would be needed for the Strawberry Festival. The Friends have both their 501 c 3 status, as reported at the Annual Meeting, as well as their tax exempt number.

OLD BUSINESS

Update on Spring Cleaning. The majority of the cleaning had been accomplished prior to the Annual Meeting. Susan reported that there were also students getting in their last minute community service hours who helped with the cleaning and dusting.

Purchase Offer: on the Dale's property is being worked on by Woods, Oviatt. There is some concern over the details of the shared driveway agreement with Ace Hardware and the Pilon's will need to work out those details. Kevin reported that if we should get a draft soon, he will arrange for a special meeting for review and to answer any questions.

Proxy votes: During discussion of the purchase offer, Kevin mentioned he had Proxy votes from some of the members who were absent at this meeting. Lynne suggested that the Board of Trustee Handbook indicated that in order to be counted for a vote, the trustee must be present at the meeting. Kevin will review the recommendation.

BUSINESS COINCIDENT TO ANNUAL REORGANIZATION OF THE BOARD

Pursuant to the actions of the Board at its re-organizational meeting immediately following the May 4 Annual Meeting, with regard to assets of the Association held by Citibank/Smith Barney, First Niagara Bank, HSBC bank and others, this Board amends all previous signature authorizations to now include the following individuals: Kevin Doherty, President; Pat Cammarata, Vice president; and Linda Smith, Treasurer; and requests that Mrs. Gaylard, Administrative Assistant, facilitate collection and transmission of all necessary paperwork. This Motion was made by Terry-Lynn and seconded by Colleen. Unanimously approved

BOARD COMMITTEE ASSIGNMENTS

President Kevin Doherty and Library Director Susan Rudnický serve ex-officio on all Board Committees

Finance: Linda Smith, Judy Christopher, Colleen McKenna

Planning: Lynne Philipps, Terry-Lynn Corrigan, Dona Scharping
Personnel: Pat Cammarata, Dele Theodorakos, Mary Anne Braunbach
Local History: Carole Patterson
Nominations and Elections: Pat Cammarata, Mary Anne Braunbach, Judy Christopher
Building and Grounds: Terry-Lynn Corrigan
Risk Management: Lynne Philipps

President Kevin Doherty has ex-officio status on any Campaign Committee
These committees will work with Ivy Partners and report to the Board of Directors

Public Relations: Karen Sawicz, Pat Shelp, Ingrid LaMont
Campaign Finance: Wil Harris
Campaign Grants: Nathan Rudgers
Building Committee: TBA
Campaign Committee: Dick Remley, Mike McFarland, Roger LaMont

NEW BUSINESS

Health Insurance: Bene-Care announced that there would be a rate increase in the insurance plans. They do not, yet, know how much. The Board suggested we not take any action until we know the actual amount of the increase.

NIOGA Annual Meeting is Wednesday May 27th. Kevin is unable to attend. Kevin authorized that Lynne be permitted to vote for the slate in his place.

BUILDING PROJECT

Kevin reported that Ann Shephard and Kathy Benson from Ivy Partners had a 3 hour meeting with Susan and staff conducting the audit of the public relations of the library. They were surprised with the amount of advertising we currently do. It is suggested that they also make an assessment of the web site.

Kevin will work on the RFP for the architect and continue to follow up on the progress of the Purchase Offer.

PUBLIC FORUM: Penny Miller asked for clarification on the decision process to tear down the Dale's building.

NEXT MEETING: of the Swan Library Board of Trustees will be held on Wednesday June 10th at 7pm in the Library.

Members also reminded that the School Budget Vote, including the Swan Library Proposition will be held on May 19th from noon to 8pm at the Elementary School.

Motion to Adjourn the meeting at 8:42pm was made by Colleen, seconded by Linda.
Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF APRIL 8, 2009

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

Excused: Fran Lissow

Guests: Shawn McQuillian, Grace Kent

President Kevin Doherty opened the meeting at 7pm. The agenda was reviewed and accepted. Guests were welcomed.

MINUTES: Motion to approve the March 11th minutes was made by Mitzy, seconded by Linda. Unanimously approved.

TREASURER'S REPORT: Motion to accept the March report was made by Lynne, seconded by Dona. Unanimously approved.

DIRECTOR'S REPORT: regular report in the Board packet

Cleaner: Susan recommended to the Board that it approve hiring Laurie Groth to provide the "deep cleaning" service to the Library. **Motion** to approve hiring Laurie Groth to deep clean the library was made by Mary Anne, seconded by Judy. Approved.

Accident: Susan reported that Charity Jones fell and broke her leg on the north steps leading down to the children's library. She will be out on Workman's Comp. Current staff will pick up her duties and a sub will be used at the front desk. During a discussion of the incident, the following suggestions were made:

Railing on the north steps will be investigated by Susan.

The protocol for attending to accident victims will be discussed with staff, including not moving an accident victim.

A Risk Management procedure needs to be investigated.

COMMITTEE REPORTS

FINANCE:

Motion to authorize the withdrawal of \$60,000 from the Smith Barney Operating Fund and depositing it into the regular checking account for regular operational expenses was made by Lynne, seconded by Dele. Unanimously approved.

Motion to authorize the payment of Ivy Partners invoice #329 in the amount of \$2,074.50 for Advisory Committee facilitation per proposal of Oct. 23, 2008 and Board resolution of Nov. 12, 2008 was made by Lynne, seconded by Judy. Unanimously approved.

A suggestion was made from the Smith Barney account rep to Kevin concerning moving funds from the Money Market fund with ½% interest to CD's which are collecting up to 3% interest at this time.

BUILDING AND GROUNDS: No report

PLANNING COMMITTEE: Lynne reported that the committee has met and is working on a different presentation of the annual report. Susan will have a completed draft for the next committee meeting which is scheduled for April 15th at 5:30pm at the Library.

The advisory group progress will be discussed later in this meeting.

NOMINATIONS and ELECTIONS:

Pat reported that as she is running for a trustee position, she is excluding herself from the committee. However she asked that clarification be made on the eventuality of a tie vote. **Motion** that in the eventuality of a tie vote of the ballot election process, the decision will be made on drawing the straw, was made by Dele, seconded by Dona. Unanimously approved.

Verified petitions: Seven petitions for being placed on the ballot for the annual elections to the board of trustees were received and validated.

Ballot Positions: were determined by draw from hat and the result are as follows: (1) Dale A. Swindon (2) Carole H. Patterson (3) Colleen M. McKenna (4) Sean McQuillan (5) Patricia I. Cammarata (6) Jamie Bragg (7) Alan J. Worgo

PERSONNEL

Pat reported that the committee met and reviewed S.M.A.R.T. goal format with Susan.

LOCAL HISTORY: no report

FRIENDS OF THE SWAN LIBRARY: The 501 c 3 is official and the funds from the Special Purpose Account have been transferred. Kevin verified that Patty Hayles will include the audit of the Friends with the Library.

Old Business

The Library Levy Proposition wording will be placed on the School Ballot as we requested.

Kevin was asked by the school board to follow-up with them concerning brainstorming ways to work with the library for programming. Susan will contact Sue Starkweather.

New Business

Motion to authorize the President, Kevin Doherty, to sign an amendment to the Retainer Agreement with Woods, Oviatt to reflect the change in the principal attorney from Mr. Malgieri to Mr. Tierney, was made by Lynne, seconded by Pat. Unanimously approved.

Library Programs: Lynne, and others, heard comments from the community on the overcrowding in the children's library with the Max program. Approximately 150 children attended. Given the popularity of these costumed programs, it is strongly recommended by the board that the programs be held elsewhere. Susan agreed to move these programs out.

ITEMS RELATING TO POTENTIAL BUILDING PROJECT

Albion Betterment Committee has been given supporting paperwork for their review, however they do understand that due to the prevailing wage issue, we probably cannot do a joint building venture.

The Advisory Committee will have a special meeting tomorrow to discuss changes in the spreadsheet resulting from some information acquired after their last recommendation to the board to see if it requires any change in the recommendation.

Kevin reported that board members received an email copy of the 38 page proposed Purchase Offer prepared by the attorneys after last month's directive from the Board.

Motion to authorize president to send details of the potential Pilon purchase offer to attorney for review, comment, and format as was done with the Martillotta potential offer was made by Lynne, seconded by Mary Anne. Unanimously approved.

Discussion that the Martillotta's be given the same courtesy of review of the project as was given to the Pilon's.

Motion to authorize the Director and President to sketch out Request for Proposal for Architect Services, to be forwarded to attorney for review and comment was made by Pat, seconded by Mary Anne. Approved Yes-9 No-0 (Judy left meeting)

Motion to adjourn the meeting at 9:15pm was made by Linda, seconded by Dona. Approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY
BOARD of TRUSTEES MEETING OF MARCH 11, 2009
SWAN LIBRARY
7PM

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

Excused: Fran Lissow, Judy Christopher, Mitzy Peglow

Guests: Mike McFarland, Roger LaMont, Alan Worgo, Charlene Bloom, Gary Derwick, Gary Kent, Grace Kent, Carol Patterson, Jan Southcott, Cheryl Mowatt, Susan Gaylard

The regular meeting of the Board of Trustees of the Swan Library was called to order at 7:00pm by President Kevin Doherty. The proposed agenda was reviewed and additions were suggested. Motion to approve the proposed agenda with corrections was made by Dona, seconded by Dele. Approved.

PUBLIC FORUM: Kevin welcomed members of the public in attendance and asked if anyone had any initial comments. None offered.

Correspondence folder circulating with a note from Cheryl Mowatt which will be addressed later and some estimates for cleaning, which will be discussed later in the meeting.

MINUTES: Motion to approve the February 11, 2009 minutes was made by Dona, seconded by Linda. Approved.

Motion to approve the March 10th, special meeting minutes as submitted was made by Terry-Lynn, seconded by Dona. Approved.

DIRECTOR'S REPORT: attached to board packet.

NYState Annual Report for Library Certification report was handed out to the board for its review. **Motion to Certify the NY State Report** as presented was made by Lynne, seconded by Mary Anne. Unanimously approved. Yes-8 No-0

Albany Lobby Day: Susan and Terry-Lynn attended the Lobby Day in Albany yesterday. Terry-Lynn found it to be informative.

TREASURER'S REPORT:

Motion to approve the February report was made by Lynne, seconded by Pat. Unanimously approved.

FINANCE COMMITTEE:

Annual Audit: Kevin provided Board with copies of the Annual Audit 2008 for review. He discussed that there were some leftover recommendations from the management letter of 2008 concerning the separation of duties in Payroll and that the Fixed Asset records may not have any adjustments made to our current practice. There were no new suggestions made for this review.

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

Motion to pay Ivy Partners invoice #325 in the amount of \$1,879.80 for Advisory Committee facilitation per proposal of October 23, 2008 and Board resolution of November 12, 2008, directly from the Smith Barney Building Fund, was made by Lynne, seconded by Dele. Unanimously approved.

*Note: IVY invoice #323 was authorized for payment last month, but the draw was not ordered. It will, however, be added to this payment.

BUILDING AND GROUNDS

Susan solicited three cleaning proposals for the library. Two were from commercial cleaning companies, a third from Laurie Goth. Mary Anne researched names of local individuals who cleaned local businesses. Discussion occurred to qualify what service we are seeking. It is the Board's understanding that we are looking for a major cleaning of the library twice a year. Susan will prepare a side by side proposal for the Board review for the next meeting.

PLANNING COMMITTEE

Lynne asked that chairs of the committees provide key points they would like to see added to the annual report.

The Advisory Committee will be meeting to establish a time line for the Board for the building project.

NOMINATIONS AND ELECTIONS

Ads will be placed in the Pennysaver this week and the Press Releases will be placed in the Journal for individuals to obtain petitions and timeline for running on the board.

PERSONNEL

Pat reported that the evaluation of Library Director was completed and they are moving closer to utilizing S.M.A.R.T. goal format for reviews.

Cheryl Mowatt is currently is covered with the Library Health Insurance. She is going to be eligible for Medicare. **Motion** to authorize the Swan Library to pay 80% share of the MVP Gold Plan as qualified per policy was made by Pat, seconded by Mary Anne. Unanimously approved.

LOCAL HISTORY did not meet.

FRIENDS OF SWAN LIBRARY

501 c 3 has been sent. March 17th is the Swan Library's 109th Birthday Celebration. Board Members invited for Cake. The Friends are also selling shamrocks for the Celebration and there will be a Book Sale.

OLD BUSINESS

Kevin presented a summary of payments from the Smith Barney Building Fund to show a tracking of the Dunckel Money. Mary Anne asked this report be provided quarterly.

Lynne reported the response from Dr. Ada Grabowski, Superintendent of Albion Schools, on the library's request to distribute a monthly calendar of events provided by the library to elementary students to take home. She stated that in consultation with the attorney, letting the library "advertise" its programs would open the door for other, possible controversial programs to request "advertising", therefore she does not allow anything "non-school" related to go home.

NEW BUSINESS

Motion to receive the Report of the Advisory Committee as presented to the Board of Trustees at a Special Meeting on March 10, 2009 was made by Dele, seconded by Pat. Approved Yes-8 No-0

Next Steps: Bill Wickham, Kevin and Susan will present the Advisory Committee Report to staff tomorrow.

Kevin stated he would work with Bill to prepare a Press Release for the front desk, however the Board wishes to hold off a little longer, until we have a contracted purchase price for the property prior to announcing this as being our accepted plan.

Motion to have Kevin, Terry-Lynn and Roger initiate a firmed purchase price from the Martillotta's was made by Linda, seconded by Terry-Lynn. Unanimously approved.

OTHER PUBLIC COMMENT FROM THE PUBLIC

ABC representatives Gary Derwick and Gary Kent asked if the Board/Advisory Committee discussed the letter they sent concerning working with them for a Senior Center to coincide with the building project. **Response:** Letter had been referred to the Advisory Committee, who attempted to contact Gary Kent. It was felt that unless there was a completed plan on the part of ABC to show its funding for building and its “sustainability”, we could not enter into a joint venture, given that our own project is being reduced due to financial restrictions at this time.

Staff concerns for the selection of choosing someone to clean the library in light of the fact that there have been some thefts and the report in the paper of the library having artifacts was expressed by Grace Kent.

Motion to adjourn the meeting at 9:25pm was made by Dona, seconded by Mary Anne.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF FEBRUARY 11, 2009

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Mary Anne Braunbach, Terry-Lynn Corrigan, Dele Theodorakos, Mitzy Peglow, Library Director Susan Rudnicki

Excused: Fran Lissow, Judy Christopher, Dona Scharping, Linda Smith

Guests: Charlene Bloom, Jan Southcott, Michelle Watt, Grace Kent

President Kevin opened the meeting at 7:05pm.

Motion to adopt the proposed agenda was made by Mitzy, seconded by Mary Anne.

Public Forum: Jan Southcott urged Board to not build a smaller library than proposed.

Correspondence folder is circulating.

MINUTES: Motion to approve the minutes of the January 14, 2009 was made by Mitzy, seconded by Dele. Unanimously approved.

DIRECTOR'S REPORT: attached report in Board packet

Susan updated the Board on the Adult Literacy Grant and the Parent/Child Grant. These are 2 year grant periods and she feels she will only have time to monitor one of them. They are due March 1st and require collaborative efforts with other agencies.

Spring Cleaners: Mary Anne reminded us that Susan was supposed to be getting information on locating a commercial cleaner to do spring and fall cleaning of the library. Mary Anne will check with local merchants on who they use and the Board asked that Susan contact the other area libraries for information.

TREASURER'S REPORT: Motion to accept the January 2009 Treasurer's Report was made by Lynne, seconded by Terry-Lynn. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Kevin reported:

Dunkel fund itemized report not printed. He hopes to have it next meeting.

Annual Audit Update: Patty Hales requested Board members to have a filed Conflict of Interest statement on file.

Motion to authorize the draw of \$40,000 from the Smith Barney Operating Fund for payment of regular expenses through the end of January was made by Pat, seconded by Mary Anne. Unanimously approved.

Motion to pay Ivy Partners invoice 323 in the amount of \$1,814.90 for the facilitation of the Advisory Committee per proposal of Oct. 23, 2008 and Board Resolution of Nov. 12, 2008 was made by Lynne, seconded by Mitzy. Unanimously approved.

Building and Grounds: Susan reported that Joe Baker is working on back porch railing and sealing gap between building and back porch roof where a water leak was created by snow and ice. Gutter work is out for estimates.

Planning Committee:

Advisory Committee Update: Kevin reported that the Board and the Advisory Committee received a memo from the Albion Betterment Committee reminding us that they would like to be a part of the library project and support purchasing Dales. This memo has been referred to the Advisory Committee to respond.

Kevin also presented the Board with a press release prepared for publication with the Board's review to announce members of the advisory group and to let the community know that we are still working on the library building project.

Lynne reported that the Planning Committee did not meet in January, and the next meeting is changed from February 17th to the 18th.

Nominations and Elections:

Motion to adopt the revised Election Protocol with addition of protocol to require "verifiable proof of voting eligibility" was made by Pat, seconded by Dele. Unanimously approved.

Personnel: Pat provided the Board with a monthly report from the meetings. They are continuing work on the re-drafting of the Personnel Manual, Library Policy Manual and Service Procedure Manual.

Draft of Adult Volunteer Coordinator Job Description handed out for review.

Local History: No Report

Friends of Swan Library: Mary Anne reported that the Friends have had an election of officers. Mary Anne remains President and Terry-Lynn was elected Secretary/Treasurer.

OLD BUSINESS:

Self Login System: Jeff Boyce is putting a "help button" down to Charity's office if help is needed.

Legal Issue Updates: Pat Malgeri has left Woods, Oviatt and Gilman. Steve Tierney is our new lawyer there. A letter of finding was sent to the library regarding the wording on the Tax Levy Resolution, Overtime and Tax Scenarios as described by the Advisory Committee in regard to prevailing wage.

Change in Hours: One patron commented "negatively" to closing on Sunday.

NEW BUSINESS:

The following resolution was approved as requested by Senator Maziarz for funding library projects:

Resolution: The Board of Trustees resolves to seek support for the Swan Library Building Project by soliciting letters of support from our local community leaders. These letters of support will be used to bolster grant applications that the Swan will be seeking for support of the building project once the parameters for that project have been decided.

Moved by: Mary Anne Braunbach Seconded by: Mitzy Peglow

Vote: 7 in favor: Opposed: 0 Abstained: 0

Adopted on: February 11, 2009 by the Swan Library Board of Trustees

Annual Report format: Discussion suggesting expansion and redesign of the budget tri-fold report and possible insertion into the Pennysaver was discussed. Referred to the Planning Committee for review and suggestions.

NIOGA budget cuts: Board members signed letters to Assemblyman Steve Hawley and Senator George Maziarz petitioning them to keep library funding a priority.

PUBLIC FORUM:

Staff Members Grace Kent and Michelle Watt expressed concern over a decrease in attendance at school age programs since the school no longer allows us to send program information home with the students.

Motion to authorize Lynne to draft a letter to the school asking for a waiver to allow the Swan Library to provide all students with take home announcements of the monthly events was made by Pat, seconded by Mary Anne. Unanimously approved.

Lynne will contact Dona, as school representative to the Board and will also plan on attending the March School Board meeting for any clarification.

ADJOURN: Motion to adjourn at 9:16pm was made by Mitzy, seconded by Terry-Lynn. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES
MEETING OF JANUARY 14, 2009

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

President Kevin opened the meeting at 7:00pm.

Motion to adopt the proposed agenda was made by Lynne, seconded by Dele.

Correspondence folder: Fran Lissow sent a letter of resignation from the Board effective at the May 4, 2009 meeting.

MINUTES: Motion to accept the December 10th minutes adding Dona to the present list was made by Judy, seconded by Terry-Lynn. Approved unanimously.

DIRECTOR'S REPORT: Included in Board packet. Noted a donation of a number of genealogy books which are being bar-coded and will be available for use.

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

FINANCE REPORT:

Annual Audit Update: Patty Hayles will be meeting with the Finance Committee in February to begin state report.

2009 Budget Revision: Kevin announced that the Finance Committee has reviewed the previously approved budget for 2009 and proposed decreases in the projected salary line item and related fees as well as the Sick Time Bank line item reflection of no expenditure for 2009, one time only as this account is currently funded at its maximum. The result would be to incur a 0% tax levy increase. This would also hopefully show prudent fiduciary responsibility on the part of the library.

Motion to approve the adjusted 2009 budget for \$546,165 was made by Pat, seconded by Lynne. Unanimously approved.

Motion to authorize the draw of \$40,000 from the Smith Barney Operating Fund for regular expenses to be paid through the end of January was made by Judy, seconded by Dele. Unanimously approved.

Motion to authorize payment to Barkstrom and LaCroix for additional copies of a feasibility study directly from the Smith Barney Building Fund for \$200 was made by Lynne, seconded by Mitzy. Unanimously approved.

Motion to authorize payment to Ivy Partners for invoice #321 for \$1,819.03 directly from the Smith Barney Building Fund was made by Lynne, seconded by Dele. Unanimously approved.

Payment for the Boardmanship Training was authorized on November 12, 2008 to be paid from line 6992-Contractual Expense. Bill for \$1,911.47 was received.

Kevin also reported that the discrepancy in the wording of the Swan budget resolution, which is placed on the Albion School's voting machines, has been cleared up. Patrick Malgieri will forward recommended language prior to the February deadline. The Albion Schools have been party to the conversations and are amendable to the adjustment.

The question of scheduling a regular work day in excess of 8 hours has been referred to a labor law partner and a written response is expected prior to the February Board meeting.

The answer to a question raised by the Advisory Committee about property taxes on a lease-to-own project is the same as when the subject was raised in September 2007. The initial criteria for taxable status is the title holder. If a developer holds title to the property in a lease-to-own, regardless of design/build status, the parcel must be taxable.

BUILDING and GROUNDS

Pat reported that she recalled the Board requesting that Susan find a cleaning contractor for heavy spring and fall cleaning of the library, not just the routine pick up and vacuum duties. Also, the back steps were painted but without sand in the paint, therefore they are very slippery. Building and Grounds will rectify the problems.

PLANNING COMMITTEE:

Motion to adopt the 5-Year Plan as presented to the Board was made by Lynne, seconded by Dona. Unanimously approved.

Advisory Committee update: Lynne and Kevin reported the committee visited the Victor Library and have also anticipated a February meeting with the Board to present their recommendations.

NOMINATIONS and ELECTIONS:

Pat presented a proposal for adopting an absentee ballot protocol. The Board asked the committee to revise it as a home delivery ballot, eliminating the absentee ballot option.

PERSONNEL:

Motion to adopt the Patron Code of Conduct Policy with discussed corrections was made by Judy, seconded by Dona. Unanimously approved.

Motion to close the library on Sunday's and to extend the Saturday hours from 10-2 to 10-3 effective February 1, 2009 was made by Dona, seconded by Terry-Lynn. Unanimously approved

Personnel committee will be reviewing the protocol for closing the library due to weather. In the meantime, the Board advised Susan to notify Kevin prior to making the decision to close.

LOCAL HISTORY: No Report

BY-LAWS: No Report

EXECUTIVE SESSION:

Motion to move to executive session at 9:10pm was made to discuss one or more employees who could be readily identified through that information, was made by Dona, seconded by Linda.

Motion to move to regular session was made at 9:40pm by Lynne, seconded by Terry-Lynn. Unanimously approved.

ADJOURNMENT:

Motion to adjourn the meeting at 9:42pm was made by Dona, seconded by Dele. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary