

SWAN LIBRARY BOARD OF TRUSTEES  
MEETING OF DECEMBER 14, 2011 7:00 PM

Present: Trustees Kevin Doherty, Patricia Cammarata, Carole Patterson, Dona Scharping, Linda Smith, Mariadele Theodorakos, Mary Anne Braunbach, Library Director, Susan Rudnick, Recording Secretary Susie Gaylard  
Excused: Colleen McKenna, Lynne Philipps Absent: Pat West  
Guests: Indrid LaMont, Roger LaMont, Mike McFarland, Dick Remley

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Board President Kevin Doherty called the meeting to order at 7PM. Motion to approve the agenda as presented was made by Dona, seconded by Mary Anne. Approved.

#### ITEMS RELATING TO BUILDING PROJECT

Kevin reported that construction is 9 days behind schedule but anticipates the building being buttoned up by Christmas. We should see the faux slate roof in a couple of weeks.

Kevin gave kudos to Linda for market timing and selling the library's stocks in the MSSB Permanent Improvement Fund on a market high. Linda may be asked to liquidate stocks in the MSSB Building Fund also.

The floor was turned over to Campaign Chair Dick Remley, who along with Roger LaMont and Mike McFarland informed the Board that several gifts and pledges have been added very recently to the donor list taking us over the top of our \$990,000 goal. Various members of the Kirby family have either made pledges or increased previous gifts and pledges to allow a naming opportunity for the family. Mike then reported that Maurice (AHS Class of '61) and Courtenay Hoag who previously generated a \$25,000 gift decided to add an additional \$225,000 to give them naming rights to the building. Roger then reported that John Sawyer (from WNY Energy) signed a donor card for \$100,000 giving him the naming opportunity for the entrance. Mr. Sawyer is also interested in assisting with the local history museum project possibility in the current library building. The Campaign Committee had their last official meeting on Wednesday but don't plan to quit looking for donors. They are still hoping to find someone to name the Children's Library. They are still excited and plan to keep at it.

The Board thanked the Campaign Committee for all their hard work with a standing ovation.

A short break followed during which Kevin made a toast "to the next hundred years of the library".

Kevin appointed an ad-hoc committee consisting of Roger LaMont, Mike McFarland, Susie Gaylard and Linda Smith to coordinate with the Hoags to decide on the actual format and style of the name for the new building and to make recommendations to the Trustees not later than February 15, 2012.

Susan prepared a short slide show of pictures taken inside the new building and shared it with the group assembled.

#### Authorization for payments from the MSSB Permanent Improvement Fund:

IVY Partners invoice 461 in the amount of **\$2,912.00**. Motion to pay made by Mary Anne, seconded by Dona. All in favor. Carried.

King and King invoice 19659, adjusted to the amount of **\$4,560.00**. Motion to pay made by Dona, seconded by Dele. All in favor. Carried. This represents incremental billing up to 86% (\$196,080 of \$228,000).

Woods, Oviatt invoice 230662, in the amount of **\$ 3,570.00** for closing costs on the FCE notes. Motion to pay made by Pat, seconded by Linda. All in favor. Carried.

SJB invoice R-11-0963, in the amount of \$ **6,050.25** for Special Inspections (Concrete foundations and slab; steel) and additional geo-tech evaluations due to unsuitable soils. Motion to pay made by Mary Anne, seconded by Dele. All in favor. Carried.

Authorization for LeCesse Payment Application #4.

LeCesse Payment Resolution

Whereas the Trustees of the Swan Library Association, at a Special Meeting on July 25, 2011, called in accordance with the By-Laws, did authorize by unanimous roll call vote execution of a contract with LeCesse Construction Services, LLC for construction of the new Swan Library in a Managed Construction at Risk format; and

Whereas work has progressed under that contract; and

Whereas LeCesse has submitted Payment Application number 4 on AIA Document G702 as specified by the Contract Documents; and

Whereas that Payment Application has been reviewed by Luc Lefebvre, an Architect at King and King and certified by Kirk Narburgh, AIA, King and King partner-in-charge, as an accurate representation of project status; be it therefore

RESOLVED, that the Trustees direct the staff to draw and authorized officers to sign a check in the amount of **\$220,542.79** from the checking account ending in -2220 as full and complete payment to LeCesse of the application amount.

Motion to pay LeCesse moved by Dona, seconded by Mary Anne. Yes – 7; No -0.

Authorize Change in Commissioning Inspector; will be King and King, billed outside the \$228,000 contract pending proposal review. Due to timing of the project, the company originally slated to do the work is unavailable. Motion made by Dona, seconded by Mary Anne. All in favor. Carried.

Authorize the President to execute Change Orders on the LeCesse Contract, as reviewed by the Architects and recommended by your Owner's Representative, as follows:

Unsuitable Soils, including flowable fill	90,182.99
Additional Electrical Boxes	5,895.75
Credit for storm sewer change	( 1,892.10 )
Increasing contract value to \$	3,146,195.05

\$50,000 was included in the building budget to handle unexpected costs. Actual costs for the unexpected are now in at over \$96,000. That contingency amount has been exceeded by \$46,195. The overage is a result of the issues with the soil, excavation, trucking off-site, stabilizing the ground under the building, etc. Motion to increase the LeCesse contract to \$3,146,195.05 was made by Mary Anne, seconded by Dele. All in favor. Carried.

## NEW BUSINESS

Adopt the recommendations reviewed by the Finance and Personnel Committees to:

Increase the Scheduled Open Days for the Swan Library to include 4 former holidays –

Martin Luther King Day, President's Day, Good Friday and Columbus Day, and Summer Saturdays, effective for 2012.

Compensate the affected employees (those working at least 20 hours per week) for the loss of the 4 paid holidays by increasing their individual hourly rates by ½%, effective January 1, 2012. Those employees include Michelle Watt, Susan Gaylard, Cheryl Mowatt, Charity Jones, Wendy Peters, and Jeanine Bertuca. Motion to approve increase made by Pat, seconded by Carole. All in favor. Carried.

Provide an across the board rate Cost of Living increase for all regular employees, except the Director( whose rate is recommended after Annual Review) of 1% in 2012 (so

that employees in both categories above would receive a total increase of 1.5%). Motion to approve was made by Carole, seconded by Linda. All in favor. Carried.

Authorize the change in Workers' Compensation carrier to Hartford Insurance through ADP, per their proposal, which results in higher coverage limits, lower total premium and payment coincident with the ADP payrolls. Motion to approve change made by Linda, seconded by Dele. Approved.

Authorize the Director by roll call vote to notify the appropriate New York State Departments that the Swan Library will exceed the 2% tax levy cap in 2012. Approval by 60% of the Board (7 members) is required to make this authorization. Motion to do so was made by Linda, seconded by Mary Anne. Yes – 7; No -0. Carried.

Adopt by roll call vote the Operating Budget for 2012 totaling \$695,500, utilizing \$40,000 unexpended from the 2011 Operating Budget. Motion made by Mary Anne, seconded by Dona. Yes – 7; No -0. Carried.

Discussion ensued regarding increasing the tax levy. The finance committee recommends splitting the request over a two year period.

Motion made by Pat, seconded by Dona to adopt a tax levy ask amount of **\$641,210**, which will result in an 8¢ per 1,000 increase in the tax rate and authorize the President to forward the annual letter to the Clerk of the Albion Central School reporting that amount and requesting Proposition placement pursuant to Section 259 of the Education Law and past practice, prior to February 15, 2012. All in favor. Carried.

Motion to authorize the President to execute a storm sewer easement in perpetuity for the Village of Albion for maintenance access to the existing and new storm sewer piping and structure along the north side of the new Library site was made by Mary Anne, seconded by Carole. All in favor. Carried.

MINUTES - Pat made a correction to the 'Personnel' section of the November meeting minutes. The Committee presented and the Board discussed a Bereavement Policy. Further discussion was required. No motion to approve was made. Minutes of the November 9, 2011 meeting were approved after one correction on a motion by Mary Anne, seconded by Dona. Carried.

DIRECTOR'S REPORTS was included in the pre-read packet. In addition Susan distributed a report on attendance at the NYLA Conference. Susan report we will need to develop an Electronics Policy dealing with ereaders.

TREASURER'S REPORT Linda reported selling the stocks over a two day period and netting the library \$100,000 after the sale. Motion to approve the November Treasurer's Report was made by Dona, seconded by Mary Anne. All in favor. Carried.

FINANCE COMMITTEE Motion to authorize a check from the Morgan Stanley Smith Barney Operating Fund in the amount of **\$75,000** to go into the checking account for payment of regular monthly bills was made by Pat, seconded by Dele. All in favor. Carried.

BUILDING and GROUNDS Mary Anne reports the Committee met to discuss the options regarding a cleaner/cleaning service at the new facility. They have reviewed and discussed pros and cons for an out of area contracted cleaning service, discussed the possibility of hiring an independent cleaner responsible for his own insurances and lastly hiring a part-time staff member. Hours and rates of pay were discussed along with duties. The Buildings and Grounds Committee would like to turn this over to the Personnel Committee to decide which type of cleaner/maintenance person(s) we want at the new facility and report back to the Board.

PERSONNEL Pat says the Committee has not met therefore no report however they will take on the request by the Building and Grounds Committee to review and make recommendations regarding the cleaning position.

PLANNING Susan, Lynne, and Linda met. Linda reported on the Panz Self-Assessment results garnered from returned surveys by Board members. 9 of 11 surveys were returned. There are still some concerns about meeting length but overall there seemed to be improvement. Linda will look into a team building /training opportunity for Board members.

LOCAL HISTORY Susan, Bill Lattin, Dee Robinson, Neil Johnson, and Carole met. Gaps in the Local History and Civil War collections are being filled by Higginson Books. They reprint materials originally printed a hundred years ago.

Carol Culhane plans to call a meeting of the history/museum group in January.

NOMINATIONS/ ELECTIONS Congratulate Trustee Chris Sargent on his promotion within the Rich Corporation and accept with regret his resignation due to the scheduling conflicts coincident with that promotion.

Board members need to look for individuals interested in serving on this Board. Invite those interested to attend regular meetings. This Board could appoint someone to fill the vacant seat but it is not a requirement. No recommendations for filling the seat were made at present.

FRIENDS OF SWAN LIBRARY Mary Anne reported on a very successful Tasty Treats event coordinated by Grace Kent. Kevin was thanked for his part in securing use of the Christ Church Hall. Next year's Tasty Treats Event will be held in the new library.

Friends will be starting a new ongoing fundraiser – selling gift cards through the Great Lakes Scrip Program.

#### OLD BUSINESS

Update on green grant application via Jean O'Connell Associates – denied.

Susan will be meeting with a rep to discuss possible new grants to pursue.

Update on Progress of Adult Volunteer Program. Charity Jones has revamped materials based on committee recommendations. Once copied, materials will be ready for distribution. Work is being done to rewrite the current Volunteer Policy.

CORRESPONDANCE Susan pointed out that Swan Library received a certificate from GoArt! for having been chosen as the Monthly Arts Spotlight for December 2011 in recognition of our support of the arts and overall contribution to art and culture in the Albion community. We were thanked especially for our numerous programs.

Thanks you notes from staff for the \$75 year-end bonus checks were circulated.

ADJOURNMENT Motion to adjourn the meeting at 9:05PM was made by Mary Anne, seconded by Dona. Approved unanimously.

Respectfully submitted,

Susan Gaylard  
Recording Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF NOVEMBER 9, 2011

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

Absent: Christopher Sargent, Patricia West, Dona Scharping

Excused: Linda Smith

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President Kevin Doherty opened the meeting at 7:02pm. Notice that the meetings of the Board have been changed to 7:00pm to accommodate those coming in from jobs in Rochester. Motion to approve the agenda as presented was made by Carole, seconded by Colleen. Approved.

ITEMS RELATED TO BUILDING PROJECT

Kevin reported the foundations and floors have been poured, the steel is up and we are on schedule. The Campaign Committee is close to wrap-up, with 96% of goal. They are planning on some mailings. Kevin also asked for input from the board in their feelings towards changing the name of the library, should a donor come forward. The board's general feel is that "Swan" stay within the name somehow.

**Motion** to authorize payment from the Morgan Stanley Smith Barney Permanent Improvement fund to:

Ivy Partners: Invoice # 458 for \$2,522, was made by Lynne, seconded by Carole. Approved Yes- 7 No-0

King and King invoices #19594 for \$4,560 (represents incremental billing up to 84%) was made by Pat C, seconded by Colleen. Approved Yes- 7 No-0

King and King is also requesting an additional billing of \$69,000 which is the additional increase in cost to the total project cost. The board feels that this should be referred to the building committee for their input before the board can justify the expense.

LeCesse PAYMENT RESOLUTION

WHEREAS, the Trustees of the Swan Library Association, at a Special Meeting on July 25, 2011, called in accordance with the By-Laws, did authorize by unanimous roll call vote execution of a contract with LeCesse Construction Services, LLC, for construction of the new Swan Library in a Managed Construction at-Risk format; and

WHEREAS, work has progressed under that contract; and

WHEREAS, LeCesse has submitted Payment Application **number 3** on AIA Document G702 as specified by the Contract Documents; and

WHEREAS, that Payment Application has been reviewed by Luc Lefevbre, an Architect at King and King and certified by Kirk Narburgh, AIA, King and King partner-in-charge, as an accurate representation of project status; be it therefore

**RESOLVED**, that the Trustees direct the staff to draw and authorized officers to sign a check in the amount of **\$289,462.13** from the account ending xxx2220 as full and complete payment to LeCesse of the application amount.

Presented by: Lynne   Seconded by Mary Anne  
Approved: Yes-7   No-0

**NEW BUSINESS:**

**Motion** to purchase a **Microfilm Reader/Printer** from line item #6529 for approx. \$4,400 as presented by Susan was made by Mary Anne, seconded by Dele. Approved Yes-7 No-0

**MINUTES:**

Motion to approve the October 2011 minutes as presented was made by Carole, seconded by Colleen. Approved.

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

**TREASURER'S REPORT**

**Motion** to approve the October 2011 Treasurer's Report, with clarification of a mis-entry in a line item which is being corrected, was made by Mary Anne, seconded by Carole. Approved Yes- 7 No-0

**COMMITTEE REPORTS**

**Finance Committee:**

**Motion** to authorize the draw of **\$50,000** 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

**Building and Grounds:** No report

**Personnel** The Committee presented and the board discussed a Bereavement Policy. Further discussion required.

The Personnel committee also requested information from the finance committee concerning the financial impact of changes in holiday hours and extending hours of operation on the budget. A joint meeting will be scheduled.

**Planning** Board member self-evaluation summary was distributed and reviewed.

**Local History** Susan reported that she, Bill and Dee met. No report

**OLD BUSINESS**

Jean O'Connell Associates: Susan works with providing information to the grant writers for building grants. The board would like Susan to keep a running table on the grants being applied for with brief description (computers, green space, etc), anticipated date of submission, and anticipated amount of award, and then result date and amount. This is to be shared with the board each month.

**FRIENDS OF THE SWAN LIRARY:** Mary Anne reminded the board that Art by Inches is still going on, Tasty Treats is December 1<sup>st</sup> at 6pm at Christ Church (next year in new library).

Next Meeting of the Swan Library Board of Trustees is December 14, 2011 at 7pm.  
Lynne reported that she would be absent for this meeting and suggested someone else would have to take minutes.

**Adjournment:** Motion to adjourn the meeting at 9:30pm was made by Colleen, seconded by Pat C. Unanimously approved

Respectfully submitted,  
Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF OCTOBER 12, 2011

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Smith, Mariadele Theodorakos (7:30), Patricia West, Colleen McKenna, Carole Patterson, Dona Scharping, Mary Anne Braunbach, Library Director Susan Rudnicky

Excused: Christopher Sargent

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President Kevin Doherty opened the meeting at 6:36pm. Motion to approve the agenda as presented was made by Carole, seconded by Lynne. Approved.

ITEMS RELATED TO BUILDING PROJECT

The **Closing** was completed on October 10<sup>th</sup>. The Pilon Mortgage is paid and incorporated into the mortgage. The FCE financing is in 2 instruments, both are variable at 3.75%.

Construction Report: all 3 layers of foundation in around 100% of building, buried utilities being placed inside footprint this week, slab pours begin next week. The ash that had been uncovered is not an environmental hazard. The unforeseen mitigation still not fully priced and we did have a budget for this.

**Change Orders**: Addition of a few floor outlets in the Community and Data areas. (anticipate \$4,700)

Capital Campaign Committee: Copies of the lead gift contacts distributed for board members to review to possibly “trigger” anyone not personally contacted yet.

Finance: **Motion** to authorize Linda Smith, as Treasurer and Chair of the Swan Library Finance Committee, to sell stocks from the Morgan Stanley Smith Barney Permanent Improvement Fund 1 at any time from now until December 1, 2011, as she feels is in the best interest of the Swan Library and judging the stock market trends, for the expenses incurred from LeCesse Construction for the new building, was made by Mary Anne, seconded by Dona. Approved Yes-8 No-0 Abstain-1 (Linda)

**Motion** to authorize payment from the Morgan Stanley Smith Barney Permanent Improvement fund to:

Ivy Partners: Invoice # 449 for \$2,582, was made by Carole, seconded by Colleen. Approved Yes-10 No-0

King and King invoices #19478 for \$4,560 (represents incremental billing up to 82%), and invoice #19479 for \$162.46 for document reproductions for the Village of Albion Codes Officer was made by Linda, seconded by Lynne. Approved Yes-10 No-0

Woods, Oviatt invoice #226995 in the amount of \$2,815 for partner, associate and paralegal time on both the AIA Document for the LeCesse contract and Farm Credit contract and closing, was made by Lynne, seconded by Linda. Approved Yes-10 No-0

(Note: Farm Credit’s attorney costs were included in closing costs and amortized, ours are paid as billed)

**A Soft Cost Selective Insurance** fee was authorized by Kevin to purchase and the board has been informed and approves of this decision.

### **LeCesse PAYMENT RESOLUTION**

WHEREAS, the Trustees of the Swan Library Association, at a Special Meeting on July 25, 2011, called in accordance with the By-Laws, did authorize by unanimous roll call vote execution of a contract with LeCesse Construction Services, LLC, for construction of the new Swan Library in a Managed Construction at-Risk format; and

WHEREAS, work has progressed under that contract; and

WHEREAS, LeCesse has submitted Payment Application number 2 on AIA Document G702 as specified by the Contract Documents; and

WHEREAS, that Payment Application has been reviewed by Luc Lefevbre, an Architect at King and King and certified by Kirk Narburgh, AIA, King and King partner-in-charge, as an accurate representation of project status; be it therefore

**RESOLVED**, that the Trustees direct the staff to draw and authorized officers to sign a check in the amount of \$218,823.75 from the account ending xxx2220 as full and complete payment to LeCesse of the application amount.

Approved: Yes-10 No-0

### **FARM CREDIT INTEREST RESOLUTION**

WHEREAS, the Trustees of the Swan Library Association, at a Special Meeting on July 25, 2011, called in accordance with the By-Laws, did authorize execution of a Letter of Commitment with Farm Credit East, ACA for interim and long term financing of the construction costs for the new library being built at 134 South Main Street; and

WHEREAS, pursuant to that Commitment, a closing was held October 10, 2011 with Farm Credit East ACA and necessary documents were executed upon the advise and counsel of the Library's Attorney; and

WHEREAS, the financing instrument calls for payments of interest only on the amount borrowed until successful completion of construction; and

WHEREAS, Farm Credit's process generates a payment invoice in mid-month, due and payable in Batavia, New York by the end of the month; and

WHEREAS, there is potential to miss authorizing meetings of the Trustees in a timely fashion; be therefore

**RESOLVED** that the Administrative Assistant is directed to generate, and authorized officers shall sign a check drawn on the Operating Fund and charged to account 7100, Debt Service, upon receipt of a Farm Credit invoice, in any amount of that invoice up to and including \$3,500.00 (Three thousand, five hundred dollars).

Approved Yes-10 No-0

**MINUTES:**

Motion to approve the September 15, 2011 minutes as presented was made by Dona, seconded by Mary Anne. Approved

**DIRECTOR'S REPORT** included in board packet. Susan provided outline of Board and Committee Requests at meeting.

**TREASURER'S REPORT**

Motion to approve the September 2011 Treasurer's Report was made by Carole, seconded by Dona. Approved Yes10- No-0

**COMMITTEE REPORTS**

**Finance Committee:**

**Motion** to authorize the draw of \$50,000 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-10 No-0

The committee also has been meeting to evaluate the current 2011 budget to expense projection and to identify budget assumptions for the 2012 budget year.

**Building and Grounds** Carole extended gratitude to Kevin for all of the time and expertise he has been giving to the library in all of the building, closing, meetings, etc. of our new library project. No one else has given as much and it is very appreciated by all.

**Personnel** The committee received feedback from trustees on proposed Bereavement Policy and they will bring comments back into committee for further review. Discussion concerning the changes in the holiday schedule also occurred and suggestions will also refer back to committee for input with finance.

**Planning** It is time for us to conduct a new Board Self Assessment. The committee is meeting next week for final plans.

**Local History** No report

**Friends of Swan Library:** Art by Inches is happening. Call Idris at 589-2001 for times he will be open if interested in viewing it. Tasty Treats will be on December 1<sup>st</sup> at the Christ Episcopal Church at 6pm.

**Adjournment:** Motion to adjourn the meeting at 8:56pm was made by Dele, seconded by Linda. Unanimously approved

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF SEPTEMBER 14, 2011

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

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

ITEMS RELATED TO BUILDING PROJECT

Finance: Closing not yet scheduled. Probably will close by the end of the month.

Progress Report: There have been three job meetings to date. One major unforeseen condition relates to a sandstone storm drain which was uncovered. We have budgeted for \$50K in unforeseen conditions and there are few above ground conditions anticipated, and this may cost upwards of \$30,000.

Three sub-contractors have been selected. American Paving from Buffalo, A Superior Concrete from Gasport, and Goforth Electric of Waterport/Brockport.

Campaign Committee: Over 90% of goal has been reached. The committee is also asking that we start thinking of the Ribbon Cutting and Grand Opening Ceremonies.

Shelving: Mary Anne mentioned her daughter called from a Border's Bookstore Liquidation and mentioned we might want to consider contacting one locally to check on the bookcases. The Board asked Susan to make the contact to see if there was anything we might need.

Finance Committee asked to review and make recommendation to convert stocks to cash.

Campaign Chairs meet. Roger LaMont reported that the committee has received a report from Jean O'Connell Associates with approx. 33 pages of recommendations for grant applications for the new library. He reported, also, that during this process, many grants were identified that might be requested to fund a museum. The chairs of the building committee recommends that we contract with Jean O'Connell Associates for one year at \$20,000 payable quarterly in advance, for grant writing services with terms defined by the Building Chairs. The oversight of the contract will be with the Board of Directors.

**Motion** to approve the One year Contract with Jean O'Connell Associates for \$20,000 for new building grant writing services was made by Mary Anne, seconded by Dona. Approved Yes-10 No-0

**Motion** to authorize payments from the MSSB Permanent Improvement Fund to: Ivy Partners invoice 445 for \$2,583 was made by Pat C., seconded by Carole. Approved Yes-10 No-0

King & King invoice 19425 for \$2,280 (80%) was made by Dele, seconded by Dona. Approved Yes-10 No-0

J. O'Connell and Associates for August 1<sup>st</sup> invoice for \$1,575 for grants research was made by Mary Anne, seconded by Dona. Approved Yes-10 No-0

Woods, Oviatt invoice 221156 and 225304 totaling \$4,411 was made by Linda, seconded by Mary Anne. Approved Yes-10 No-0

LaBella Associates invoice 47661 in the amount of \$1,100 for the Phase I Environmental Study of the existing Library building for FCE collateral was made by Coleen, seconded by Pat W. Approved Yes-10 No-0

**Motion to authorize payment from the First Niagara Checking Account into which pledge payments have been deposited to LeCesse Construction Services LLC, Payment Application number 1 on AIA document G702, as certified by the Architect on September 8, 2011, in the amount of \$34,894.45,** was made by Mary Anne, seconded by Dona. Approved Yes-10 No-0

(As required by the banks, these payments are to be made by Resolution of the board and will be drafted as such in the future)

**NEW BUSINESS:**

Kevin suggested we begin to discuss open hours in both the current and new library considering weekends, lesser holiday, etc. Pat C. indicated that the Personnel Committee will review and meet with Finance Committee with recommendation to review.

**MINUTES:**

**Motion** to approve the August 10<sup>th</sup> minutes was made by Linda, seconded by Carole. Approved Yes-10 No-0

**DIRECTOR'S REPORT:** included in board packet. In addition, Susan reported that she will be writing a grant to GoArt for music for the Grand Opening.

**TREASURER'S REPORT**

Motion to approve the August 2011 Treasurer's Report was made by Pat C, seconded by Colleen. Approved Yes-10 No-0

**COMMITTEE REPORTS**

**Finance Committee:**

**Motion** to authorize the draw of \$50,000 from the Morgan Stanley Smith Barney Operating Fund and depositing into the Checking Account for paying the regular monthly bills was made by Linda, seconded by Dele. Approved Yes-10 No-0

**Motion** to authorize Linda Smith, as Treasurer and Chair of the Finance Committee, to execute the Letter of Engagement with Patricia Hayles, CPA, to perform the audit of 2011 library operations at a cost of \$5,500 (which includes preparing the FCE application each year until the bond is paid), was made by Dona, seconded by Mary Anne. Approved Yes-10 No-0

**Building and Grounds:** Working on Job Description for Maintenance Person

**Personnel** No report

**Planning** No report

**Local History** No report

**By-laws** No report

**Nominations and Elections** No report

Friends of the Swan Library: Had the Mum and Book Sale and are working on Art by Inches.

**Adjournment:** Motion to adjourn the meeting at 8:23pm was made by Mary Anne, seconded by Colleen. Unanimously approved

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF AUGUST 10, 2011

Present: Trustees Kevin Doherty, Lynne Philipps, Linda Smith, Colleen McKenna,  
Carole Patterson, Dona Scharping, Mary Anne Braunbach, Christopher Sargent,  
Library Director Susan Rudnicky  
Excused: Mariadele Theodorakos, Patricia West, Pat Cammarata  
Guests: Jim Krencik, Medina Journal

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

ITEMS RELATED TO BUILDING PROJECT

GROUNDBREAKING TODAY AT 10:00AM. Wonderful attendance. All costs were underwritten by Southcott Agency.

Contract has been delivered to LeCesse and as a side, they have a fine system where if a contractor breaks a Safety Code, they donate to the "Safety Book" and at the end of a project, all fines are donated to a not-for-profit group. Trustees are asked to think of a group, or the "Friends" for this benefit.

Trustees were asked to consider the cornerstone donation for the building. The Building Committee will be asked to investigate it for us.

Campaign Committee met last night and 85% of goal has been reached.

Booth at County Fair was donated by Southcott Agency. Many positive reactions to the new building were received as well as some donor prospects. Balloons (donated by Roger and Ingrid LaMont) were given out.

Motion to authorize payments from the MSSB Permanent Improvement Fund to:

Ivy Partners invoice 441 for \$2,522 was made by Dona, seconded by Carole. Unanimously approved

King & King invoice 19340 for \$4,560 (79%) was made by Dona, seconded by Colleen. Unanimously approved

J. O'Connell and Associates for August 1<sup>st</sup> invoice for \$3,425 for grants research was made by Lynne, seconded by Dona. Unanimously approved. Note: Building Chairs have reviewed the report and recommend the payment)

NEW BUSINESS:

**Motion** to authorize the president to execute for electronic transmission, the **New York State Library Construction Grant** narrative as presented was made by Lynne, seconded by Mary Anne. Unanimously approved.

**MINUTES:**

**Motion** to approve the July 13th minutes adding Chris Sargent in attendance, was made by Mary Anne, seconded by Dona. Approved Unanimously

**Motion** to approve July 25<sup>th</sup> Special Meeting minutes was made by Linda, seconded by Mary Anne. Approved Unanimously

**DIRECTOR'S REPORT:** included in Board packet. No additions.

## **TREASURER'S REPORT**

Motion to approve the July 2011 Treasurer's Report was made by Linda, seconded by Dona.  
Approved Yes-8 No-0

## **COMMITTEE REPORTS**

### **Finance Committee:**

**Motion** to authorize the draw of \$30,000 from the Morgan Stanley Smith Barney Operating Fund and depositing into the Checking Account for paying the regular monthly bills was made by Carole, seconded by Linda. Approved Yes-8 No-0

**Building and Grounds:** Working on Job Description for Maintenance Person

**Personnel** No report

**Planning** No report

**Local History** No report

**By-laws** No report

**Nominations and Elections** No report

Friends of the Swan Library: The Friends were at the fair booth the whole time. The Mum and Book Sale is coming up.

**Adjournment:** Motion to adjourn the meeting at 7:55pm was made by Dona, seconded by Mary Anne. Unanimously approved

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF JULY 13, 2011

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Mariadele Theodorakos, Colleen McKenna, Carole Patterson, Dona Scharping, Mary Anne Braunbach, Chris Sargent  
Excused: Pat West, Linda Smith, Susan Rudnicky  
Guests: Kevin Keenan, Smoke-Free Now

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President Kevin Doherty opened the meeting at 6:38pm. Motion to approve the agenda as presented was made by Mary Anne, seconded by Carole. Approved.

Presentation made to the board by Kevin Keenan, asking the Board consider adopting a Smoke-Free Policy, as presented by GCASA and the Smoke-Free NOW agenda. The board asked Building and Grounds to review the information and make a recommendation to the board.

**ITEMS RELATED TO BUILDING PROJECT**

Building Committee is meeting next week for final determination of scope of project.

Campaign Committee is at 83.6% of goal. Groundbreaking sign has been made with an open space for the date. Mike Southcott has donated his booth at the 4-H Fair to the Campaign Committee to solicit pledges. Roger and Ingrid LaMont are donating balloons to be given out. Contact Susie Gaylard to sign up for a shift.

Finance Committee is waiting to get the commitment letter for final review

**Motion** to authorize payment from the Morgan Stanley Smith Barney Permanent Improvement Fund to Ivy Partners for Invoice # 437 of \$2971.80, made by Dona, seconded by Dele.  
Approved Yes- 9 No-0

**Motion** to authorize payment from the Morgan Stanley Smith Barney Permanent Improvement Fund to King & King for Invoice #19197 for \$2,280 was made by Dona, seconded by Dele.  
Approved Yes-9  
No-0 (This represents incremental billing up to 77%)

**MINUTES:**

Motion to approve the June 8, 2011 Minutes as presented was made by Mary Anne, seconded by Chris. Approved.

**DIRECTOR'S REPORT** included in Board packet.

Susan was excused this evening however the Board noted that her goal sheet was not in the Board packet.

**TREASURER'S REPORT**

Motion to approve the June 2011 Treasurer's Report was made by Dona, seconded by Mary Anne. Approved. Yes-9 No-0

IRS Audit review showed a discrepancy in the 1099 forms from 2008. The clarification had been corrected, however, we were assessed a penalty which was then waived.

**COMMITTEE REPORTS**

**Finance Committee:**

**Motion** to authorize the draw of \$30,000 from the Morgan Stanley Smith Barney Operating Fund and depositing into the Checking Account for paying the regular monthly bills was made by Pat C, seconded by Carole. Approved Yes-9 No-0

**Building and Grounds** No report

**Personnel:**

Committee developed a recommended salary schedule. This will be used for Susan to refer to as a general guideline. **Committee recommendation** to approve the salary schedule was approved by the board. Yes-9 No-0

With the approval of the salary schedule, the hourly wages of the following individuals were recommended for change to bring them into compliance with the salary schedule: Jeanine Lowe/Library Assistant II (\$10.38 to \$11.00), Barbara Kyler/Technical Services (\$10.62 to \$11.25), Faith Howes/Library Assistant I (\$7.65 to \$8.00) and the Substitutes (\$7.50 to \$8.00). Approved as recommended: Yes-9 No-0

Personnel Manual section 3: Salaries and Hours was distributed to trustees with revisions in 3.1: Wages, and 4.4: Vacation. Vacation s

chedule revised.

**Planning/Risk Management**

A Patron Complaint was received requesting the children's book "Donovan's Big Day" by Leslea Newman be removed from the library. The committee reviewed the American Library Association's Freedom to Read, Freedom to View, and Patrons Bill of Rights and recommends to the Board (2/1) that the book not be removed and stays in the general circulation stacks in the children's library. **Committee recommendation** to keep the book Donovan's Big Day, by Leslea Newman in the general circulation in the children's library was approved by the board. Yes-9 No-0

**Motion** to move the following books: Daddy's Roomate by Michael Wilharte, and Heather has Two Mommies by Leslea Newman, which are written for children from the Parenting Section of the children's library into the general circulation was made by Lynne, seconded by Chris. Approved Yes-9 No-0

Policies listed below were sent to the trustees in the pre-read packet for approval of revisions or re-written to remove procedures from the policy:

- 1.1: Borrower Registration Policy: Reviewed 12/8/09, Approved Yes-9 No-0
- 1.2 Patron Code of Conduct: Revision approved Yes-9 No-0
- 1.3 Censorship Policy: Revision and affirmation of the board of the Library Bill of Rights, Freedom to Read and Freedom to View Statements (included) Approved Yes-9 No-0
- 1.4 Internet/Computer Use Policy: Amended and Approved Yes-9 No-0
- 1.5 Wireless Policy: Reviewed by Committee January 12, 2010 No revision recommended
- 1.6 Patrons Complaint Policy: Reviewed by Planning Committee June 27, 2011. No revision recommended
- 1.7 Meeting Room Use: Revised and approved by board Yes-9 No-0 (This policy will need revision for the New building)

**Local History**

**By-laws** No report

**Nominations and Elections**: All committees will remain the same as last year, and Chris Sargent has agreed to sit on the Finance and Building and Grounds Committees.

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

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF JUNE 8, 2011

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

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

**Nominations and Elections:** **Motion** to appoint Chris Sargent to fill the vacated seat on the Board of Trustees for the remainder of this year until the Annual Meeting of 2012 was made by the Nominating Committee and was approved by roll call vote: Yea: Braunbach, Cammarata, McKenna, Patterson, Philipps, Smith, West, Doherty. Absent (late): Scharping, Theodorakos

**ITEMS RELATED TO BUILDING PROJECT**

Building Committee: Dele and Susan went to Syracuse and selected carpeting. The committee has agreed on the windows with the outside mutttons. LeCesse will reopen bids on June 7<sup>th</sup>, as the agreed upon bids expired.

Campaign Committee: The signage will be replaced by Friday at the site including the new campaign thermometer.

Finance Committee: Should hear from Farm Credit within a few weeks.

Campaign Chairs: No report from Jean O'Connell

**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 #433 - PR/Marketing Consulting and mileage of \$4,111, was made by Mary Anne, seconded by Dona. Approved Yes-11 No-0

**Motion** to authorize payment from the Morgan Stanley Smith Barney Building fund to King and King for invoice #19116 in the amount of \$2,280 was made by Dele, seconded by Carole. Approved Yes-11 No-0 (this represents 76% of contracted bill)

**NEW BUSINESS:**

**Motion** to pay \$750 to Patty Hayles for preparing documents for Farm Credit from the Permanent Improvement Fund was made by Pat C, seconded by Colleen. Approved Yes-11 No-0

Committee Assignments: Kevin asked that Trustees request any changes they may want to make in the committee assignments, otherwise he would like to see them remain as is.

**MINUTES:**

Motion to approve the re-organizational minutes of May 2<sup>nd</sup> was made by Mary Anne, seconded by Dele. Approved

Motion to approve the May 11, 2011 minutes as presented was made by Pat C, seconded by Linda. Approved

Motion to approve the Special Meeting Minutes of April 23, 2009 was made by Pat C, seconded by Lynne. Approved (upon audit of minutes, this was never recorded as being approved)

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

### **TREASURER'S REPORT**

Motion to approve the May 2011 Treasurer's Report was made by Lynne, seconded by Mary Anne. Approved Yes-11 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 Linda, seconded by Lynne. Approved Yes-11 No-0

#### **Building and Grounds**

Adolf Genter has pointed up the front steps.

**Motion** to agree to Vinny Navarra's request to place a cherry picker on our front lawn to repair his building with the signing of an agreement to hold us harmless of any liability and for him to repair any damage to our property, was made by Pat C, seconded by Dona. Approved Yes-11 No-0

#### **Personnel:**

Pat C. reported that they would review a Bereavement Policy. Dele reported that they had contacted Patty Hayles concerning a Simple IRA Plan, and would get an agreement with her if there is any additional costs.

#### **Planning**

Planning is reviewing the organizational chart. They began to discuss the Café for the new building and Building and Grounds agreed to take on the policy.

#### **Local History**

Discussion of Digitization

**By-laws** No report

### **OLD BUSINESS**

Shared Programming: A suggestion to give Library Card applications to Kindergarten Graduates

**Adjournment:** Motion to adjourn the meeting at 8:04pm was made by Dona, seconded by Carole. Unanimously approved

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF MAY 11, 2011

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Linda Smith, Mariadele Theodorakos, Patricia West (until 8:30pm), Carole Patterson, Dona Scharping, Library Director Susan Rudnicky  
Excused: Colleen McKenna, Mary Anne Braunbach

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

Confirm as a block, the interim actions taken by the non-quorum meeting of the Trustees of April 13, 2011:

MSSB Operating Fund transfer to Operating Checking of \$50,000

MSSB Building Fund payments of:

\$4,172 to IVY Partners and

\$1,762.26 to King & King for reimbursables

was made by Lynne, seconded by Linda. Approved Yes-8 No-0

ITEMS RELATED TO BUILDING PROJECT

Building Committee: Committee is just working out the window decisions, the contract is at the attorney's office to review the contingency for financing, and a discussion of the gift-in kind process occurred.

Campaign Committee: the Kick-Off event was sponsored by Southcott Agency with a donation of \$2,000. The thermometer signage will be done by LonoWood and Kevin will have to work out the permit for it.

Finance Committee: the State Library Grant should be approved any day now. Kevin will deliver the audit to Farm Credit tomorrow.

Campaign Chairs have met and are requesting authorization to engage Jean O'Connell Associates for grant writing services of up to \$5,000 to be paid from the Local Campaign Checking account. Jean will identify granting organizations and give a report on the feasibility of making application to these identified sources. **Motion** to approve the request with a timeline was made by Linda, seconded by Dona. Approved Yes-8 No-0

**Motion** to authorize payment from the MSSB Permanent Improvement Fund to Woods Oviatt invoice 219231 for AIA contract with LeCesse Construction from \$1,414.50 was made by Lynne, seconded by Carole. Approved Yes-8 No-0

**Motion** to pay Ivy Partners for invoice 429 for \$4,294 was made by Lynne, seconded by Linda. Approved. Yes-8 No-0

**Motion** to execute contract with SJB for Special Inspections on the project as needed, at fixed rates per test and person-hour per their proposal of February 18, 2011, was made by Dona, seconded by Pat W. Approved Yes-8 No-0

NEW BUSINESS:

**Audit** Motion to accept the CPA Audit for 2010 and to authorize the President to execute IRS for 990 was made by Lynne, seconded by Dele. Approved Yes-8 No-0

## **MINUTES:**

Motion to approve the March 9, 2011 Meeting was made by Pat C, seconded by Dele  
Motion to accept the April 7, 2011 Special Meeting minutes selecting LeCesse Construction for the new library project was made by Dele, seconded by Carole P  
Motion to approve the April 13, 2011 minutes was made by Pat C., seconded by Dona  
All approved Yes-8 No-0

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

Discussion over internet giving to be referred to finance committee

## **TREASURER'S REPORT**

Motion to approve the March and April 2011 Treasurer's Report was made by Linda, seconded by Dona. Approved Yes-7 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 Pat C, seconded by Dele. Approved Yes-8 No-0

**Motion** to authorize the Treasurer to re-invest the matured Paul Haines Memorial CD interest to the operating budget for books was made by Dona, seconded by Carole. Approved Yes-7 No-0

### **Building and Grounds**

Kevin has spoken to Adolph Genter about pointing the front steps

**Personnel** No report

**Planning** No report

### **Local History**

**By-laws** No report

**Nominations and Elections** The committee will present names to fill the vacant seat to the board. If anyone is interested, contact Pat C.

## **OLD BUSINESS**

The bill from the Village of Albion for Metzger Engineering invoice 3548 for \$1,232.50 needs to be paid from the MSSB Permanent Improvement Fund. Motion to pay it was made by Carole, seconded by Linda. Approved Yes-7 No-0

A few members of the board want to readdress the ability of the library to pass out information to teachers about scheduling library tours for their classes and information on the summer reading program. Lynne, Dona, Pat C. and library staff members will investigate the past practices.

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

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF APRIL 13, 2011

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

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President Kevin Doherty opened the meeting at 6:32pm. There was not a quorum.

#### ITEMS RELATED TO BUILDING PROJECT

Kevin reviewed information on Construction Company selection of the Special Meeting, Lynne reviewed names of General Campaign members and shared information on the April 29<sup>th</sup> Campaign Kick-Off, and Kevin asked for input on the trustees opinion of searching out a grant writer for the building project.

MINUTES: Motion to approve the March 9<sup>th</sup> meeting minutes: postponed  
Motion to approve the Special meeting minutes of April 7<sup>th</sup>: postponed

TREASURER'S REPORT: Motion to accept the treasurer report: postponed

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

Susan received a request to sponsor an event on UFOlogy. It was suggested she defer this to the Friends.

Susan asked to get quotes for cleaning the carpeting. It does not have to be done by the Annual Meeting.

#### COMMITTEE REPORTS

##### Finance Committee

Motion to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Operating Fund, \$50,000 for payment of regular bills was made by Mary Anne, Seconded by Dona. Yes-5 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 421 for \$4172 for regular services and mileage was made by Lynne, seconded by Dona. Yes-5 No-0

A check for King and King for invoice 18962 for \$1,762.26 for printing costs was made by Lynne, seconded by Pat. Yes-5 No-0

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

Mary Anne requested she be contacted to review the work provided by the cleaners.

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

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

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

Lynne compiled a list of "unfinished" or "in-progress" items from the trustees meetings from May 2010 to present for review and a reminder for assignments made by the board.

There is also an Index of the Approved Motions for help in compiling the committees annual reports.

##### By-Laws: no report

##### Nominations/Elections:

There is one individual applying to run for two open seats on the Board of Trustees. Dele Theodorakos has been verified and will be the only name on the ballot.

There was also discussion over actively seeking board candidates. It was also suggested that the information packet for candidates was too cumbersome. The elections/nominations committee will continue to review the process.

ADJOURNMENT: The meeting adjourned at 8:31pm

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF MARCH 9, 2011

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

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

**ITEMS RELATED TO BUILDING PROJECT**

Building Committee is meeting to finalize a recommendation to the board. They have seen and reviewed side by side comparisons of the bids and need to interview a fourth construction company.

Kevin is still waiting to hear back from the Village of Albion concerning the invoice we received from the Village for the services of Metzger Engineering.

Campaign Committee is establishing the general campaign committee. Over 65% of the original campaign goal has been pledged. The board was informed that there will be a general campaign kick-off at the Elks on April 29<sup>th</sup>.

Finance Committee is preparing the financial package for Farm Credit.

**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 421 for \$4172 for regular services and mileage was made by Lynne, seconded by Carole. Approved Yes-10 No-0

A check for **King and King** for invoice 18864 for \$6,840 per contract to 75% of benchmark was made by Lynne, seconded by Linda. Approved Yes-10 No-0

MINUTES: Motion to approve the February 9<sup>th</sup> 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 Linda, seconded by Lynne. Approved Yes-10 No-0

**NEW DISCUSSION:**

Concern expressed over the addition of the library to Facebook. There is not a policy statement written concerning its upkeep, etc. Susan is to review what other libraries are doing and presenting a plan to the Planning Committee and the board. Twitter was also mentioned in the discussion and should be addressed within the plan.

**Motion** to approve the **2010 New York State Annual Report** with minor corrections was made by Mary Anne, seconded by Lynne. Approved Yes-10 No-0

Kevin also reported that we have been contacted by the IRS for an examination of our records. We can either have them come here or we can submit them to them. The board suggested they conduct the review here.

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

Computer filters and screening and a disclaimer statement for Wifi and computers was discussed. Susan is to review current policy and make any recommendations to include adapting the policy to the new building site.

## **COMMITTEE REPORTS**

### Finance Committee

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Operating Fund, \$50,000 for payment of regular bills was made by Linda, seconded by Dona. Approved Yes-10 No-0

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

Spring Cleaning has been completed. The Committee will be working to identify a job description for a Cleaner/Maintenance position for the new building.

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

**Motion** by committee to award the Director a 2% salary increase, pursuant to the evaluation process, retroactive to January 1, 2011. Approved Yes-10 No-0

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

Burrows re-use committee has given John Hovanesian of the USDA and Carol Culhane of the Lake Plains Development Committee permission to pursue interests in the Burrows mansion use as a museum.

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

No report

### By-Laws: no report

### Nominations/Elections: (Pat C.

Candidate packages have been completed and are at the front desk for anyone interested in running for a board seat. An ad has also been placed in the Pennysaver. Pat C. asked Mary Anne if the Friends would assist in the election.

## **OTHER REPORTS:**

Friends of Swan Library: March 17<sup>th</sup> is the Library's 11<sup>th</sup> 1st Birthday.

Shared Programming: Kevin reported that the school board had a discussion concerning the library's distribution of flyers in the schools. The board, again, voted No.

Adult Volunteer Coordinator: Ad placed in paper. Susan also reminded that we wanted to see the updated Dress Code/Policy.

**THE NEXT MEETING:** of the Board of Trustees on April 13<sup>th</sup> at 6:30pm at the library. The potential of a Special Meeting with the Building Committee may be announced.

**ADJOURNMENT:** Motion to adjourn the meeting at 8:36pm was made by Dona, seconded by Mary Anne. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF FEBRUARY 9, 2011

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

Excused: Judy Christopher, Pat Cammarata, Colleen McKenna

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President Kevin Doherty opened the meeting at 6:37pm. Motion to approve the agenda as presented was made by: Lynne, seconded by Linda. Approved.

ITEMS RELATED TO BUILDING PROJECT

Building Committee: Liaison Dele

Bids to be opened by King and King on Feb. 14<sup>th</sup>. They will set up a side by side comparison and there will be a webcast presentation made to the committee on Feb. 15<sup>th</sup> at the County Office Building, Conf. Room C at 6:30pm.

Capital Campaign Committee: Liaison Lynne

The campaign has realized almost 65% of its initial goal. Kevin reported to the board that the payment against the pledges total over \$20,000. The Committee is preparing to assemble a General Campaign Committee. An anticipated Kickoff date for the General Campaign is April 29<sup>th</sup>.

Finance Committee: Liaison Linda

Kevin reported that Dean T has facilitated conversations between USDA and Farm Credit and they are just waiting for the bid information.

Authorization for payments from the MSSB Building Fund:

**Motion:** IVY Partners invoice 418 for \$4,560.80 was made by Lynne, seconded by Dona. Approved Yes-8 No-0

King and King for invoice 18707 for reimbursement to cost of printing and distributing Plans for \$365.30 and another check for:

King and King for invoice 18708 for Professional Contract to 72% benchmark for \$4,560 was made by Mary Anne, seconded by Carole. Approved Yes-8 No-0

**Tabled:** a motion to Reimburse the Village of Albion for services of Metzger Engineering for a storm water plan on invoice 3548 for \$1232.50. The board would like a reason for this review from the Village. Motion to table made by Mary Anne, seconded by Dona.

**Motion** to transfer \$5,000 from the MSSB Building Fund to the Capital Campaign Fund as requested was made by Dona, seconded by Mary Anne. Approved Yes-8 No-0

MINUTES: Motion to approve the January 12, 2011 minutes as submitted was made by Linda, seconded by Dona. Approved Yes-8 No-0

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

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

Lake Plains Conservation will be meeting here tomorrow. Susan will be giving a background on the library.

Mike McFarland will be driving to Albany for the Albany Advocacy Day April 28<sup>th</sup> through March 1<sup>st</sup>. If interested in attending, contact Susan.

## **COMMITTEE REPORTS**

### Finance Committee

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Operating Fund, \$50,000 for payment of regular bills was made by Pat W, Seconded by Dona. Approved Yes-8 No-0

The committee has been asked to begin a review of a plan for liquidating equities in the MSSB Permanent Improvement Fund on an as-needed basis for cash flow purposes with the new building plans.

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

Report filed.

Mary Anne stated that ARC would be given a check list for jobs that need to be performed when cleaning the library. This can be used to create a complete listing of duties.

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

Report filed.

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

Report filed.

The Planning and Personnel Committees met with Charity and she has put together a packet for Volunteers for the Library. The committees suggested a few changes and asked that the outreach for volunteers be increased to possibly include other than “cleaning” duties. The board was given a packet for review and comment.

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

Building Re-use subcommittee

By-Laws: no report

Nominations/Elections: no report

## **OTHER REPORTS:**

**Friends of Swan Library:** no report

**Shared Programming:** Discussion with Sue S. about students putting together a YouTube video on the Swan Library/Building Project has led to the development of an Audio-visual Club and the students are already coming up with some ideas.

**Swan/Eastman Music:** There is a Dulcimer concert at the Pullman Church on Feb. 24<sup>th</sup> at 7pm

**Tax Levy Resolution** requesting **\$602,917** has been delivered to the Albion School for placement on the school vote

THE NEXT MEETING: March 9, 2011 at 6:30pm

ADJOURNMENT: Motion to adjourn the meeting at 8:14pm was made by Dona, seconded by Mary Anne. Unanimously approved.

Respectfully submitted,  
Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF JANUARY 12, 2011

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

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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**

Building Committee to have a web conference with King and King on January 26<sup>th</sup> at 6pm where the bids will be opened and compared. From here the committee will review all criteria and make a recommendation to the board.

Campaign Committee is over 60% of its goal and is preparing to meet with individuals for the general campaign. Lynne shared with the board the current lead donor roster and naming opportunities. A preliminary group is being developed and the selection of a Chairperson will be determined.

Finance Committee is actively meeting with Farm Credit and they are now waiting for the definite bid information.

**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 416 for \$4172 for regular services and mileage

A check to Woods Oviatt for invoice 211865 for \$950

A check to King and King for invoice 18631 for \$589.62 for reimbursement at cost for printing and distributing Plans

A check for King and King for invoice 18632 for \$4,560 per contract at 70% of benchmark

A check for SJB Rochester for invoice ROCH9402 for \$3,174.20 for test borings and the geotechnical report.

A check for the Village of Albion for \$1,120.75 to reimburse them for services of Metzger Engineering to the Planning Board.

Motion made by Mary Anne, seconded by Linda. Approved Yes-9 No-0

**Motion** to confirm by resolution in this open meeting, the December 20, 2010 payment of \$6,150 by check number 1045 from the MSSB Building Fund to the Village of Albion for the application fee for Codes Review of the final plans for the new building, pursuant to an e-poll of Trustees in which the following members voted in the affirmative: Braunbach, Cammarata, Doherty, McKenna, Scharping, Smith, Theodorakos, was made by Lynne, seconded by Linda. Approved Yes-9 No-0

**Motion** to clarify that equities received in payment of pledge to the capital campaign shall not be liquidated to pay any "non-construction" costs was made by Mary Anne, seconded by Dona. Approved Yes-9 No-0

**ANNOUNCEMENT:** Kevin reported that NIOGA is seeking nominations for one trustee at-large. If anyone knows of anyone interested, please let Kevin know by March 1<sup>st</sup>.

MINUTES: Motion to approve the December 2010 minutes as submitted was made by Mary Anne, seconded by Dona. 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 addition to the written report:

Employee Dress Code was distributed for review. Referred back to Personnel for editing. Susan reported that more sub's are needed. It was suggested that she place a small ad.

## **COMMITTEE REPORTS**

### Finance Committee

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign from the MSSB Operating Fund, \$60,000 for payment of regular bills was made by Linda, seconded by Pat. Approved Yes-9 No-0

**Motion** to adopt the 2011-12 Operating Budget in the amount of \$620,448 and to authorize the president to draft and forward to the Albion Central School District the letter, per recent practice, requesting a tax levy, proposition in the amount of \$602,917, to be voted on coincident with the school budget on May 17, 2011, was made by Lynne, seconded by Linda. Approved Yes-9 No-0

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

Time for Spring Cleaning. ARC will be contacted.

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

The committee reviewed current staffing and recommended 9 revised descriptions be approved. Yes-9 No-0

The committee recommended that Jeanine Lowe be approved a change in title to Library Assistant II and increase her hourly wage from \$9.88 to \$10.38, retroactive to January 1, 2011. Approved Yes-9 No-0

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

The Building Re-use subcommittee presented a flow chart from the Lake Plains Resource Conservation and Development Council on the strategy to turn the Swan Library into a museum of Orleans County History.

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

Review of the Board Self Assessment showed a need for greater communication between committees and full board and a better format for board member orientation. The next evaluation will be conducted in October. The same format will be used so we can make an equal comparative review. It was also suggested by Dele that we place a copy of the blank review questionnaire in the information for perspective board members so they will see what is expected of them, should they want to run for a board position.

The committee also met with Charity for a report on her visit to the Richmond Library. This project is also important to the Personnel Committee therefore a joint meeting of these two committees should be planned.

### By-Laws: no report

Susan reminded that the board needs new copies of the updated By-Laws

### Nominations/Elections:

Secretary informed the Nominations Committee that two seats would be available for the May 2011 elections. Judy Christopher and Dele Theodorakos are both finishing their first terms.

**OTHER REPORTS:**

Friends of Swan Library: Will be holding a jewelry sale Feb. 4-5

Shared Programming: No report

**NEXT MEETING:** February 9, 2011 at 6:30pm at the Library

**ADJOURNMENT:** Motion to adjourn the meeting at 8:41pm was made by Carole, seconded by Dona. Unanimously approved.

Respectfully submitted,

Lynne Philipps, Secretary