

SWAN LIBRARY TRUSTEES  
MEETING OF DECEMBER 8, 2010

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

Excused: Judy Christopher, Mariadele Theodorakos

---

President Kevin Doherty opened the meeting at 6:33pm. Motion to approve the agenda as presented was made by Lynne, seconded by Carole. Approved.

#### ITEMS RELATED TO BUILDING PROJECT

Kevin reported that the final plans are being submitted to the Village and 4 contractors have been given the plans and specifications. The board should receive a recommendation in January. The Capital Campaign is closing in on 60% of the goal for the fund raising.

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Building Fund :

A check to IVY Partners for invoice 412 for \$4172 for regular services and mileage was made by Lynne, seconded by Dona. Approved Yes-9 No-0

A check to King and King for \$18,240 as recommended by the Building Committee Chair for invoice 18426 for \$11,400 and invoice 18522 for \$6,840 was made by Dona, seconded by Lynne. Approved Yes-9 No-0

#### NEW BUSINESS

**End of Year Distribution:** Payment to all full and regularly scheduled part-time employees of 3% of their annual gross salary and a \$75 holiday bonus for each full and regularly scheduled part-time employee was made by Mary Anne, seconded by Linda. Approved Yes-9 No-0

Discussion for the Personnel Committee to review and make recommendations to the board on the Policy governing the Employee retirement program within 6 months.

**Computer Filters:** a concern over patron's viewing of inappropriate sites was brought up and the board requested that Susan contact NIOGA concerning the use of filters on the computer. Susan to make report at next board meeting.

**MINUTES:** Motion to approve the November 2010 minutes as submitted was made by Linda, seconded by Dona. Approved Yes-9 No-0

**TREASURER'S REPORT:** Motion to accept the Treasurer's Report as submitted was made by Lynne, seconded by Colleen. Approved Yes-9 No-0

**DIRECTOR'S REPORT:** in board packet

#### COMMITTEE REPORTS

Finance Committee: (Linda, Tres., Lynne, Colleen)

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Operating Fund, \$75,000 for payment of regular bills and end of year expenses was made by Mary Ann, Seconded by Dona. Approved Yes-9 No-0

**Motion** to amend the transfer authorization made at November meeting from the First Niagara joint account to the MSSB Building Fund from \$45,669.81 to \$45,691.12 to reflect the interest posted to that account was made by Mary Anne, seconded by Dona. Approved Yes-9 No-0

**Budget 2011**

**Motion** to authorize a 2% across the board salary increase for staff (not the director) was made by Linda, seconded by Mary Anne. Approved Yes-9 No-0

It is requested that Susan establish a metric by April 2011 for criteria on granting raises for employees.

Building and Grounds: (Mary Anne, Dona and Carole)

Carole completed the Disaster Plan Check-list and noted the Trash Room needs to be cleaned out and a Broken Pipe requires fixing.

Snow Preparedness: Susan said we were ready for snow, it was suggested that the back entrance steps were very slippery and the storm door swings open with the wind. It was also suggested that there be a better view of the snow chain in front, maybe a sign to indicate that the steps are closed for the winter.

Personnel: (Dele, Mary Anne and Pat C) No report

Local History: (Dele, Pat W, Carole) No report

Planning/Risk Management: (Lynne, Linda, Pat W) Review Trustee self-assessment next month

By-Laws: Trustees asked that an updated copy of the by-laws be distributed after last months changes

Nominations/Elections: no report

**OTHER REPORTS:**

Friends of Swan Library: Mary Anne reported that the Tasty Treats program was held. Donna Wolcott will be selling jewelry/scarves, etc. at the library in February with profit going to the Friends.

**THE NEXT MEETING:** Board of Trustees Meeting on January 12, 2011 at 6:30pm

**ADJOURNMENT:** Motion to adjourn the meeting at 8:30pm was made by Dona, seconded by Colleen. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF NOVEMBER 10, 2010

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

Absent: Judy Christopher

---

President Kevin Doherty opened the meeting at 6:30pm. Motion to approve the agenda as presented was made by Lynne, seconded by Linda. Approved.

**ITEMS RELATED TO BUILDING PROJECT**

Kevin updated the board on the progress of the Approval of the County Planning Board. Progress is also being made by the other committees.

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Building Fund a check to IVY Partners for invoice 409 for \$4,172.00 was made by Lynne, seconded by Dona. Approved Yes-10 No-0

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Building Fund a check to Woods Oviatt for invoice 206289 for \$1,100.00 was made by Lynne, seconded by Linda. Approved Yes-10 No-0 (Lynne asked that this be noted that the entire amount related to telephone conversations with the Attorney of the Village Planning Board with concerns over the approval of the proposed plans)

MINUTES: Motion to approve the October 2010 minutes as submitted was made by Mary Anne, seconded by Dona. Approved Yes-10 No-0

TREASURER'S REPORT: Motion to accept the Treasurer's Report as submitted was made by Lynne, seconded by Pat C. Approved Yes-10 No-0

DIRECTOR'S REPORT: included in Board Packet.

**COMMITTEE REPORTS**

Finance Committee

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Operating Fund, \$40,000 for payment of regular bills was made by Lynne, seconded by Colleen. Approved Yes-10 No-0

Line 1280 on the Balance Sheet for the Money Market-EmployeeBenefit/Capital Project has been identified as a combination of the Employee Sick Time Benefit and funds previously directed for the Capital Campaign. It has been suggested that these two funds be separated and therefore a:

**Motion** to authorize the transfer of \$45,669.81 of the prior Capital Fund monies from the First Niagara Money Market account, line item 1280, to the Morgan Stanley

Smith Barney Building Fund (1300-Investments #1262) was made by Linda, seconded by Colleen. Approved Yes-10 No-0

**Motion** to authorize Linda Smith, Treasurer, as Chair of the Finance Committee to execute the Letter of Intent for the 2010 audit at the same rate as 2009, \$4,500 was made by Pat C, seconded by Lynne. Approved Yes-10 No-0

**Motion** to submit the Ivy Partner bill for \$874.00 for printing of a capital campaign brochure to the Capital Campaign Committee for payment was made by Dona, seconded by Colleen. Approved Yes-10 No-0

**Motion** to authorize the president to execute the electronic filing certification for the 2009 IRS form 990 was made by Pat C, seconded by Linda. Approved Yes-10 No-0

**Conflict of Interest** documents were signed and returned to Susan for filing. It is suggested that this review occur at the re-organizational meetings each May.

**ALL FINANCIAL AND TAX DOCUMENTS ARE AVAILABLE FOR PUBLIC INSPECTION THROUGH THE OFFICE OF THE LIBRARY DIRECTOR.**

Building and Grounds: (Mary Anne, Dona and Carole) No meeting

Personnel: (Dele, Mary Anne and Pat C)

Met on October 19<sup>th</sup> and reviewed the Health Insurance Policy. No changes from the current plan are anticipated.

Local History: (Dele, Pat W, Carole) The sub-committee to review possible solutions to the use of the Burrows Mansion met.

Planning/Risk Management: (Lynne, Linda, Pat W)

**Motion** to approve Policy 3.3 was made by Mary Anne, seconded by Carole. Approved Yes-10 No-0

*Policy 3.3 Duties and Responsibilities of the Swan Library Board Members of the Board of Trustees shall receive and abide by the duties and responsibilities for Board, Officers and Standing Committees attached. Attachment to be included with information given to potential Trustees (See Nominations and Elections Committee)*

The 2010 Board of Trustee Self-Assessment was conducted and a compilation of results was provided to the Trustees. There will be a discussion at the end of the meeting.

By-Laws: **Motion** to eliminate the wording of Article I (6) and replace it with the following was made by Carole P, seconded by Dona. Approved Yes-10 No-0

*Article I (6) Unexcused absence from three consecutive meetings shall result in Board deliberation of an appropriate course of action. The Board will discuss and then decide by majority vote from the following options: approved leave of absence, letter of resignation or dismissal, depending on the circumstances. The President shall then inform the involved trustee in writing, the course of action that shall be taken. For a leave of absence, a letter must be submitted by the requesting trustee specifying their reasons and the amount of time needed. A leave of absence is defined as an approved leave up to 6 months as allowed by the trustee's remaining term of office.*

Nominations/Elections: no report

**OTHER REPORTS:**

**Friends of Swan Library:** reported on a successful Art-by-Inches fund raiser and reminded trustees of the Tasty Treats fund raiser on December 2<sup>nd</sup>.

**Swan/Eastman Music:** Dele reported that they are interested in a concert to celebrate ground breaking, capital campaign, etc.

**Adult Volunteer Coordinator:** Charity will be meeting with the Adult Volunteer Coordinator at the Richmond Library in Batavia next week.

**THE NEXT MEETING:** Discussion of the Board self assessment at the December meeting.

**ADJOURNMENT:** Motion to adjourn the meeting at 9:15pm was made by Dona, seconded by Colleen. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF OCTOBER 13, 2010

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Mariadele Theodorakos, Carole Patterson, Linda Smith, Mary Anne Braunbach, Pat West, Judy Christopher, Dona Scharping, Library Director Susan Rudnicky  
Excused: Colleen McKenna

---

Vice-president Pat Cammarata opened the meeting at 6:36pm. President Kevin Doherty will be late. Motion to approve the agenda as presented was made by Dona, seconded by Linda. Approved.

Motion to defer the items relating to the building project until Kevin comes in was made by Lynne, seconded by Dona. Approved

MINUTES: Motion to approve the September minutes as submitted was made by Pat C, seconded by Mary Anne. Approved Yes-9 No-0

TREASURER'S REPORT: Motion to accept the Treasurer's Report as submitted was made by Linda, seconded by Dona. Approved Yes-9 No-0

DIRECTOR'S REPORT: in board packet. No additional comment

President Kevin Doherty assumed presiding over meeting at 6:58pm.  
**ITEMS RELATED TO BUILDING PROJECT**

Village Planning Board and Code Enforcement Officer have received the plans from the architect to include the additional parking spaces as requested. The building is on the agenda for next week.

Some discussion over the additional charges that may be pending from the architects for the work incurred as a result of the Village Planning Board review occurred.

The New Building Committee met last night interviewing two contractors (Manning, Squires and Henning and Allied)

The Campaign Finance Committee has been instructed to create a cash flow statement for the Trustees.

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Building Fund :

A check to IVY Partners for invoice 405 for \$4233 for regular services and mileage was made by Lynne, seconded by Linda. Approved Yes-10 No-0

A check to Woods, Oviatt for Invoice 204400 for \$375 was made by Linda, seconded by Judy. Approved Yes-10 No-0

A check to the Village of Albion to reimburse them for Metzger Engineering services for the review of the Swan Planning Board proposal for \$1244.05 was made by Pat C, seconded by Mary Anne. Approved Yes-10 No-0

**COMMITTEE REPORTS**

Finance Committee

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Operating Fund, \$40,000 for payment of regular bills was made by Lynne, seconded by Linda. Approved Yes-10 No-0

The library has received and deposited the tax levy check from the school for \$560,324 and it has been deposited, in full, into the MSSB Operating Fund.

Building and Grounds: (Mary Anne, Dona and Carole)

Mary Anne reported that Mike Jessmer has fixed the chimney for \$400. The committee is researching if the storm water drainage problem might be helped with outdoor grading. Judy mentioned that the back porch was looking like it needed some paint. The committee will follow-up.

Personnel: (Dele, Mary Anne and Pat C)

The committee has reviewed the staff job descriptions and has consolidated approx. 15 different job duties into approx. 8 descriptions. Trustees were given the new job descriptions to place in their board books.

Last month the Personnel Committee was asked to review the by-law Article I (6). The recommended change is to eliminate Article I (6) and to replace it with the following wording:

“Unexcused absence from three consecutive meetings shall result in Board deliberation of an appropriate course of action. The Board will discuss and then decide by majority vote from the following options, approved leave of absence, letter of resignation or dismissal, depending on the circumstances. The President shall then inform the involved trustee in writing, the course of action that shall be taken. For a leave of absence, a letter must be submitted by the requesting trustee specifying their reasons and the amount of time needed. A leave of absence is defined as an approved leave up to 6 months as allowed by the trustee’s remaining term of office.”

Local History: (Dele, Pat W, Carole)

Susan reported that she and Carole had met and determined that the building re-use committee would meet on the 3<sup>rd</sup> Tuesday of each month at 3:30. Pat C. and Mary Anne stressed that the community is really concerned about the future of the current building and a decision as soon as possible needs to be made.

Planning/Risk Management: (Lynne, Linda, Pat W)

The committee has been concerned that a fire drill be conducted this month. Susan indicated there would be one on Friday. The committee is completing the matrix for the board self evaluation.

By-Laws: no report

Nominations/Elections: no report

**OTHER REPORTS:**

Friends of Swan Library

Mary Anne is happy with the success of the Mum/Book Sale and the Art by Inches sale which is going on right now. Tasty Treats will be in December and recipes are being solicited.

**OTHER BUSINESS RELATING TO THE BUILDING PROJECT**

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Building Fund :

A check for King and King for invoice 18299 for \$22,800 per contract for 60% mark was made by Dona, seconded by Lynne. Approved Yes-9 No-0 (Pat W had left mtg.)

Checks to King and King for additional engineering costs of Invoice 18300 from SEQRA for \$3,500 and Invoice 18926 from SPDES for \$1,375 was made by Pat C and seconded by Dona. Approved Yes-9 No-0

THE NEXT MEETING: NOVEMBER 10, 2010 6:30pm

ADJOURNMENT: Motion to adjourn the meeting at 9:20pm was made by Mary Anne, seconded by Carole. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary



SWAN LIBRARY TRUSTEES  
MEETING OF SEPTEMBER 8, 2010

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Mariadele Theodorakos,  
Carole Patterson, Linda Smith, Colleen McKenna, Pat West, Mary Anne  
Braunbach, Library Director Susan Rudnicky  
Excused: Judy Christopher, Dona Scharping  
Guest: Tom Rivers, Batavia Daily News

---

President Kevin Doherty opened the meeting at 6:33pm. Motion to approve the agenda as presented was made by Lynne, seconded by Linda. Approved.

Attendance: Recommendation made by board to contact Judy, Dona and Mike Bonafede concerning the continued absences. Suggestion to review by-law concerning extended absences and examine possibility of making recommendations for leaves. (Pat C. will review and make recommendation)

#### ITEMS RELATED TO BUILDING PROJECT

Kevin updated the board on the progress of the Village Planning Board's approval of the new site. The architects have been instructed to add in the additional parking places in the south-west corner of the plan.

Kevin also expressed concern that as the projected quote has come in for the current concept, that there is a difference in what we have budgeted and the final project.

MINUTES: Motion to approve the August 11<sup>th</sup> minutes as submitted was made by Linda, seconded by Colleen. Approved Yes-9 No-0

TREASURER'S REPORT: Motion to accept the Treasurer's Report as submitted was made by Dele, seconded by Carole. Approved Yes-9 No-0 (check item 6100)

NEW BUSINESS (changed to this part of meeting for fluidity this month)

Trustee Relationship at this very busy time of a capital project must be a priority of the board.

**Motion** to have a member of each board committee, adhoc committee and new building committee submit an email to every board member within 24 hours of the meeting to include the attendance at the meeting and a summary of the meeting was made by Mary Anne, seconded by Pat C. Approved. Yes-9 No-0

Board Evaluation will be under the direction of the Planning Committee, In-service or training issues will be reviewed through the Finance Committee.

DIRECTOR'S REPORT: included in Board packet

#### COMMITTEE REPORTS

##### Finance Committee

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Operating Fund, \$20,000 for payment of regular bills was made by Lynne, seconded by Linda. Approved Yes-9 No-0

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Building Fund :

A check to IVY Partners for invoice 400 for \$4233 for regular services and mileage and to ask for explanation of the remainder of the invoice for \$874 was made by Pat C., seconded by Dele. Approved Yes-9 No-0

A check to Stu Brown (LaBella) for invoice 44297 for \$1500 for payment the USDA Grant pre-application work Lynne, seconded by Mary Anne. Approved Yes-9 No-0

Building and Grounds: (Mary Anne, Dona and Carole)

Kevin reported to committee that his discussion with Dale Brooks of the Village DPW ended with Dale stating that the Village had no financial responsibility to repair the storm sewer drainage problem. The committee will pursue estimates and information on fixing the problem which causes flooding in the Children's Library.

Personnel: (Dele, Mary Anne and Pat C)

No report. Next mtg. Sept. 16<sup>th</sup> 9:30am

Local History: (Dele, Pat W, Carole)

No report. Next mtg. Sept. 14<sup>th</sup>, 3:30pm

Planning/Risk Management: (Lynne, Linda, Pat W)

No report. Next mtg. Sept. 20<sup>th</sup>, 6pm

By-Laws:

Personnel to review Leave of Absence by-law

Nominations/Elections: no report

OTHER REPORTS:

Friends of Swan Library: getting ready for Mum Sale and Art-by-Inches Fundraiser

Ag Exemption: on hold

Shared Programming: Preparing for Open House's at Schools.

Adult Volunteer Coordinator: No report

**Swan/Eastman Music:** Dele reported that they are interested in a concert to celebrate ground breaking, capital campaign, etc.

EXECUTIVE SESSION:

**Motion** to enter into executive session for the purpose of discussing the (f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation) at 8:37pm was made by Pat, seconded by Mary Anne. Approved Yes-9 No-0

**Motion** to adjourn the executive session and continue with the meeting at 9:43pm was made by Linda, seconded by Colleen. Approved Yes-9 No-0

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Building Fund a check for King and King for invoice 17704 and 17787 totaling \$57,000 per contracted amount at 50% of contract, was made by Linda, seconded by Colleen. Approved Yes-9 No-0

THE NEXT MEETING: October 13, 2010 at 6:30pm

ADJOURNMENT: Motion to adjourn the meeting at 9:45pm was made by Colleen, seconded by Pat C. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF AUGUST 11, 2010

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Mariadele Theodorakos, Carole Patterson, Linda Smith, Colleen McKenna, Mary Anne Braunbach, Library Director Susan Rudnicky

Excused: Judy Christopher, Pat West, Dona Scharping

Guest: Roger LaMont

---

President Kevin Doherty opened the meeting at 6:35pm. Motion to approve the agenda as presented was made by Lynne, seconded by Linda. Approved.

Attendance: Motion to approve a medical absence for Judy Christopher was made by Lynne, seconded by Pat C. Approved

**ITEMS RELATED TO BUILDING PROJECT**

Campaign Finance Committee: Report made by Bill Reemtsen of LaBella (Stu Brown) who completed the USDA Community Facilities Loan/Grant. This is a three step process of making a pre-application, waiting for the bank to invite an application and then making the application for a letter of condition. The first part has been submitted.

Capital Campaign progress was reported by Roger LaMont who read an update letter from Bill Wickham of IVY Partners who reported that in spite of the usual "slow down" during summer months, the campaign is well underway with very aggressive goals being met.

The State Library Grant is being submitted after tomorrow's building committee meeting. Grace Kelly, who was our state contact has retired, but we think she has passed her enthusiasm for our project on to her successor.

Village Planning Board progress has been delayed this month because the Village Attorney had not been notified of the agreement to work out some parking issues and has gone on vacation. This also means we are not on the agenda for either the Village or County Planning Boards this month. Whereby this may stall the actual start date of the project, it should not affect the planned completion date.

Building Committee will be meeting tomorrow to hear a presentation by Hayner-Hoyt, which is a Managed Construction firm. They will also provide the committee with a better idea of the cost of our proposed building project.

*(At this time Pat C. had to leave the meeting leaving an attendance of 7 voting members)*

**MINUTES:** Motion to approve the July 2010 minutes as submitted was made by Mary Anne, seconded by Dele. Approved Yes-7 No-0

**TREASURER'S REPORT:** Motion to accept the Treasurer's Report as submitted was made by Lynne, seconded by Colleen. Approved Yes-7 No-0

**DIRECTOR'S REPORT:** in addition to the written report:

**Motion** to extend the AmeriCore position with a financial match of \$2200 for an additional 900 hours from September 1, 2010 to August 31, 2011 to be paid from Line Item

6992-Contractual Services was made by Mary Anne, seconded by Colleen. Approved Yes-7 No-0

Susan also reported that Barb Kyler has been working more than the 10 hours contracted for with filling in for Charity's maternity leave and the capital campaign work. **Motion** to authorize up to 14 hours per week for Barb Kyler until September 8<sup>th</sup>, retro to August 1<sup>st</sup>, and to be reviewed at the September Board of Directors meeting was made by Mary Anne, seconded by Carole. Approved Yes-7 No-0

## **COMMITTEE REPORTS**

### Finance Committee

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Operating Fund, \$40,000 for payment of regular bills was made by Lynne, seconded by Linda. Approved Yes-7 No-0

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Building Fund :

A check to IVY Partners for invoice 394 for \$4172 for regular services and mileage was made by Lynne, seconded by Linda. Approved Yes-7 No-0

### Building and Grounds: (Mary Anne, Dona and Carole)

Children's Library still being flooded during downpours. Kevin will meet with the Village Highway Supt. to discuss the Village responsibility to the drainage issue.

Mary Anne questioned if the new fence at the Dale's property was included in the plans for the new building. Also, Susan has been instructed to contact Mike Jessmer to look at the brick repair and capping of the chimney.

### Personnel: (Dele, Mary Anne and Pat C.)

No report

### Local History: (Dele, Pat W., Carole)

Digitization Project of the microfilm: cost from Northern Micrographics is about \$4,000. Susan will "try" them out with a small amount from the current budget and if satisfied will pursue writing a grant for the whole project.

### Planning/Risk Management: (Lynne, Linda, Pat W.)

Linda reported that some goals being pursued by the committee this year are developing a Board of Directors Self-Evaluation, separating Policy from Procedure, and the continuation of the review of Policy. A review of the Check-list for the Disaster Plan/Safety Plan showed that there were no fire drills conducted as scheduled.

### By-Laws: no report

### Nominations/Elections: no report

## **OTHER REPORTS:**

Friends of Swan Library: Mary Anne asked that the 6"x6" Art By Inches be delivered to the Library by Sept. 17<sup>th</sup>.

Ag Exemption: on hold

Shared Programming with Albion Schools: Preparing for Open House

Adult Volunteer Coordinator: no report

**Swan/Eastman Music:** Dele reported that the committee will be meeting soon and are still interested in a Christmas concert for Swan.

THE NEXT MEETING: September 8, 2010 6:30pm

ADJOURNMENT: Motion to adjourn the meeting at 8:55pm was made by Linda, seconded by Mary Anne. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF JULY 14, 2010

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Mariadele Theodorakos, Carole Patterson, Linda Smith, Colleen McKenna, Mary Anne Braunbach, Library Director Susan Rudnicky  
Excused: Judy Christopher, Pat West, Dona Scharping

---

President Kevin Doherty opened the meeting at 6:34pm. Motion to approve the agenda as presented was made by Mary Anne, seconded by Pat C. Approved.

Attendance: Motion to approve a medical absence for Judy Christopher was made by Pat C, seconded by Linda. Approved

#### ITEMS RELATED TO BUILDING PROJECT

##### Grants:

Motion to authorize the president to sign and submit the USDA preliminary grant application as prepared by Stu Brown's office for \$3.65M was made by Lynne, seconded by Colleen. Approved Yes-8 No-0

Motion to authorize the president to sign and submit to NIOGA for review for \$350,000 for site work, was made by Lynne, seconded by Linda. Approved Yes-8 No-0

##### Village of Albion Taxes:

Kevin reported that after investigation for clarification for taxes of the Village of Albion assessed against the old Dale's property which is now the new library site must be paid by the library. Motion to approve the payment of the taxes, paid on June 30, 2010 to the Village of Albion for previously assessed taxes of \$8,849.72 was made by Lynne, seconded by Linda. Approved Yes-6 No-2 (Colleen and Mary Anne)

MINUTES: Motion to approve the June 9<sup>th</sup> minutes as submitted was made by Mary Anne, seconded by Carole. Approved Yes-8 No-0

TREASURER'S REPORT: Motion to accept the Treasurer's Report as submitted was made by Lynne, seconded by Dele. Approved Yes-8 No-0

DIRECTOR'S REPORT: in addition to the written report, Susan wanted to inform the Board of her upcoming vacation from July 17-August 3.

#### COMMITTEE REPORTS

##### Finance Committee

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Operating Fund, \$40,000 for payment of regular bills was made by Lynne, seconded by Colleen. Approved Yes-8 No-0

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Building Fund :

A check to IVY Partners for invoice 389 for \$4172 for regular services and mileage was made by Lynne, seconded by Dele. Approved Yes-8 No-0

A check to IVY Partners for invoice 390 for \$3558 for payment for printing services was made by Lynne, seconded by Dele. Approved Yes-8 No-0

A check to Woods Oviatt Gilman for May attorney services of \$442 was made by Lynne, seconded by Colleen. Approved Yes-8 No-0

A check to Woods Oviatt Gilman for June attorney services of \$1250 was made by Lynne, seconded by Carole. Approved Yes-8 No-0

A check for King and King Architects for invoice 17619 for \$34,200 per contract was made by Mary Anne, seconded by Dele. Approved Yes-8 No-0

A check to D&J Quality Construction for \$995 for payment for the repair of the fencing at the new library site was made by Pat C, seconded by Lynne Approved Yes-8 No-0

Building and Grounds: (Mary Anne, Dona and Carole)

The committee wants to investigate the possible use of Girl Scouts or volunteers to clean up the rose bushes next to the building. Also suggested was weeding and trimming the corner of the new site bushes.

Personnel: (Dele, Mary Anne and Pat C)

The committee has begun discussion with Bene-Care for next year's impact on fees. They have also reported that this next year they would like to complete a salary schedule, as well as continue to work on job performance evaluations. They also suggested that the Planning Committee might take on developing a Board of Director's Self Evaluation.

Local History: (Dele, Pat W, Carole)

The committee reported that they wanted to possibly set up a subcommittee to further explore and reach out to possible group(s) to develop a museum for the current library building.

By-Laws: no report

Nominations/Elections: no report

Friends of Swan Library: Mary Anne reported that the Strawberry Festival Chair Auction was very successful. They are currently conducting a Fishing Charter Raffle.

**OLD BUSINESS**

Ag Exemption: on hold

Shared Programming: Preparing for Open House

Adult Volunteer Coordinator:

Consent Agenda: Board not interested in pursuing format at this time.

**Swan/Eastman Music:** Dele reported that they are interested in a concert to celebrate ground breaking, capital campaign, etc.

THE NEXT MEETING will have an update from the Campaign/Finance Committee on current funding plan.

ADJOURNMENT: Motion to adjourn the meeting at 8:15pm was made by Pat C, seconded by Mary Anne. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF JUNE 9, 2010

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Mariadele Theodorakos, Patricia West, Carole Patterson, Mary Anne Braunbach, Dona Scharping (late), Library Director Susan Rudnicky

Excused: Judy Christopher, Colleen McKenna, Linda Smith

Guests: Susie Gaylard, Eric Brown, Charlene Bloom, Tom Rivers

President Kevin Doherty opened the meeting at 6:35pm. Motion to approve the agenda as presented was made by Lynne, seconded by Pat C. Approved.

**Attendance:** Motion to excuse Judy Christopher for medical reasons was made by Lynne, seconded by Dele. Approved.

Items Related to Building Project

Eric Brown presented the revised site plan, construction plan and elevation drawings. Some members of the building committee will be going to Syracuse to view the library of materials for consideration on the project. With the Strawberry Festival coming up, discussion over presenting the current draft to the community was discussed. There will not be anyone from the building committee available to “field questions” but the community is getting “anxious” and with the plans being presented to the planning boards, a preliminary look by the community may help encourage potential excitement. Therefore, Kevin will contact King and King for a blow-up copy of the plans for display. It was strongly encouraged that staff and volunteers be instructed that the plans are not final.

**King & King Contract** is approved by attorney’s. **Motion** to authorize the president to sign the contract with King & King for architectural services was made by Lynne, seconded by Dele. Unanimously approved Yes-8 No-0

**Capital Campaign Account:** The finance committee recommended to the board that a checking account be established at the First Niagara Bank in Albion for receiving, depositing and tracking Capital Campaign contributions at the May 12, 2010 board meeting. Current banking regulations and practices now demand a specific resolution be adopted in an open meeting and certified by the Secretary to open the account. **Motion** to adopt the prepared resolution (attached) and authorize the secretary to certify the resolution was made by Mary Anne, seconded by Dele. Approved Yes-8 No-0

**MINUTES:**

Motion to approve the May 12, 2010 minutes as presented was made by Mary Anne, seconded by Dona. Approved

**DIRECTOR’S REPORT** included in board packet.

**TREASURER’S REPORT**

Motion to approve the May 2010 treasurer report was made by Lynne, seconded by Carole. Approved Yes-8 No-0



## **COMMITTEE REPORTS**

Kevin assigned the members of the board to committees.

### **Finance Committee:**

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign a check from the Morgan Stanley Smith Barney fund for \$40,000 for paying the regular monthly bills was made by Lynne, seconded by Dona. Approved Yes-8 No-0

**Motion** to authorize payment from the Morgan Stanley Smith Barney Building fund pursuant to the resolution of the April 2009 meeting to Ivy Partners for Invoice #383 in the amount of \$4233.00 was made by Lynne, seconded by Carole. Approved Yes-8 No-0

**Motion** to authorize payment from the Morgan Stanley Smith Barney Building fund pursuant to the resolution of the April 2009 meeting to Woods, Oviatt for Invoice #193529 in the amount of \$1520.00 was made by Lynne, seconded by Dele. Approved Yes-8 No-0

**Village of Albion Taxes:** Kevin reported that we have been informed that we will owe the village \$8,849.72 for the 2010. The committee has been asked to get clarification on this charge.

**Building and Grounds:** Joe Baker has repaired the fence in front of the new site for the Strawberry Festival. The front steps have had some salt damage and Adolf Genter will be repairing them. This has become a regular maintenance repair.

**Personnel:** No report

**Local History:** No report

**By-Laws:** No report

**Nominations/Elections:** No report

Friends of Swan Library announced that they would be at the Strawberry Festival and still had openings for help. The Painted Chairs Silent Auction is surpassing all expectations with as many as 30 chairs being painted and donated. They will also be holding a raffle for a fishing trip donated by Bill Ashmore.

## **OLD BUSINESS**

ProBono work by Patrick Fitzsimmons and the Ag Exemption on Library Tax Levy: No further information at this time

Shared Programming with Albion Schools: Surveys returned from Tim Archer from 6,7 and 8<sup>th</sup> grades responding to questions about the new library. Questions responses have been tabulated and Susan is reviewing comments and a complete report will be given at next board meeting.

Adult Volunteer Coordinator position still posted on website.

## **NEW BUSINESS**

Consent Agenda presented for consideration by Kevin.

Eastman Music programming in the community and possible tie-in with the new library was discussed by Dele. The board would like to pursue a program.

**ADJOURNMENT**

Motion to adjourn at 7:59pm was made by Dona, seconded by Lynne. Approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF MAY 12, 2010

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Krantz-Smith,  
Mariadele Theodorakos, Patricia West, Colleen McKenna, Carole Patterson,  
Library Director Susan Rudnicky  
Guests: Roger LaMont, Susie Gaylard, Bill Wickham (IP), Dick Remley  
Excused: Judy Christopher, Dona Scharping, Mary Anne Braunbach

---

President Kevin Doherty opened the meeting at 7:00pm. Motion to approve the agenda as presented was made by Linda, seconded by Colleen. Approved.

Items Related to Building Project

Presentation to Board on the capital campaign progress was made by Bill Wickham, stressing the importance of 100% financial commitment of board, staff and committee members to the project. Dick Remley, Campaign Chairman did “the ask”.

Kevin provided a listing of the checks written from the Campaign checking account and distributed the project budget.

King & King contract is in its final round of revision. To date, we have acquired the property, completed survey, and completed test borings. Dick Remley, Dean Theodorakos and Will Harris have attended a NYSEDA design conference and the state “powers that be” are very excited that NIOGA is submitting for building funds.

The Building Committee will be having a meeting with the architects concerning the exterior design of the building in the next week.

The new account for receiving the capital campaign contributions will be set up at First Niagara bank, as recommended by the Finance Committee.

Kevin also discussed the different bidding and contract possibilities for the building. He suggested that we may invite RFP’s rather than just putting the information out for submission.

**MINUTES:**

Motion to approve the April 14, 2010 minutes as presented was made by Linda, seconded by Carole. Approved

**DIRECTOR’S REPORT** included in board packet.

Susan also reported that there were only two questions addressed to the library at the budget hearing. One individual asked for a value per patron cost. Susan said that this could be calculated and it was suggested that it be reported on the website.

**TREASURER’S REPORT**

Motion to approve the April 2010 Treasurer’s Report was made by Pat C, seconded by Linda. Approved Yes-8 No-0

**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-8 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 #383- PR/Marketing Consulting and mileage of \$4233.00. Approved Yes-8 No-0

**Motion** to keep the maturing CD at First Niagara as recommended by committee was made by Pat C, seconded by Colleen. Approved Yes-8 No-0

### **Building and Grounds**

ARC Cleaning Crew has cleaned the library. They were here a couple of days and did an adequate job. The cost was \$450.

**Personnel** No report

**Planning** No report

### **Local History**

Committee is investigating getting a photo of Kenny Dunkel and a lot of information on the Dales Property is being collected.

**By-laws** No report

**Nominations and Elections** Review of 2010 Annual Meeting. No changes recommended.

### OLD BUSINESS

Staff Training: request from staff to approve training at GCC. **Motion** to approve up to \$1250 for payment for the course and mileage, for relevant employees and attendance at this course will be considered a release from work and not appropriate for overtime, was made by Dele, seconded by Linda. Approved Yes-8 No-0

Building: still working on inventory of what will be moved to the library and King and King is meeting with staff on outlet placement.

Ag Exemption on Library tax levy is on hold until we hear from Patrick Fitzsimmons about pro bono work.

Adult Volunteer Program and Coordinator positions: announced in paper and website. No interest generated yet.

Service Learning Project: survey's have been sent to Tim Archer for 6,7 and 8<sup>th</sup> grades.

### NEW BUSINESS

Meeting times: Board agreed that meeting at 6:30pm for board meetings would be fine.

Revised Committee Assignments were discussed. Kevin would like to keep all committees the same for continuity. If anyone disagrees with their assignment, please let him know prior to the next meeting.

It has been suggested that the board sit for a Formal Portrait.

**Adjournment:** Motion to adjourn the meeting at 9:12pm was made by Linda, seconded by Dele. Unanimously approved

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF APRIL 14, 2010

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

Excused: Pat Cammarata, Mariadele Theodorakos, Judy Christopher, Dona Scharping

---

President Kevin Doherty opened the meeting at 7:00pm. Motion to accept the proposed agenda was made by Lynne, seconded by Linda. Approved

Correspondence folder is being circulated.

PUBLIC FORUM: No one present

ITEMS RELATING TO BUILDING PROJECT

King & King contract is under 2<sup>nd</sup> revision with attorney's. They and we are under gentleman contract and work is progressing on the design. The contractual proposal is for \$228,000.

**Building Committee** will be meeting on Tuesday April 20<sup>th</sup> at 6pm in the Christ Church Parish Hall. The board is encouraged to attend this meeting.

King & King provided 3 quotes each on their RFP for the necessary survey and geotechnical site work required. McIntosh and McIntosh was the lowest bid for the survey work and Empire Geo Services was recommended by King & King to complete the geotechnical work.

**Motion** to execute the contract with McIntosh and McIntosh for necessary survey work at the new site at a base cost of \$2,775 to be paid upon invoice from the MSSB Building Fund was made by Lynne, seconded by Carole. Approved Yes-7 No-0

**Motion** to execute the contract with Empire Geo Services for necessary geotechnical work at the new site at a cost of \$3,660 to be paid upon invoice from the MSSB Building Fund, was made by Linda, seconded by Colleen. Approved Yes-7 No-0

**Campaign Committee:** The committee members have designed a campaign brochure and pledge cards which are being used for the pre-campaign work. The brochure will be a "work in progress" as the building committee continues to finalize its plan. The next item to be discussed at the committee level will be the naming rights to rooms, etc. The "asking" process has begun with the committee members and the staff will be instructed in how to handle pledge cards as they come in.

There will also be an additional demand checking account opened to receive Campaign contributions.

**MINUTES:** Motion to approve the meeting minutes of March 10, 2010 was made by Linda, seconded by Carole. Approved

**DIRECTOR'S REPORT:** included in board packet. In addition Susan reported that a survey of the Young Teens would be conducted in conjunction with the Albion School for input into the design of the Young Adult section of the new library site.

Also, ARC will be coming to the library on Tuesday and Friday mornings to complete the spring cleaning at a cost of \$450. (Kevin reported a full disclosure notice that his son works on the crew and will be paid for his work)

**TREASURER'S REPORT:** Motion to approve the March 2010 Treasurer's Report as presented was made by Lynne, seconded by Colleen. Approved

## **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 Linda. Unanimously approved.

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign, a check for Ivy Partners for payment of invoice #376 for \$4,233.00 from the Building Fund of MSSB was made by Linda, seconded by Colleen. Unanimously approved.

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign, a check for King & King for payment of invoice #17385 for \$22,800.00 from the Building Fund of MSSB was made by Linda, seconded by Colleen. Unanimously approved.

### Building and Grounds

The plastering and painting of the library has developed into more than originally anticipated. To complete the project, additional funds are needed. The total project, to completion is \$5204. The board has already approved \$3500 for the project. **Motion** to authorize the addition of funds to total \$5204 for the payment to Tony Papalia for painting the walls and woodwork of the library was made by Linda, seconded by Colleen. Unanimously approved.

Joe Baker (D&J Construction) has donated his labor costs for the various projects he has completed around the library this past year.

Adolph Genter will begin the annual pointing work on the library.

Boyce Electric has been contacted to replace the post lamps at the front steps and the side door entrance.

Personnel no report

### Planning

**Motion** to adopt Policy 1.9: Gifts to Swan Library as re-written to include gifts being solicited for the building of the new library was made by the Planning Committee and approved. Unanimously approved.

The Planning Committee has reviewed and made additions or corrections to the Policy numbers 1.1 through 1.8. These policies have been distributed to the board members for their review and comment.

Local History: no report

By-Laws: no report

### Nominations and Elections

The committee met on April 7<sup>th</sup> to review the petitions submitted by candidates. There were 3 individuals who submitted petitions by the April 5<sup>th</sup> deadline. They were Colleen McKenna (28 signatures), Lynne Philipps (26 signatures) and Patricia West (28/29 signatures).

Lots were drawn for position on the ballot as follows: Lynne Philipps, Colleen McKenna and Patricia West.

## **OLD BUSINESS**

Kevin asked that a listing of items to move to the new library be shared with the board for review.

A letter was received from Patrick Fitzsimmons who is an Albion graduate now working in a law firm in NYC who would like to do some pro bono work for us.

Kevin asked Woods/Oviatt about the Ag Exemption on the library tax levy, which they agreed was a good question. We may consider using Patrick Fitzsimmons to investigate this.

Reminder to all committee's to prepare Annual Reports.

**ADJOURNMENT** For her last adjournment on the board of trustees, motion to adjourn at 8:33pm was made by Terry-Lynn, seconded by Mary Anne. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary



SWAN LIBRARY TRUSTEES  
MEETING OF MARCH 10, 2010

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Krantz-Smith, Colleen McKenna, Dona Scharping, Mary Anne Braunbach, Carole Patterson, Library Director Susan Rudnick  
Excused: Terry-Lynn Corrigan, Mariadele Theodorakos, Judy Christopher  
Guests: Michelle Watt, Jan Southcott, Cindy VanLieshout, Jon Peglow, Roger Lamont, Ingrid LaMont, Susie Gaylard

---

President Kevin Doherty opened the meeting at 7:00pm. Motion to accept the proposed agenda was made by Carole, seconded by Colleen. Approved

Correspondence folder is being circulated.

**PUBLIC FORUM:** Cindy VanLieshout and Jon Peglow addressed the board asking if there was any possibility that there could be an Agricultural Exemption on the Assessments for the Library Tax Levy. Such exemptions are given for school taxes. They felt that the farmer was paying a disproportionately higher tax for the library than others in the community.

**BUILDING PROJECT**

King & King contract is still under review at Attorneys.

**Building Committee** met with King & King and the initial layout was 18,000sq.ft. The team will return on Tuesday with a reduced floor plan. It was also recommended that the project be bid out in two parts; one for the site work and one for the general construction. It was also recommended that Donna Wolcott be included in the Building Committee.

**Public Relation/Marketing Committee** has completed its assignment. There was a continued concern over the color of the logo. Mary Anne asked if there was anyone who couldn't "live with" the colonial blue vs. teal. Carole, Lynne, Colleen, Kevin, Dona and Linda were fine with the blue, Pat was not in approval and Mary Anne did not vote any way.

**Campaign Committee** has been meeting twice a month. They are developing the campaign brochure and pledge cards. Concern over the approval for expenditures was raised by Pat. The Campaign committee was approved \$5,000 in October 2009 for the use of the Campaign Committee. The patron newsletter was printed and mailed from these funds. Kevin and Roger will discuss a reporting/approval mechanism so the board can be assured of purchases over \$1000 are being quoted out.

**Motion** to transfer \$5,000 from the Smith Barney Morgan Stanley Building Fund to the existing Capital Campaign Checking account at First Niagara for needed purchases for the capital campaign was made by Mary Anne, seconded by Dona. Approved Yes-8 No-0

**MINUTES:** Motion to approve the Special Meeting minutes of February 6, 2010 and the regular meeting minutes of February 10, 2010 was made by Colleen, seconded by Dona. Unanimously approved.

**DIRECTOR'S REPORT:** Included in board packet. In addition, Susan asked we consider contracting to have the library spring cleaning completed. Prices from Fresh'n Clean Janitorial Service and Tri-County Cleaning Service were presented. The board asked that Susan contact ARC for their estimate and present at the April meeting.

Susan also handed out an additional copy of the Volunteer hour summary for 2009.

**TREASURER'S REPORT** Motion to approve the February 2010 Treasurer's Report as presented was made by Lynne, seconded by Linda. Unanimously approved.

## **COMMITTEE REPORTS**

### Finance Committee

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign, a check for \$60,000 from the Operating Fund of MSSB for payment of regular bills was made by Lynne, seconded by Colleen. Unanimously approved.

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign, a check for Ivy Partners for \$4,172.00 from the Building Fund at MSSB for payment of invoice #371 was made by Lynne, seconded by Mary Anne. Unanimously approved

**Motion** to authorize the payment of \$495.00 for invoice 187683 to Woods, Oviatt for payment of services from the Building Fund, was made by Lynne, seconded by Colleen. Unanimously approved.

**Motion** to authorize payment of \$150 from the MSSB Building Fund to Christ Episcopal Church for the past and continuing use of the Parish Hall for all of the Building Committees' Meetings was made by Linda, seconded by Dona. Unanimously approved.

**Audit Management Letter** was received from Patty Hayles with a suggestion that we account for fixed assets and reconcile all accounts through Quick Books.

### Building and Grounds

Plastering and Painting of the walls by Tony Pappalia is in process. **Motion** to approve an additional \$450 for painting the doors and woodwork, which was not previously anticipated, was made by Pat, seconded by Carole. Unanimously approved.

### Personnel

Committee working on library director's goals and objectives, establishing pay schedules, and editing job categories. A recent snow day was called and the committee wanted to clarify the criteria for making these decisions. The feeling is that the current policy was okay, however it was noted that a procedure to notify the public include adding a message to the phone answering machine remotely, and that it be noted on the website that individuals call the library prior to coming out in bad weather to assure we are open.

### Planning

Lynne recommended that all committees prepare their end of year reports for the Annual Meeting. Review the Long Range Plan for target points.

The committee has completed the review and recommended changes in the first section of the Policy Manual. Copies will be available for review for our next meeting.

Local History: no report

By-Laws: **Motion** to present the Members by-law Article III: Meetings #6 removing the word *present* to the Association at the 2010 Annual Meeting was made by Dona, seconded by Pat. Approved Yes-8 No-0

### Article III: Meetings

6. A vacancy among the elected trustees shall be filled until the next annual meeting by the trustees at a regular trustees' meeting and a majority vote of the remaining trustees

*present* shall be necessary to such election. The balance of the unexpired term, if any, shall be filled by the members at the next annual meeting. [Members by-law] (Revised and approved by board 5/24/07, by association 5/7/07)

Nominations/Elections: Ad for persons interested in running for trustee was put in Pennysaver. Nomination sheets are available at front desk.

**Friends of Swan Library**: Chairs are still needed for auction at the Strawberry Festival. The New England Author Tour has been cancelled. If still interested, you may be able to hook up with another tour group.

#### OLD BUSINESS

Moving articles: Susan, Bill, Dele and Donna Wolcott will be asked to make a list of items that will be moved to the new library building (photos/tables/clocks etc.)

The Albion School District has received our resolution letter for the 2010-11 budget vote.

The taxable status of the new lot for the library has been changed to “exempt” and the 5 parcels have been consolidated into 1 tax map number.

#### NEW BUSINESS

**Motion** to approve the 2009 New York State Annual Report to be sent to Albany was made by Lynne, seconded by Mary Anne. Unanimously approved.

**Motion** to authorize Kevin to investigate with the school and Office of Real Property anything concerning the possible Agricultural Exemption for the April meeting was made by Mary Anne, seconded by Dona. Unanimously approved.

**ADJOURNMENT**: Motion to adjourn at 9:02pm was made by Pat, seconded by Mary Anne. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF FEBRUARY 10, 2010

Present: Trustees Kevin Doherty, Lynne Philipps, Terry-Lynn Corrigan, Colleen McKenna, Carole Patterson, Mary Anne Braunbach, Pat Cammarata, Library Director Susan Rudnicki  
Excused: Dona Scharping, Mariadele Theodorakos, Linda Krantz-Smith, Judy Christopher  
Guests: 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 Terry, seconded by Carole. Unanimously approved.

Correspondence Folder: circulating, includes a letter to the school with the budget resolution.

#### PRESIDENT'S REPORT ON BUILDING PROJECT

Kevin reported that the attorneys are still working on the AIA Contract with King & King. At our meeting last week, it was realized that we need to let King & King know about the fixtures/cases/art, etc., that will be incorporated into the new building so that they can work it into the design. It was suggested that a sub-committee of the building committee be assigned the task to identify and report to the architects these items.

#### MINUTES

Motion to approve the December 9, 2009 minutes was made by Mary Anne, seconded by Terry. Approved

Motion to approve the January 13, 2010 minutes was made by Pat, seconded by Terry. Approved

DIRECTOR'S REPORT included in packet. In addition, Susan reported that she and Dick Remley (Capital Campaign Chair) met with 5 individuals in desk side chats to introduce the progress of the new library project. They met with County representatives Henry Smith and Callard, the press reps Tom Rivers and Rikki Cason, and Mrs. Roberts of Cornell Cooperative Extension.

#### TREASURER'S REPORT

Motion to approve the December 2009 and the January 2010 Treasurer's Reports was made by Carole, seconded by Mary Anne. Approved.

#### COMMITTEE REPORTS

##### Finance Committee:

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign, a check for \$50,000 from the Operating Fund of MSSB for payment of regular bills was made by Lynne, seconded by Colleen. Unanimously approved.

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign, a check for Ivy Partners for \$6,236.18 from the Building Fund at MSSB for payment of invoice #365 was made by Lynne, seconded by Pat. Unanimously approved

**Motion** to authorize the payment of \$1,946 for invoice 185952 to Woods, Oviatt for payment of services from the Building Fund, was made by Lynne, seconded by Pat. Unanimously approved.

### Building & Grounds

**Motion** to authorize plastering and painting throughout the building per Tony Papilia's proposal in the amount of \$2,225 to be paid from the Operating Budget line #6449 Maintenance, was made by Pat, seconded by Mary Anne. Approved.

Repairs to the mural will be done by Heather Boyd on a time and material basis, as needed, and paid from the same account.

Mary Anne requested a review of the policy on authorizing repair work without three bids over a monetary limit. Kevin referred the review to the Building & Grounds Committee.

Personnel: Susan's evaluation has been presented to her and she and the committee will complete the goals for next year later this month. The committee will continue its work on the salary schedule.

Planning: The committee is reviewing the policies and will present to the Board in sections.

Local History: no report

By-Laws: Lynne will email to Elections Committee the by-law change to be presented during the elections.

Nominations & Elections: Three trustee seats are available for the May elections. Terry-Lynn Corrigan is completing her second term, Lynne Philipps is completing her first term and Colleen McKenna is completing the vacated term of Fran Lissow. All three are eligible to seek another term.

Friends of Swan Library: Mary Anne reported that the Friends are preparing for the Swan Library 110<sup>th</sup> Anniversary Celebration on March 17<sup>th</sup>. Raffle tickets for a crocheted afghan are available for purchase. There are also seats available for the New England Authors in Autumn Tour, October 1-3<sup>rd</sup>.

### OTHER BUSINESS

**Motion** to declare the Sharp AR-336 copier, purchased with NYS Grant in Aid support in 1999, and which has neither trade-in nor documentable sale value, surplus to Library operations; and authorize its unconditional and non-recourse transfer to the Mental Health Association of Orleans County, was made by Pat, seconded by Terry-Lynn. Yes-6 No-0 Abstain-1 (Colleen McKenna) Approved.

The next meeting of the Board of Trustees is scheduled for March 10, 2010 at 7pm. Motion to adjourn this meeting was made at 8:37pm by Lynne, seconded by Colleen. Approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF JANUARY 13, 2010

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Krantz-Smith, Mariadele Theodorakos, Terry-Lynn Corrigan, Dona Scharping, Colleen McKenna, Carole Patterson, Library Director Susan Rudnicky

Via. Phone: Mary Anne Braunbach

Excused: Judy Christopher

Guests: Tom Rivers, Bill Lattin, Susie Gaylard, Eric Brown, Bill Wickham

---

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

The agenda was reviewed and Kevin asked that the minutes and treasurer's report be postponed until the February meeting. Motion to accept the agenda was made by Lynne, seconded by Terry-Lynn. Approved.

### BUILDING PROJECT

Bill Wickham, Ivy Partners, presented an update on the Capital Campaign. The importance of 100% Commitment and Support was emphasized. He will also be attending a staff meeting to stress this message to the staff.

Eric Brown, Bill Lattin and Dele Theodorakos presented the Building Committees recommendation for the architect for the project. Their report included the process of interviewing the candidates as well as their assessment of the interviews and review of the references of the architects.

**Motion** to accept King and King, Architects, for the design of the new library and to authorize the board President to contact Woods Oviatt Gilman, Attorney, to execute the AIA contract to secure King and King (to be reviewed by the board prior to signing), was made by Dele, seconded by Dona. Approved Yes: (9) McKenna, Smith, Cammarata, Patterson, Doherty, Philipps, Corrigan, Scharping, Theodorakos No: (1) Braunbach  
Absent: Christopher

Kevin reported that the closing on the Dale's Property occurred on December 30, 2009. A copy of the closing statement was distributed. Kevin also indicated that the check for \$20,000 that was written from the building fund for earnest money was returned, un-cashed, and will show up back in the account.

Parking lot agreement still needs to be worked out with Ace but we will wait until we have the AIA site plan to make the agreement.

Forms are completed to file for the tax exempt status and to combine the parcels of the property. The Mortgage with the Pilon's will come due on the 1<sup>st</sup> of each month, starting February 1<sup>st</sup>.

The library will be responsible for the County/Town property taxes on the former Dale's property. **Motion** to pay the County/Town property tax on the former Dale's property, estimated to be \$7,280.47, to be drawn from the Morgan Stanley Smith Barney Building Fund, was made by Mary Anne, seconded by Linda. Approved Yes-10 No-0

MINUTES:

December 9<sup>th</sup> meeting : postponed until February

TREASURER'S REPORT:

Postponed until February meeting

DIRECTOR'S REPORT: included in board packet

Comments postponed until February meeting

COMMITTEE REPORTS:

Finance Committee:

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign, a check for \$50,000 from the Operating Fund of MSSB for payment of regular bills was made by Lynne, seconded by Pat. Unanimously approved.

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign, a check for Ivy Partners for \$2,783.20 from the Building Fund at MSSB for payment of invoice #360 was made by Lynne, seconded by Dele. Unanimously approved

**Motion** to adopt the revised budget for 2010, increasing the bottom line to \$578,847, which calculates the tax levy amount to be placed on the May school district ballot at \$560,324, was made by Lynne, seconded by Dona. Unanimously approved.

**Motion** to authorize the Administrative Assistant to draw a monthly check, payable from the Operating Budget Line Item #7001, in the amount of \$2,098.43, payable per the Mortgage document, in such manner that the check arrives prior to the 1<sup>st</sup> of each month, starting with February 1, 2010 was made by Mary Anne, seconded by Terry-Lynn. Approved Yes-10 No-0

**Motion** to continue to maintain the investments with Morgan Stanley Smith Barney with a Moderate Risk Profile was made by Linda, seconded by Colleen. Approved Yes-10 No-0

EXECUTIVE SESSION

**Motion** to move to Executive Session at 8:45pm pursuant to the Open Meetings Guidelines, for discussion of ... (f) the medical, financial, credit or employment history of one or more particular persons or corporations, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, was made by Lynne, seconded by Dele. Unanimously approved.

**Motion** to return to the regular meeting at 10:13pm was made by Dona, seconded by Pat. Unanimously approved.

ADJOURNMENT

**Motion** to adjourn at 10:14pm was made by Dele, seconded by Dona. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary