

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
DECEMBER 11, 2013

CALL TO ORDER: 7:04 pm by President Kevin Doherty.

PRESENT: Trustees Kevin Doherty, Jan Albanese, Linda Smith, Pat West, Colleen McKenna, Mary Anne Braunbach, Dele Theodorakos (for executive session only), Terry Wilbert, Director Susan Rudnicky.

PUBLIC FORUM: None.

REVIEW AND ADOPT AGENDA: Additional topics to be covered under finance committee and new business. Approved by Terry. Seconded by Mary Anne. Approved.

SUMMARY, QUESTIONS AND UPDATES:

DIRECTOR'S REPORT: Last 2 pieces done for Main Street Grant and reimbursement expected to be okayed and sent within 3 months. Clouds are up, and lifts to be removed. Year-end circulation figures and comparison to 2012 to be reported next month. Terry requested list of 2013 programs and respective costs for future sponsor information. He also requested "smart board" training for personnel and interested persons—Susan to finalize with Sandy Climenhaga and set date. Kevin requested minutes on holiday policy, as personnel cost is largest line item in budget.

CHILDREN'S LIBRARY REPORT: Positive comments on well-planned-ahead programs, all in house.

PROGRAM/VOLUNTEER REPORTS: Kevin expressed concern over Charity attending Common Core training with its all new jargon. Will she train staff? Suggestion for Susan's next director's meeting to address being prepared to cooperate with schools regarding lexile reading levels. More to come. Discussion on need to be pro-active in finding new volunteers. Several suggestions for targeting such were given.

REVIEW AND ADOPT TREASURER'S REPORT: Jan expressed concerns regarding over-spending on various lines. Motion to adopt by Terry, seconded by Colleen. Approved.

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE: Motion to authorize Administrative Assistant to draw, and designated officers to sign, checks from the MSSB Operating Fund for up to \$75,000 for transfer to the Operating Checking Account made by Linda, seconded by Colleen. Approved. Linda reported favorable financial condition for 2014, having gone through curtailing process item by item. Discussion regarding ADP and switching to Paychex to save money and qualify for large group rates for health insurance. Makes economic and work flow sense. Terry motioned Linda to follow up and discuss with rep before end of year, then email Trustees for pre-Jan 2 vote. Discussion to look at MSSB account next year to see if we can do better and lessen current charge. Terry and Kevin suggested RBC, and Raymond James be looked into. Susan mentioned a mid-January program for RFID at no cost.

**BUILDING AND GROUNDS:** Clouds up, locks fixed, Trustee bench ready to be installed weather permitting. (Mary Anne loves the logo!) Linda concerned with water running down the French drain, staining the bricks and breaking down the mortar between the bricks. Kevin will refer to builders for advice/mitigation. Bob to be called in to remove the lifts from the front entry area.

**NOMINATIONS AND ELECTIONS:** None

**PERSONNEL:** Discussion regarding 80/20 split for health care costs or other set amount, with employee choice of bronze, silver, or gold BeneCare options. Motion by Terry to modify policy 5.4 sec.3 so that all library employees working 35 or more hours per week are eligible for a health insurance contribution to be determined annually by the Trustees. Seconded by Linda. Approved.

Terry motioned fiscal year 2014 health insurance contributions to be \$3,385.00 per qualifying staff member, using BeneCare as the plan provider. The Board continues to authorize \$1,200 into established Health Savings Accounts for each qualified staff member. Seconded by Mary Anne. Alternate options will be looked into for next year.

**PLANNING:** Committee to review and revise disaster plan.

**LOCAL HISTORY:** None

**BY-LAWS:** None

**FRIENDS OF SWAN LIBRARY:** Tasty Treats went well. Many donations given for raffles. Attic sale being planned for spring.

**OLD BUSINESS:**

Update on Burrows Building: Upstairs table sold. Ron Tower to sign off on weekly walk-through of building. One party still interested in purchasing building. Tierney says sell when can!

Linda to follow up on police presence in parking lot. Kevin to install \$39.00 dummy camera near restrooms. Spreadsheets for daily counts to be sent via email. Colleen to follow up with Amish person to secure gate for AC unit.

**NEW BUSINESS:** Motion by Mary Anne to authorize the president to execute the AMSA Grant documents for work on the Burrows Building including the release for the use of photos, and declaration for ongoing property maintenance, seconded by Linda. Approved.

**CONCERNS AROUND THE TABLE:** Susan submitted proposed policy and sign-up for fishing pole loaning. Referred to Planning Committee.

**NEXT MEETING AND EVENTS:**

Regular Trustee meeting January 8, 2014 at 7pm

**EXECUTIVE SESSION:** 9:00-10:30

**ADJOURNMENT:** Motion to adjourn made at 10:31pm by Terry, seconded by Linda. All approved.

Respectfully submitted,  
Patricia West

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
NOVEMBER 13, 2013 MEETING

**Called to order:** 7pm by President Kevin Doherty. Additions to the Agenda: x-mas bonus, Burrow's building, committee formation, Executive session. Motion made by Marie, seconded by Terry, to adopt the Agenda with the additions. Vote of all in favor.

**Present:** Trustees Kevin Doherty, Jan Albanese, Colleen McKenna, Terry Wilbert, Marie Snyder, Dele Theodorakos. Director Susan Rudnicky.

**Public Forum:** No one in attendance.

**Minutes from October 9<sup>th</sup> meeting:** Motion made by Colleen, seconded by Terry, to approve minutes as written. Vote of all in favor.

**Director's Report:** In addition to the pre-read report, a report dated 11/13/13 was also distributed by Susan. Information on Paychex, local 'Navigator' for health insurance, Benecare meeting – Personnel Committee will look at the various options, including ADP and in-house payroll, prior to staff having to attend any info meetings. Flowers to Charity for scheduled surgery, be sure to obtain Dr. release for return to work – copy in Kevin. Kevin will address new phone issues along with some old ones. Clouds – Kevin spoke w/them last Friday, have found a better way to attach, need communication w/them to schedule installation work. Archibald pledge and bench have been paid for, she has also asked for changes in design. Library Construction grant – no money yet, meeting on Monday 11/19 – Susan, Kevin, and Marie will attend. Zinio, NIOGA has purchased the magazine download access, our cost \$300. for one year, want to test out prior to public knowledge and train staff. Programs are being advertised on web site and FB. Some staff training will be taking place in Nov. & Dec.

**Children's Library Report:** Distributed in pre-read packet.

**Program / Volunteer Reports:** Distributed by Susan. Discussed using Volunteer's talents if possible.

**Treasurer's Report:** Jan again voices concern on the over-spending on various line items within the budget. Need to take this info into consideration when developing budget. Motion made by Colleen, seconded by Terry, to accept the Treasurer's Report. Vote of all in favor.

**Reports of Committees:**

**Review of Committee Assignments:** Kevin said Nomination & Election Committee could be Ad Hoc. Distributed copy of By-Laws. Any changes would need to be done at next membership meeting. Terry desires to create a Planned Giving / Sponsorship Committee. It would create policy, procedures and fee schedule to ensure no overlap of who is doing what. This would be a 'process' group setting guidelines, not actually doing the fundraising. An Ad Hoc Committee with community involvement (Nyla Gaylord, Cora Coyette, Dr. Grabowski, Medina Hospital, etc) Could set a meeting to seek interest. It was then decided that Kevin will initially contact Ivy Partners to see if they have any guidelines, then proceed from there.

**Finance:** Motion made to authorize Administrative Assistant to draw, and designated officers to sign checks from the MSSB Operating Fund for up to \$75,000. for transfer to the Operating Checking account made by Terry. Seconded by Marie. Vote of all in favor.

**Building & Grounds:** Jan read Mary Anne's email which was sent to all. Trustee bench ready. Kevin has spoken with Neil Muscarella and brick installation will start tomorrow. Susan will speak with him, re: pattern. Kevin has talked with Ron Tower, re: snow removal, sidewalks, environmental friendly salt. Free Methodist Church is using site on Sundays.

**Nominations & Elections:** John Andrews has an interest. Charter has been changed to 9 members, By-Laws need to be changed at membership meeting (April).

**Personnel:** Meeting on 11/19 with Benecare. Committee will look into all options. Kevin stated current is 80/20 split for single Health Ins. approx. \$325./mo/person, senior rate \$98./mo/ Cheryl and in 2014 5 months for Susan.

**Planning:** Last month 4 policies were presented for review of minor changes. #1.1 – Borrower Registration Policy, # 1.11 – In-House Laptop Loan Policy, #2.4 – Circulation & Reference Policy, #2.6 – Public Relations Policy. Committee makes the motions to approve. Vote of all in favor. Jan reported that a new updated Policy book will finally be distributed at December's meeting. Susan distributed a part of the Disaster Plan (for your review) it will also be incorporated with the policy manual and hopefully adopted next month.

**Local History:** N/A.

**By-Laws:** Be sure to review for any other changes that may be needed in April.

**Friends of Swan Library:** As per Mary Anne's email – Bricks on sale! Attic sale to be held in the Spring. Tasty Treats – 12/5, 7pm. \$5.00, raffle tickets available.

#### **Old Business:**

**Update on Burrow's Building:** addressed on Task List.

**Task List from October 9<sup>th</sup>:** *Results in Italic print.*

#### Susan

- Main Street Grant follow-up (breakdown of costs). *Susan has paid Ron, submitting scanned check to funder. We still would like a breakdown of costs of this grant.*
- Budget Development (considerations: future annual contracts/leases). *Need to generate a budget based on these annual expenses.*
  - As a result, a new committee could be formed to address Planned Giving / Program Sponsorship. *Discussed under Director's Report. Kevin to contact Ivy Partners.*
- NYSED notified of By-Law change, number of Trustees (11 to 9)? *Just needs Kevin's signature.*
- Compile items requested by Kevin for eventual sale of Swan. *Susan says done, needs to give it to Kevin.*

- Completion of Policy revisions (Disaster Plan) for Planning Committee. *Policy revisions done, new updated packet in Dec. along with Disaster Plan.*
- ✓ Website & Facebook updating and advertising. *Going well.*
- Benches: draft for Archibald & follow-up. *Discussed under Director's Report. Continue with follow-up.*
- Monthly employee highlight info / photos. *Still need photos.*
- PR on naming rights to Children's Library / signage. *PR done. This does need to be continually mentioned via other press (installation of bench, etc.).*
- Cloud repair soon. *Discussed, waiting for a scheduled time for installation.*
- Contact Ron Tower & Risk Manager on desired re-location of bike rack installation. *Installed.*
- Staff xmas plans. *Staff will have a gathering on their own. It's the desire of the Board to recognize staff and volunteers (including Board) via a reception. Kevin called upon Linda and Jan to organize something in January (Sunday or Friday PM), at no cost to the Library.*

### Kevin

- Attorney advice on procedure needed for sale of Swan. Interested buyers send to Kevin. *Kevin has not received the outline yet. Would be treated like an auction – bids. Linda's information from Ron Vendetti – can't be used as a private residence as per village codes, only 2<sup>nd</sup> floor apts. allowed in business district. Village may prefer on tax rolls rather than sitting vacant though. May need to make proposal to Village.*
- Phone issues (589-0479, mailbox, **FLAT music**) follow-up. *Kevin will work on these along with some new issues.*
- Hall camera, re: bathroom issues. Speaking to Rex Harvey. *Kevin has spoken with Rex about moving cameras, it would be a process. Are there still issues?*
- Air Conditioner security – waiting for quotes on specs. *They have come out twice. Gate? Colleen to get a name to Kevin for someone to look at this.*
- Flag pole. *Haven't gotten far with Elks or Legion. LaMont suggested Lazario's pledge be partially deferred to flag pole cost (they have not received other recognition). Susan to check on status of pledge.*

### All Trustees

- Staff xmas bonus. *Motion made by Colleen, seconded by Dele, to provide a Christmas bonus of \$75.00 to each employee and the 3 consistent subs (Dirk, Sue, Charlene). Vote of all in favor. Need to look at equity benefit to each of the various employees in the future.*

**New Business:** Inquiry made as to status of the other front window supposedly made by Bonafede/Kohler. Check on this. Another option may be MacFarlands.

Meeting adjourned to Executive Session, as per Jan's request, at 8:56pm. Meeting reconvened at 9:30 pm.

Terry asked for daily counts of people through the tracking machine.

Motion made by Dele, seconded by Marie, to adjourn. Vote of all in favor. Meeting adjourned at 9:32pm.

Minutes submitted by,

Jan Albanese, Vice President

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
OCTOBER 9, 2013

CALL TO ORDER: 7:05 pm by President Kevin Doherty. Motion to adopt agenda made by Mary Anne, seconded by Pat. Approved.

PRESENT: Trustees Kevin Doherty, Jan Albanese, Linda Smith, Pat West, Colleen McKenna, Mary Anne Braunbach, Terry Wilbert, Dele Theodorakos, Director Susan Rudnicky.

PUBLIC FORUM: none

REVIEW AND ADOPT MINUTES: Mary Anne moved and Colleen seconded. Approved.

SUMMARY, QUESTIONS AND UPDATES:

DIRECTOR'S REPORT: Susan explained that the name change and address were holding up the NYS Library Construction Grant. On the Main Street Grant, the asbestos removal is complete and the windows are nearly done. The Board looked at the report on Volunteers by Charity Garrow and applauded the changes. Explanation given of volunteer training process and orientation. Discussion of volunteer recognition moved to February. Need pictures for staff highlight—Jim Doyle to be asked. No meeting yet for budget discussion with staff. Facebook updates not done. Should be done weekly—maybe Dirk? LeCesse to put stencil of “CHILDREN'S” on children's doorway, and will remedy clouds. Susan gave three High School class tours and info on Hoag resources, and provided a guide for using Novelist to check Lexile levels on books for Middle School teacher, Mr. Keller.

CHILDREN'S LIBRARY REPORT: included

REVIEW AND ADOPT TREASURER'S REPORT: Motion to adopt by Jan, seconded by Mary Anne. Approved.

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE: Motion to authorize Administrative Assistant to draw, and designated officers to sign, checks from the MSSB Operating Fund for up to \$75,000 for transfer to the Operating Checking account made by Terry, seconded by Colleen. Approved. All monies withdrawn to cover September bills have been returned. \$40,000 check in correspondence folder.

BUILDING AND GROUNDS: Swan asbestos out, flooring out, windows about done. Discussion about covering “tarry” floor. Nathan Lyman has a possible buyer for the Swan building, interesting in renovating, and there is a second prospective buyer. Kevin to confer with attorney for info on our side of selling. Ron Tower asked about any changes about upcoming snow removal. None suggested. He will install bike racks and benches, after Susan checks with Chris Haines for any risk management of placement.

NOMINATIONS AND ELECTIONS: Proposal to reduce the number of Trustees written by Susan---add “effective immediately”. Resolution to change moved by Mary Anne, seconded by Dele.

Roll call vote—unanimous. Committees to be reworked.

PERSONNEL: Concern regarding no children's librarian on Saturdays, although there are experienced personnel there. Prime time is after school. Linda to call 3M regarding training to track number of patrons, at specific times. She requested a spreadsheet, which Susan will print out for November meeting. Discussion of healthcare. Appointment with representative made for October 29<sup>th</sup> at 2pm to explain changes. Adjustment to be made in January for Affordable Care Act.

PLANNING: Looking over policies. Trustees reviewed and signed conflict of interest policy 3.1 and turned them in.

LOCAL HISTORY: No report

BY-LAWS: Susan to check on by-laws for quorum change.

FRIENDS OF SWAN LIBRARY: Thirty bricks ready for pick-up Monday or Tuesday. Susan to find place to store them inside back door. Bids requested for installation. This to be photo op/promo for website, Hub, etc. Sale will run again at Christmas. More publicity for last hurrah inside Swan for the attic sale on November 22<sup>nd</sup> and 23<sup>rd</sup>. Team to be arranged to bring items down. Bill Lattin to price them. Free bags of overflow books from Friends room to be given out. Upcoming sale of Michelle Watt's donated Snoopy collection. Tasty Treats on December 5<sup>th</sup> will include 2 large baskets for auction.

OLD BUSINESS: None

NEW BUSINESS: Kevin to remedy “flat” phone hold music. Discussion regarding standard \$75 Christmas bonus.

CONCERNS AROUND THE TABLE: none

PUBLIC FORUM OPPORTUNITY: none

NEXT MEETING AND EVENTS:

Friends regular meeting	Nov.6, 6pm
Regular Trustee meeting	Nov. 13, 7pm

EXECUTIVE SESSION: 8:45-9:45

ADJOURNMENT: Motion to adjourn made at 9:45 by Terry, seconded by Colleen. All approved.

Respectfully submitted,

Patricia West  
Secretary



SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
SEPTEMBER 11, 2013

CALL TO ORDER: 7:00 pm by President Kevin Doherty. Motion to adopt agenda made by Terry, seconded by Linda. Approved.

PRESENT: Trustees Kevin Doherty, Jan Albanese, Linda Smith, Pat West, Colleen McKenna, Mary Anne Braunbach, Terry Wilbert, Marie Snyder, Director Susan Rudnicky. Dele Theodorakos excused.

PUBLIC FORUM: None

REVIEW AND ADOPT MINUTES: Jan moved and Linda seconded to approve the meeting minutes of August 14, 2013. Approved.

SUMMARY, QUESTIONS AND UPDATES:

DIRECTOR'S REPORT: Susan will have phone conference on Friday to discuss BEST Center's training on customer service. Discussion to possibly open it to all NIOGA staff to lower \$900 cost. She will email to determine interest. Main Street Grant extension requested. No response as of yet. There is a paper trail. She will contact Katelin and get signed receipt and specs on extension, and copy of Ron Tower's bid. Website and calendar need to be updated. Facebook update not done by Charity. Terry suggested need for a tech person to keep things updated--perhaps a volunteer. Susan will discuss with Charity. Jim Doyle, a tech-savvy new volunteer and library science major, to be considered. Susan has news from Nathan Lyman of someone interested in purchasing Swan building. Special meeting to discuss in earnest to be set up by Susan. At no extra cost, RFID command center software to be available to us with some training for library usage. Susan to contact Jeff Wagner at September conference.

CHILDREN'S LIBRARY REPORT: Follows.

PROGRAM/VOLUNTEER REPORTS: Discussion regarding Volunteer Report form/checklist. Susan will help Charity write an improved report.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to adopt by Mary Anne, seconded by Jan. Approved.

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE: Motion to authorize Administrative Assistant to draw, and designated officers to sign, checks from the balance of the MSSB Operating Fund, for transfer to the Operating Checking Account made by Mary Anne, seconded by Colleen. Approved. Motion made by Jan and seconded by Terry to authorize Linda to temporarily move funds from the employee benefits account at First Niagara Bank subject to immediate repayment when school tax check clears on or before October 1. Approved.

BUILDING AND GROUNDS: Mary Anne presented Trustee donor bench design. Ready in October.

**NOMINATIONS AND ELECTIONS:** Susan prepared resolution to reduce Trustee number; discussion followed to table the resolution for now. Suggestion by Mary Anne to reduce committees now that new library is done, keeping 4 active. Others to be ad hoc assignments as needed. Discussion regarding fund-raising, perhaps an annual campaign through Ivy Partners. Susan suggested establishing a foundation for planned giving.

**PERSONNEL:** Goals: clean up present organizational chart. Susie is training Barb Kyler as back-up for check writing and payroll preparation.

**PLANNING:** Went over disaster plan. Still waiting for final policy book.

**LOCAL HISTORY:** No report.

**BY-LAWS:** Will need to adjust committees.

**FRIENDS OF SWAN LIBRARY:** Mum sale doing well. Extras will go to children's garden. Looking for new volunteers, and Treasurer replacement. Attic sale contingent on asbestos removal. Will need volunteers to move things down from the attic and third floors. Tasty Treats to be done by chefs from the Crooked Door on Thursday, December 5<sup>th</sup>. Needs poster and website entry.

**OLD BUSINESS:** Kevin still working on flag pole gift coordination.

**NEW BUSINESS:** Discussion regarding budget with staff, assisting in finding program sponsors, work flow, need for training to pique efficiency of operation. Susan to attend Volunteer Fair in Brockport.

**CONCERNS AROUND THE TABLE:** None

**PUBLIC FORUM OPPORTUNITY:** None

**NEXT MEETING AND EVENTS:**

Friends regular meeting	Oct. 2, 6:30pm
Regular Trustee meeting	Oct. 9, 7pm

**EXECUTIVE SESSION:** 8:49-9:19 pm

**ADJOURNMENT:** Motion to adjourn made at 9:19 pm by Marie, seconded by Colleen. All approved.

Respectfully submitted,  
Patricia West

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
AUGUST 14, 2013

CALL TO ORDER: 7:05 pm by President Kevin Doherty. Motion to adopt agenda made by Mary Anne, seconded by Linda. Approved.

PRESENT: Trustees Kevin Doherty, Jan Albanese, Linda Smith, Pat West, Colleen McKenna, Mary Anne Braunbach, Dele Theodorakos, Terry Wilbert (for executive session only), Director Susan Rudnicky. Introduction and welcome of Marie Snyder as ACSD's newly appointed trustee.

PUBLIC FORUM: Introduction by Kevin of auditor Patty Hayles, and guest Nyla Gaylord. Patti gave a complete and clear overview of her work for trustee review of form 990 before its submission. Bottom-line credit of \$2,302. Patti will help Susan/Susie with simplifying P&L reporting, and suggested check-and-balance system be put in place by Susan for cash usage. 501c3 for Friends still in a very stalled status. They should continue to function as is, and delay filing name change until Hoag change is complete.

REVIEW AND ADOPT MINUTES: Change regarding patron complaints should read: Patron may make a written or email signed complaint to Susan/cc President Doherty. Motion to adopt as changed made by Mary Anne, seconded by Colleen. Approved.

SUMMARY, QUESTIONS AND UPDATES:

DIRECTOR'S REPORT: Main Street Grant ready to go, with Ron Tower low bidder, of 2. Work must be done by Sept 30, or contract extension needed. NYS Building Grant for solar panels ready to be sent, under old name. Linda moved, Dele seconded, to have Kevin execute contract. No update on website and Facebook pages. Mary Anne suggested Dirk Climenhaga. PR on Kerrigan not done. Staff training not done. Benches, bins, and racks on order. Monthly staff/volunteer highlight stand ready; pics not done. Terry spear-headed stand. Susan will have about 12 SUNY Brockport volunteers on August 24<sup>th</sup> to move all saleable items from Swan attic to 3<sup>rd</sup> floor for Friends furniture sale.

CHILDREN'S LIBRARY REPORT: Discussion of having stencil of "Children's" put on glass transit. Susan to contact Tom Rivers for PR to re-address childrens' library naming opportunity.

PROGRAM AND VOLUNTEER REPORT: Written report by Charity as handout.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to adopt by Mary Anne, seconded by Dele. Approved.

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE: Motion to authorize Administrative Assistant to draw, and designated officers to sign, checks from the MSSB Operating Fund for up to \$75,000 for transfer to the Operating Checking Account made by Colleen, seconded by Dele. Approved. We will be out of money before school tax levy is received. Decision to have conversations regarding each automatic lease contract renewal as they arise annually.

**BUILDING AND GROUNDS:** Discussion regarding having an interested volunteer maintain front and children's gardens, as Ron Tower's contract does not include this work. Mary Anne suggested putting any unsold Friends' mums in both gardens.

**NOMINATIONS AND ELECTIONS:** Discussion of trustee vacancies. Decision to work on resolution to change number of trustees to 9. Jan concerned with low number for committee work, and the advantage of younger people to serve. She has a list of many possible names to solicit.

**PERSONNEL:** No report

**PLANNING:** Working of disaster plan; waiting for final policy book from Susie.

**LOCAL HISTORY:** No report

**BY-LAWS:** No changes.

**FRIENDS OF SWAN LIBRARY:** Paid final amount of capital campaign pledge—thank you very much! New project of neon loop sign for in front of Hoag, in conjunction with bricks. Unknown cost, but saving. Will look into group donation of side supports, with Friends selling bricks to buy inner workings. Book and Mum sale September 25<sup>th</sup> -27<sup>th</sup>. Discard books going to the Cobblestone. Furniture sale October 4<sup>th</sup>-5<sup>th</sup> at Swan.

**OLD BUSINESS:** Kevin is still working on flag pole gift coordination. Susan reassured fixing of hanging clouds.

**NEW BUSINESS:** Discussion regarding 2014 Budget and Operations. What can staff do to help format reasonable budget?

**CONCERNS AROUND THE TABLE:** Officer change letter for First Niagara to be established as required. Previous Vice President signor Patricia Cammarata no longer has authority to sign, and current Vice President signor Jan Albanese now does.

Mary Anne promoted Cobblestone House Tour on September 14<sup>th</sup>.

**PUBLIC FORUM OPPORTUNITY:** Nyla Gaylord expressed willingness to help with fund-raising efforts and proposals due to her experience with Just in Time Consulting Group.

**NEXT MEETING AND EVENTS:**

Friends' regular meeting	Sept 4, 7pm
Regular Trustee meeting	Sept. 11, 7pm

**EXECUTIVE SESSION:** 9:00-9:36pm.

**ADJOURNMENT:** Motion to adjourn made a t 9:40 by Kevin, seconded by Colleen. All approved.

Respectfully submitted,

Patricia West  
Secretary

TRUSTEES OF THE HOAG LIBRARY  
OF THE SWAN LIBRARY ASSOCIATION  
MEETING OF JULY 24, 2013

THE REGULAR MONTHLY MEETING (7/10/13) WAS RESCHEDULED DUE TO LACK OF A QUORUM

PRESENT: Trustees Kevin Doherty, Jan Albanese, Linda Smith, Colleen McKenna, Mary Anne Braunbach, Dele Theodorakos, Terry Wilbert, Library Director Susan Rudnicky  
ABSENT: Patricia West

President Kevin Doherty opened the meeting at 7:05pm. Motion to approve the agenda as presented was made by Jan, seconded by Mary Anne. Approved.

MOTION by Mary Anne, seconded by Colleen to pay remaining balance of \$2,960 on the \$14,800 contract with Consolidated Commissioning, per service inv. # 117, now that NYSERDA documents are complete from account ending in 2220. Approved.

#### MINUTES

Motion to approve minutes as presented made by Jan, seconded by Mary Anne. Approved.

#### ITEMS RELATED TO THE NEW BUILDING

##### WARRANTY ITEMS

There is no cover on the air conditioning unit. Kevin to look for a solution.

Defective clouds will be replaced

Some bushes/trees will be replaced

Some roof items will be addressed, such as ice mitigators

Demand charge for electricity will cease in August

#### UPDATES

##### DIRECTOR'S REPORT:

Discussion re: placing information on the HUB. Do Not-for-Profits receive reduced pricing? Links to the website and Facebook page would be helpful. A volunteer could perform this task.

Brick sale ends July 31st.

PR by Susan relating to the Kerrigan Trust.

Nioga Training/Customer Service

Migration is complete with Time Warner. Library to cancel Verizon T-1 Line.

Discussion re: patron complaints: Patron may make a written or email signed complaint to Director Susan Rudnicky with a copy to President Doherty.

Discussion of email accounts for Trustees linked to website.

Bill for asbestos removal from Swan Building to be paid out of Operating Fund.

#### FRIENDS

Benches: Each Trustee has agreed to donate \$100 toward a bench. The bench will say "Hoag Library Board of Trustees 2013" and have individual names around the seat of the bench. Linda to collect. Collection is ongoing.

Benches: Jan to research minutes for price.

Bike rack on order in memory of Dorothy Haines. 3-8 weeks lead time. Ron Tower to install.

A rug has been placed under the computer chairs. This should solve the problem of chairs slipping.

The Friends are considering an attic sale from the Swan Building.

Kathy Moore is the new secretary for the Friends.

#### Volunteer Program

No report prepared for July. Report needed for August meeting.

#### TREASURER'S REPORT:

Motion to accept report as written made by May Anne, seconded by Terry. Approved.

#### MOTION

Motion made by Jan, seconded by Terry, to authorize the Administrative Assistant to draw, and designate officers to sign checks from the Morgan Stanley Smith Barney Operating Fund for up to \$75,000, for transfer into the Operating Checking account. Approved.

#### NOMINATIONS AND ELECTIONS

Terry to contact John Andrews to see if he is interested in a Trustee position.

#### PERSONNEL

No report. Committee to set up a meeting time.

#### PLANNING

Waiting for policy revisions for final review. Will also be looking at Disaster Plan and future strategic plan.

Planning Committee will send on vacation time and health care policies to Personnel.

#### SWAN BUILDING RE-USE:

The Orleans County Historical Society is concerned about taking on the cost of the old Library.

The Swan Library Association would sell the building to the Historical Society for a nominal fee.

The Historical Society is having 501c3 paper work organized. We have a deadline of 7/2014 for working with the Historical Society or will have to pursue other options.

#### EXECUTIVE SESSION:

Motion to close the open meeting of the Board at 8:45pm and reconvene in Executive Session pursuant to Article 7 of the Public Officers' Law of the State of New York; citing Guideline 6, "the medical, financial, credit or employment history of a person or corporation..." was made by Terry and seconded by Dele. Approved.

Motion to close the executive session and to open the general meeting of the Board was made at 9:35pm by Linda seconded by Dele.

#### ADJOURNMENT:

Motion to adjourn the meeting was made at 9:37pm by Terry, seconded by Colleen. Approved.

Respectfully Submitted,

Linda Smith  
Treasurer

TRUSTEES OF THE HOAG LIBRARY  
OF THE SWAN LIBRARY ASSOCIATION  
MEETING OF JUNE 12, 2013  
7PM

ATTENDANCE: Jan Albanese, Mary Anne Braunbach, Colleen McKenna, Linda Smith, Pat West, Terry Wilbert, Kevin Doherty, Susan Rudnicky  
Special Order of Business: Upon the nomination by Linda Smith, seconded by Jan, the Trustees appoint Mary Anne Braunbach to fill a vacancy until the May 2014 Annual Meeting.

REVIEW and ADOPT AGENDA

Approval moved by Terry, seconded by Linda. Motion carried.

PUBLIC FORUM OPPORTUNITY (no one present)

CORRESPONDENCE FOLDER CIRCULATION

Charter revision received. Officially renamed, tax-ready, as Hoag Library of the Swan Library Association. Copy attached.

REVIEW AND APPROVE MINUTES for May 15, 2013 meeting

Corrections: reorganization meeting record needs to read “no 2<sup>nd</sup> “for Terry Wilbert as VP, and “2<sup>nd</sup> by Pat West” for Jan Albanese. Regular Trustee meetings to remain on 2<sup>nd</sup> Wed. of each month (not Tues!).

Corrections to minutes include: Under Director’s Report—Terry requested volunteer report to be included by director. Under Planning—List changes and include copies of policies. (1.1, 1.3, 1.8, 1.9, 1.10, 2.6 became 2.4, 2.8 became 2.6, 2.9 became 2.7. Revisions and number changes adopted.

Susie to list all motions, organized by committees, for ease of indexing, please.

Approval of minutes as changed made by Jan, 2<sup>nd</sup> by Linda. Carried.

DIRECTOR’S REPORT

No update of Kerrigan Trust.

Kindergarten Graduation-books ordered, bookplates need finalizing (Kevin to help with wording and include tax-free, donation assurance)

Staff customer training—postponed due to time constraints.

Building grant expected for \$136,000 to pay down short-time note.

NIOGA meeting—alms committee vote for new circulation system. Chose to stick with current system—less expensive, familiar.

Erie Canalway Interpretive Display underway and to be on display at the Hoag in the fall. MS teacher Tim Archer chose 20 best pieces and sent them to Bruce Landis for photographing. Susan will list those student names on website.

CHILDREN’S LIBRARY REPORT

Michelle to put Middle School reading list on website.

REVIEW AND ADOPT TREASURER’S REPORT

Approval moved by Terry, 2<sup>nd</sup> by Pat. Approved.

Linda to close two smallest accounts from First Niagara (\$109.17 and \$23.41) and transfer that money to checking to be used for the July birthday/anniversary party. Mary Anne so moved, Jan seconded. Approved.

REPORTS AND REQUESTS FROM COMMITTEES AND RELATED ORGANIZATIONS

FINANCE COMMITTEE

Authorize Administrative Assistant to draw, and designated officers to sign checks from the Morgan



Stanley Smith Barney Operating Fund for up to \$75,000 for transfer to the Operating Checking Account. (Current check for \$50,000). Moved by Jan, seconded by Linda. Approved.

#### BUILDING AND GROUNDS

Discussion regarding Mary Anne's request for locked restrooms with key at front desk, stemming from conversation with Terri Biro confirming continuing shaving, food remnants in restrooms. Decision to try change in camera location first. Kevin will consult with Dean London on proper placement of alcove camera.

Rolling computer chair slipped out from under Vicki Ord. Winter rugs had been removed, and will be replaced until preferred blue lounge area rugs are available.

Mary Anne to coordinate procuring of donor bench from Trustees (each to give \$100.00, collected by Linda). Connie Archibald wants to transfer "38 chairs" money for a donor bench. Susan to put bench info on website.

Linda repeated request for informal police check-in as visual mischief deterrent.

Dorothy Haines memorial bike stand for 15 bikes ordered as donated by Haines family.

#### NOMINATIONS AND ELECTIONS

Margy Brown to appoint new school rep member to replace Dona Scharping as Trustee (school board reorganizational meeting in July).

Discussion regarding need of 2 more Trustees. Possible names discussed. Terry to contact John Andrews for 1 year vacancy.

#### PERSONNEL

##### PLANNING

Working on policy for sick/vacation time. Will look at human service, social work examples. Present policy to be grandfathered for current employees. All policies to be checked on for clean-up and accuracy.

#### LOCAL HISTORY

##### BY-LAWS

#### FRIENDS OF SWAN LIBRARY

People who helped clean Swan building—incredible! The Merry Maids were miracle workers. Mary Anne very happy and proud.

All chairs sold at Strawberry Fest auction, for \$1200. Goal to pay their pledge early has been met.

Three more bookshelves still need to be sold. Some staff interested in some leftover items. Susie has sign-up sheet. Bill Lattin will help price. Attic sale needed after asbestos check. Next spring, Kevin will have county work crew help bring things down.

Round 1 of 3 for the engraved brick sale has begun. Susan to put info on web site. There are about 600 bricks for potential purchase/engraving for \$75.00 each. Engraving cost is \$25.00 per brick.

Friends' have goal of more summer volunteers during Summer Reading Program. Will get 20 more boxes of candy for room sale. Public likes to wander around in there, including eager children.

Friends Room feels like the right thing done well!

#### OLD BUSINESS

Committee appointments made. See separate sheet.

Thank you again to the Merry Maids for their cleaning of the Burrows building!

Hoag Birthday Celebration—Friday, July 12: Kevin and Susan will speak; mini cupcakes, birthday cake, coffee, tea, punch

Saturday, July 13, noon to 3pm: Bobby & Pedestrians steel drum reggae music; mini cupcakes, cheese & crackers, punch

Sunday, July 14, 3-5 pm: donor/employee reception; about 125 people; Trustees to serve/wait; mini grilled chicken sate, Swedish meatballs, cheesecake, chocolate cannolis, cream puffs; coffee, wine (with Ron Vendetti approval)

Several flower arrangements will share the weekend's activities.

Employee Monthly Highlights—Susan needs final version of questionnaire from Terry and she will take the staff pictures.

CONCERNS AROUND THE TABLE—Discussion regarding NYS building grant for next year for roof-top solar panels. Would require yearly check. About \$180,000 for 50kw system, with the grant covering \$90,000 and NYSERDA covering \$75,000. Solar would take care of 45% of our \$14,000 current electrical cost. Decision made to apply, and use a converted closet or the electrical room as needed if received.

NEXT MEETING AND EVENTS:

Friends July 3, 7 pm  
Reg.Trustee Mtg. July 10, 7pm  
Hoag Birthday Celebration July 12, July 13, July 14,

ADJOURNMENT

Colleen moved to adjourn at 9:03, seconded by Mary Anne. Carried.

Respectfully submitted,

Patricia Westtee

Secretary

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
May 15, 2013

Meeting called to order by Pres. Kevin Doherty at 7:19pm.

PRESENT: Jan Albanese, Colleen McKenna, Terry Wilbert, Dona Scharping, Pat West, Dele Theodorakas, Susan Rudnicky, Kevin Doherty

PUBLIC FORUM: None

ITEMS RELATED TO THE NEW BUILDING:

REVIEW AND ADOPT MINUTES: April 10, 2013 minutes reviewed; motion to adopt by Terry, seconded by Dona. Approved.

SUMMARY, QUESTIONS AND UPDATES:

DIRECTOR'S REPORT: Susan's presentation for the school budget meeting went very well. She is tracking building and ground needs. Ron Tower is tracking same from contractor's standpoint. (LeCesse using non-Stedman sub-contractor.) Dona to be master gardener. Susan reported on MaryAnne's State Outstanding Friend award—what a great night! She will write a news release for it. Suggestion made to request Susie Gaylard add adult/teen report of activities and programs to monthly reports. Terry requested volunteer report to be included by Director.

CHILDREN'S LIBRARY REPORT: Great job being done.

REVIEW AND ADOPT TREASURER'S REPORT: Report reviewed and motion to adopt made by Jan, seconded by Dona. Carried.

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE: Motion to authorize administrative assistant to draw, and designated officers to sign checks from the Morgan Stanley Smith Barney Operating fund for up to \$75,000 for transfer to the Operating checking acct made by Jan, seconded by Colleen. Approved.

BUILDING AND GROUNDS: Discussion regarding concerns about conditions of grounds. Suggestion for placing plastic curbing barricades in first parking space where there is a lot of mud from drivers. Lots of weeds in the lawn—architect says patience will prove it to be fine. Wildflower area continually mowed—Susan will check if flowers are actually growing there. Susan to check on children's benches and order 1 adult bench to be “donated”. The phantom shaver continues to occasionally use the men's room.

NOMINATIONS AND ELECTIONS: Discussion regarding filling 3 needed Trustee positions or reducing size of Board to 9. Ideas and names to be brought to next Board meeting.

PLANNING: Jan presented revisions and amendments for several policies adopted by the

committee.

1.1 Borrower Registration Policy

1.3 Censorship Policy

1.8 Use of Civil War and Local History Collections Policy

1.9 Gifts to Swan Library Association

1.10 Volunteer Policy

2.6 becomes 2.4 Circulation and Reference Policy

2.8 becomes 2.6 Public Relations Policy

2.9 becomes 2.7 Relationship Policies with Albion Central School

Revisions and number changes adopted.

Resolution to make the changes approved by all.

**FRIENDS OF SWAN LIBRARY:** Many wonderful chairs arriving and on view in Hoag. Mary Anne handling volunteer schedule. Merry Maids cleaned first and third floors of Swan building. Susan to check with Scholastic about Kindergarten gifts. (Perhaps a book, bookmark, library card application, and invitation to summer reading program.)

**OLD BUSINESS:** Linda is planning Hoag birthday celebration. Terry to remove lunch character choice from draft of employee highlight form and begin to implement. Susan to decide on employee of month by seniority or other criteria.

**NEW BUSINESS:** Try to set up story time with preK. Try to partner Middle School reading program with teacher Chris Keller. (School reading program uses Lexile scores.)

**CONCERNS AROUND THE TABLE:** Customer service training for staff—offered by NIOGA and GCC. Susan to make it happen and follow up. Yearly Boardmanship offered by NIOGA. Susan to check on it.

<b>NEXT MEETING AND EVENTS:</b> Friends	June 5, 7pm
Strawberry Festival	June 7, and 8
Trustee Meeting	June 12, 7pm

**ADJOURNMENT:** Motion to adjourn made at 8:48 by Dona, seconded by Dele. All in favor.

Respectfully submitted,

Patricia West  
Secretary

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
April 10, 2013

PRESENT: Mary Anne Braunbach, Pat Cammarata, Colleen McKenna, Carole Patterson, Dona Scharping, Linda Smith, Dele Theodorakos, Pat West, Terry Wilbert, Kevin Doherty, Susan Rudnick  
Excused: Jan Albanese

PUBLIC FORUM: no one in attendance

ITEMS RELATED TO THE NEW BUILDING:

Some warranty work has been completed. Some is in process. Some has just been reported and the appropriate people contacted.

REVIEW AND ADOPT MINUTES: Pat to note absences under attendance. Linda Smith late, not absent for March 13 meeting. Motion to adopt made by Linda, seconded by Mary Anne. Approved.

SUMMARY, QUESTIONS AND UPDATES:

DIRECTOR'S REPORT:

Discussion regarding Albany trip and its success of NIOGA funding.

No response regarding Main St. Grant. (Katelyn resigned from AMSDA)

2013 school budget to go up.

Motion to accept annual library report made by Dona, seconded by Colleen. Approved.

CHILDREN'S LIBRARY REPORT:

REVIEW AND ADOPT TREASURER'S REPORT:

Motion to adopt made by Carole, seconded by Mary Anne. Approved.

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE:

Motion to authorize Administrative Assistant to draw, and designated officers to sign checks from the MSSB operating fund for up to \$75,000 (tonight's check written for anticipated \$50,000) made by Dona, seconded by Linda. Approved.

BUILDING AND GROUNDS:

Discussion regarding some inappropriate use of men's/women's restrooms. Susan and staff to monitor more closely.

Susan has ordered children's area benches. One donor bench (in memory of Dorothy Haines) so far.

Looking for 2 more and a bike rack.

Discussion regarding Friends' bricks fundraiser for front paving (temporary ones in place now).

NOMINATIONS AND ELECTIONS:

Candidate report presented. One viable candidate, one outside of library bounds. Four seats open, one being filled. Susan to try to meet with interested people and verify qualification with map of approved area. Discussion about vacancies and possible change to election protocol referred to committee.

PERSONNEL:

Committee recommendation of 1% raise retro Jan 1, 2013.

#### PLANNING:

Committee presented several policies for a first reading. Will present again next month with both original wording and pending changes. After May reorganization, committee to look at policy 5.2 employee benefits/vacation. Susan to check on policy 3.1 wages.

#### FRIENDS OF SWAN LIBRARY:

Congratulations to Mary Anne who will be receiving the State Outstanding Friends Award!!! "Merry Maids" have met and done much good work to clean and organize Swan building. All floors cleaned, main floor ready for perusal of sale items. Prices to be set, then trustees to have first choice of purchasing any items not wanted by NIOGA. Children's room has much Hoag construction remnants. Attic to be locked and done last. Archives still need to be set up. Sale during Strawberry Festival with petitions on desk for approval of Swan building as County Museum. (Carole Culhane said to be close to making it happen.) Friends still to decide on kindergarten gift.

#### OLD BUSINESS:

Charter revision filed. State Ed. Received.

Conversation regarding STEM at Swan. Kevin to attend field trip to Harris RF in Rochester April 12. 7 of original 12 students still participating, plus 3 or 4 more. Did not do Lego engineering. Ben DeJonge to take over mentor portion and field trips.

Discussion regarding trustee boardmanship/training opportunities. Possibilities include Cornell CCE, and LTA Trustee Institute.

Ron Tower still looking for suitable storage building for on-site location.

Hoag Birthday Celebration to be the weekend of July 12-14. Discussion regarding a musical event Friday evening, Saturday lion's sausage, drinks, etc. Sunday afternoon Staff Appreciation. Carole and Linda to plan details.

Discussion regarding staff anniversary flowers/chocolates gift to be for one trial year beginning May 2013, ending April 2014. Review to be made by Personnel Committee in consideration of 5-10-15 etc. service years monetary gift.

#### NEW BUSINESS:

Eastman Concert participants and Job Fair attendants to use Hoag parking lot as needed. Terry presented a draft for staff recognition bio.

#### NEXT MEETING AND EVENTS:

Friends	May 1, 7pm
Lyman Poetry Contest	May 2, 7pm
Annual meeting	May 6: Voting Noon -7 Meeting 7pm Trustee re-organizational meeting immediately following
Regular Trustee meeting	May 15, 7pm
School District meeting	May 14, 7pm High School LGI
Budget Vote	May 21, Noon-8pm District Office, Elementary School
Regular Trustee meeting	June 12, 7pm

#### ADJOURNMENT:

Motion to adjourn made by Dona, seconded by Dele. All approved.

Respectfully submitted,

Patricia West  
Secretary

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
March 13, 2013

PRESENT: Jan Albanese, Mary Anne Braunbach, Colleen McKenna, Carole Patterson, Dona Scharping, Pat West, Terry Wilbert, Kevin Doherty, Susan Rudnicky  
Linda Smith (late).

Meeting called to order at 7:05 by President Kevin Doherty. Motion to approve and adopt agenda made by Terry and seconded by Carole. Approved.

No one in attendance for public forum.

ITEMS RELATED TO THE NEW BUILDING

Motion to authorize payment of invoice 115 from Consolidated Commissioning Services (ASM Energy) representing 80% of the previously approved \$14,800 contract, \$11,840, from the First Niagara Capital Campaign account ending in -2220 made by Mary Anne and seconded by Colleen. Motion approved.

Mary Anne made a motion to authorize a payment to King & King from the same account ending in -2220 for invoice 20967, relating to the final paperwork for the SPDES reports to NYSDEC, in the amount of \$2,750. Carole seconded. Motion approved. Kevin reported this is the final King & King invoice, from all duties!

Mary Anne made a motion to authorize a capital expense payment to Woods Oviatt Gilman for work done in January on the re-charter petition on their invoice 260127, from that same First Niagara account ending in -2220 in the amount of \$185. Carole seconded. Motion approved.

REVIEW and ADOPT MINUTES from February 13, 2013

correction: Under Building and Grounds: Discussion regarding benches. Four month turn-around. Susan to direct donors of benches to Brigdon Memorial.

Motion to approve as corrected made by Mary Anne, seconded by Dona. Motion carried.

SUMMARY, QUESTIONS and UPDATES-Director's report:

Susan reported on the Albany visit she and Carole attended—seminar excellent, NIOGA reps wonderful, we expect \$4,000. Thanks expressed to both for attending.

Nathan Lyman to donate portrait of Evelyn Lyman, past Swan Library Director, to be presented formally in the future.

Children's Library Report.

REVIEW and ADOPT TREASURER'S REPORT from February 2013

Motion to accept made by Dona and seconded by Terry. Approved.

REPORTS and REQUESTS FROM COMMITTEES and Related Organizations:

FINANCE COMMITTEE



Mary Anne made a motion to authorize the Administrative Assistant to draw, and designate officers to sign, checks from the Morgan Stanley Smith Barney Operating Fund for up to \$75,000 for transfer to the Operating Checking Account. (Tonight's check written for the anticipated amount of \$50,000.) Colleen seconded. Motion approved.

#### BUILDING and GROUNDS

Ron Tower to repair ruts from cars driving over soft ground next to parking spaces.

Stedman's Nursery to come and top-dress lawn one more time.

Dona to look into her Gardening Club about taking over care of wildflower area.

Discussion regarding TV for teen room.

Bench/Donor promo to be done by Susan.

Friends to manage brick donor project.

Discussion regarding donor opportunity of flagpole and front sign. Terry and Susan to work up letter to capital campaign donor list first, with a Pennysaver follow-up.

#### NOMINATIONS and ELECTIONS

2 full term and 2 partial vacancies

Packets available. Petitions due April 8, 5 pm

Friends will cover balloting.

Voting May 6, 12-7pm

#### PERSONNEL

#### PLANNING

The second presentation and adoption of Policy 4.1, Financial, was made for the committee by Jan. Motion carried.

#### LOCAL HISTORY

#### BY-LAWS

April deadline for Association by-law changes.

#### FRIENDS OF SWAN LIBRARY

Discussion regarding 2013 graduating Kindergarteners gift. Possible ideas of \$5.00 gift certificate to Friends Room (amount split with sponsor), or gift bag for free books.

Many thanks to Mary Anne for organizing cleaning of Swan building. Cleaning starts in April. Photo inventory to be organized. NIOGA to have first choice and will be able to look online. Helpers include Mary Anne, Terry, Dirk Climenhaga, Kay Metcalf, Grace and Gary Kent, etc.

#### OLD BUSINESS

Review Budget adjustments by Director pursuant to last meeting:

Utilities lessening. Working with a juggling budget, but -\$10 is really +\$15 because of \$25K carry-over.

#### NEW BUSINESS

Charter revision as prepared by Woods Oviatt Gilman will be Hoag Library of Swan Library Association. Moved by Carole, seconded by Dona. Roll Call, all yes.

Carole to contact Tom Binderman (NIOGA director) to come out for boardmanship training in Sept/Oct.

Discussion regarding employee recognition/appreciation.

“Meet the Staff” pic and bio to be included on web-site, one per month. Volunteers later.

Susan and Kevin to manage employee anniversary gift of flowers and chocolates to begin in April. Mary Anne motioned, Linda seconded. Carried.

Plans discussed for a Sunday afternoon Hoag birthday party reception, 3-5pm. Linda to call Mrs. Southcott for hors d'oeuvres and desserts.

#### NEXT MEETING and EVENTS

Friends April 3, 7pm  
Petitions due April 8, 5pm  
Trustees April 10, 7pm  
Lyman Poetry contest May 2, 7pm  
Annual Meeting May 6  
    Voting Noon – 7pm  
    Meeting 7pm  
    Trustee Re-Organization immediately following  
Regular Trustee Mtg May 8, 7pm  
School Meeting May 14, 7pm, High School LGI  
Budget Vote May 21, Noon-8pm, ACSD District Office  
Regular Trustee Mtg June 12, 7pm

#### ADJOURNMENT

Motion to adjourn at 9:10 made by Dona, seconded by Linda. All approved.

Respectfully submitted,  
Patricia West

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
February 13, 2013

PRESENT: Jan Albanese, Mary Anne Braunbach, Pat Cammarata, Colleen McKenna, Carole Patterson, Dele Theodorakos, Pat West, Terry Wilbert, Kevin Doherty, Susan Rudnicki

Meeting called to order at 7:00PM by President Kevin Doherty. Motion to approve and adopt agenda made by Jan Albanese and seconded by Carole Patterson. Motion approved.

No one in attendance for public forum.

ITEMS RELATED TO THE NEW BUILDING:

LeCesse has a different contractor to seal and caulk the windows and weather-strip the doors.

All paperwork is up to date, including the warranty.

Mary Anne motioned we authorize payment to LeCesse for Requisition #13 in the amount of \$101,512.98 from the Capital Campaign account ending -2220. Jan seconded. Roll call vote and all approved.

Pending King & King approval of the warranty release, Mary Anne motioned we authorize final pay to LeCesse for Requisition #14 in the amount of \$10,000 from the Capital Campaign account ending in-2220. Roll call vote, all approved.

We are to receive a check from LeCesse for \$12,345.43 for payments made for them for insurance and utilities during construction.

Mary Anne motioned we authorize payment from MSSB Permanent Improvement Fund to 2 remaining King & King invoices for the envelope commissioning (second contract), of \$433.20 and \$288.80, totaling \$722.00. Carole seconded. Approved.

ASM Energy Commissioning invoices will be forthcoming. Their report will be forwarded to NYSERDA contractor and we can expect a direct check from them of approximately \$12,000.

REVIEW and ADOPT MINUTES:

Corrections: Pat to include motion approved or carried after motion made and seconded in January minutes.

Under Finance: Budget discussion points to include program cuts.

Under Planning: Patron code of Conduct Policy revision proposed at 1/9 mtg, to be voted on at 2/13 meeting.

Motion to accept as corrected by Jan, seconded by Terry. Approved.

SUMMARY, QUESTIONS, and UPDATES---DIRECTOR'S REPORTS:

Susan to follow up on NYS Construction Grant for possibility of solar panels to knock down electricity costs. Unsure of payback time.

REVIEW and ADOPT TREASURER'S REPORT:

Motion to adopt by Jan, seconded by Terry. Approved.

**REPORTS and REQUESTS FROM COMMITTEES and related organizations:**

Pat C. moved to authorize the administrative assistant to draw and designate officers to sign checks from the Operating Fund at Morgan Stanley Smith Barney for up to \$75,000 for transfer to the operating checking acct. Dele seconded. Motion carried.

Motion to authorize Treasurer Linda Smith to sell equities received as capital pledge payments at her discretion to maximum cash value made by Mary Anne, seconded by Colleen. Approved.

Carole presented her written thoughts and concerns regarding the 2013 budget, staff, community programs and services, and communication issues. Possible special board meeting to problem-solve and clarify communication between committees. Susan directed to solicit ideas from staff on programs with budget discrepancy. She is the go-between for board/staff relations.

Motion made by Jan to direct Kevin to increase the tax levy amount to 2%. Seconded by Mary Anne. Approved.

**BUILDINGS and GROUNDS:**

Terri Biro concerned about possible damage by white salt residue on concrete. Calcium chloride is being used and should not be a problem.

Door to book drop doesn't lock. Door for public meetings doesn't latch. Susan to check with Kelly Bros. for repair.

Discussion regarding benches. There is a four month turnaround. Susan to direct donors of benches to Brigdon Memorials.

**NOMINATIONS and ELECTIONS:**

Pat C. presented report and directions for May 6, 2013 election. Friends to act as elections officers. Susan/staff to set up.

**PLANNING:**

Committee moved to adopt Policy 1.2 Patron Code of Conduct as changed (proposed at 1/9 meeting). All approved.

Policy 4.1 Financial Policy was presented, to be voted on March 13.

**LOCAL HISTORY:**

Used some local history money to frame several of Tom Taber's Civil War photos which Bill Lattin hung in the mezzanine.

**FRIENDS:**

Grace Kent to head 2013 Chair Auction (chairs can be stored in Swan building).

Gary and Grace Kent, Bill Lattin, Dirk Climenhaga, Carole and Mary Anne working together on cleaning, sorting, salvaging and trucking remaining items in Swan. NIOGA to have first choice on shelving. Leftovers to be sold during Strawberry Festival.

Mary Anne has scheduled volunteers to fill all time slots of 11am-1pm and 3-5pm in the Friends' store!  
Coverage for summer reading program hours being worked out.

**OLD BUSINESS:**

Information being considered for moving data link to NIOGA from Verizon to Time-Warner. National Grid has come out regarding our electric bill.

Susan working on interpretive display with grades 7/8 history classes with Tim Archer in regard to the Erie Canalway Grant..

Motion to authorize payment from MSSB permanent improvement fund to O'Connell and Associates in the amount of \$2,600.00 as invoiced for hours on grants because contract was not renewed made by Pat C, seconded by Terry. Approved. (They applied for \$62,000 we paid out \$27,600 and received \$7,000...)

Kevin updated us on the project to place OCHA Museum in the Burrows building. Progress is being made, but no announcements yet.

**NEW BUSINESS:**

Charter revision as prepared by Woods, Oviatt tabled till March.

Trustee Action Items from self-evaluation: ongoing communication concerns, Carole's list, perhaps a Trustee Retreat?

Mary Anne nominated as Hoag representative for NIOGA board. Thank you!

**QUESTIONS OR ACTION ITEMS FROM CIRCULATING FOLDERS:**

**NEXT MEETING**

March 6 ---Friends

March 13---Trustees

**ADJOURNMENT** 9:45 Moved by Colleen, seconded by Mary Anne. Approved.

Respectfully submitted,

Patricia West

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
January 9, 2013

PRESENT: Jan Albanese, Mary Anne Braunbach, Pat Cammarata, Colleen McKenna, Carole Patterson, Linda Smith, Pat West, Terry Wilbert, Kevin Doherty, Susan Rudnicky  
EXCUSED: Dona Scharping, Dele Theodorakos

Meeting called to order at 7:00 by President Kevin Doherty. Motion to approve and adopt agenda made by Mary Anne, seconded by Linda. Carried.

Everyone happily welcomed returning trustee Terry Wilbert who will fill vacancy until May 2013.

There were no public forum guests.

ITEMS RELATED TO THE NEW BUILDING: Not yet prepared to proceed with final LeCesse draw as expected.

REVIEW and APPROVE MINUTES: Correction to SUMMARY, QUESTIONS and UPDATES-DIRECTOR'S REPORT: removing the phrase "with the anticipated legacy of \$21,876". Motion to approve as corrected made by Mary Anne, seconded by Linda. Carried.

SUMMARY, QUESTIONS, and UPDATES-DIRECTOR'S REPORTS: Susan received \$7K grant of Erie Canalway Grant, and has not heard concerning the Lego Grant or Main Street grant. The NYS library construction grant requests a photo and report. She will continue to pursue these grants.

REVIEW and ADOPT TREASURER'S REPORT: Discussion regarding the 2012 \$40K carry-over to 2013 for debt service. Motion to adopt made by Carole, seconded by Mary Anne. Carried

REPORTS and REQUESTS FROM COMMITTEES and Related Organizations

FINANCE COMMITTEE: Discussion regarding check draw from Morgan Stanley Smith Barney Operating Fund for transfer to Operating Checking account. \$50K decided on rather than \$75K until we have a better idea of actual costs per quarter. Motion to draw check made by Pat C, seconded by Mary Anne.

Operating budget for 2013: Discussion on the tightness of monies:

- \* utilities much higher than expected
- \* maintenance costs unknown
- \* possible tax levy increase of 1.5%
- \* possibly not replacing Jeanine
- \* not purchasing new books, AV
- \* program cuts
- \* finding program sponsors

Committee made the motion to move to adopt the operating budget for 2013 in the amount of \$680,918 (including the \$40K 2012 carry-over funds and a tax levy of \$650,810 with projected tax rate of \$1.31/thousand. Seconded by Jan. Carried.

## BUILDING and GROUNDS

**NOMINATIONS and ELECTIONS:** Corrections to worksheet confirming Swan Trustee Terms: West elected 2010, expiration May 2014, and 1 2-year term (unfilled/Braunbach) 2015.

**PERSONNEL:** Dee Robinson's mother passed away. Jeanine has taken a position in Texas and her accumulated sick time to be reimbursed from sick time reserve. Linda “passed the hat” for Jeanine and a going-away reception at the Crooked Door was held for her Sunday the 13th at 1 pm.

**PLANNING:** Discussion regarding snacks/beverages in cafe area only. Policy to be submitted for addition in February.

Patron Code of Conduct Policy revision proposed. To be voted on at the February 13, 2013 meeting.

**FRIENDS OF SWAN LIBRARY:** Next fund-raiser will be the chair auction. Mary Anne strongly suggests Susan and Susie clean out their Swan offices and remaining items to be sold at the Strawberry Festival. City welfare workers will help with any heavy lifting.

Questions or action items from circulating folder: Good press regarding County History Museum for the Swan building. Everything in flux while John Sawyer waits for firm business plan before contributing his money.

8:25 move to Executive Session made by Mary Anne, seconded by Linda. Carried.

Return to public session after discussing several topics.

Meeting adjourned at 9:45pm, motioned by Marianne, seconded by Carole. Carried.

Respectfully submitted,

Patricia West  
Secretary