

HOAG LIBRARY of the
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
December 10, 2014

CALL TO ORDER: 19:00 by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Linda Smith), Karie Deegan, Terry Wilbert, Dele Theodorakos, Carol Miller, John Andrews, Margie Brown, Linda Weller, Jeff Davignon

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made by J. Albanese, seconded by L. Smith. Accepted.

REVIEW OF ROBERTS' RULES: M. Brown

Discussion of Listing for Burrows Building: Presentation given by David Snell concerning listing the Swan. Suggests that we list it for \$99,900.00. Motion made by J. Andrews for resolution exclusive, authorizing Multiple Listing through Snell Realtors for a six-month period; and excepting the offer currently being reviewed by a prior relationship. Seconded by T. Wilbert. Motion passed.

DIRECTOR'S REPORT: J. Davignon presented a power point show to the Board members and the community patrons who were present. See attached report for the 90 days in review.

TRUSTEE RESPONSE TO SPECIFIC COMMUNITY QUESTIONS RAISED:

- Confidentiality in some Trustee conversations, transactions and why – M. Brown
- The progressive Discipline process, grievance procedure and termination- C. Miller
- The Interim Administrator process- T. Wilbert
- The Director search process- L. Smith
- Do the trustees accept changes? What role does community reaction have in the decision making process? J. Albanese
- Did the Trustees give directives to reduce the staff as a money saving activity? – K.Deegan
- The Swan (Burrows) building sale process – D. Theodorakos
- To what did the donors pledge- K. Doherty
- Library Operation questions should be made to the director, phone or email; appointment are available. – J. Albanese

**A new email address has been established at hoaglibrary@gmail.com Messages are automatically forwarded to ALL trustees. **

PUBLIC FORUM: 3 minutes per speaker; in order of sign up, and not able to yield time to another speaker. 20 minutes total time. Pat Cammarada, Gary Derwick, Ken Braunbach, Donna Wolcott, MaryAnne Braunbach, Brian Kent all spoke in regards to the happenings at the library.

REVIEW AND APPROVE MINUTES: Motion to adopt minutes J. Albanese. Seconded by M. Brown. Accepted.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve treasurer's report made by M. Brown. Seconded by J. Andrews. Accepted.

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE: Authorize a draw from MSSB Operating Fund of up to \$60,000.00. For the transfer to the Operating Checking Account. Motioned by L. Smith. Seconded by K. Deegan Accepted.

BUILDING AND GROUNDS: none

NOMINATIONS and ELECTIONS: none

PERSONNEL: none

PLANNING: January 5, 2014 at noon. Long Range planning

BY-LAWS: none

LOCAL HISTORY: none

FRIENDS of the LIBRARY: MaryAnne B doesn't currently have a key to the Friends room. J. Davignon will see about replacing her key. The Friends 5013C status has been reinstated.

OLD BUSINESS: Report on Health Insurance transition pursuant to last month's action. Per J. Davignon, everyone seems pleased with the transition.

NEW BUSINESS: committee to oversee the purchase offer submitted from previous relationship. J. Andrews, D. Theodorakos, and L. Smith will serve on this committee.

PUBLIC FORUM: M. Braumbach raised questions regarding asbestos removal and the grant used for such purpose.

ADJOURNMENT TO EXECUTIVE SESSION: 21:05 Motioned by J. Andrews. Seconded by K. Deegan. Accepted.

ADJOURNMENT TO BACK to REGULAR SESSION: 22:44 Motion made by D. Theodorakos. Seconded by T. Wilbert. Accepted.

NEXT MEETING AND EVENTS ~Friends meeting- January 13, 2015. Regular Trustee meeting- January 14, 2015 19:00

ADJOURNMENT: 22:45 Motion made by J. Albanese. Seconded by J. Andrews. Accepted.

Respectfully submitted,

Karie Deegan,
Secretary, Hoag Board of Trustees

HOAG LIBRARY
SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
November 12, 2014

CALL TO ORDER: 19:04 by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Linda Smith (excused), Karie Deegan, Jeff Davignon, Terry Wilbert, Dele Theodorakos, Carol Miller, John Andrews. Margie Brown

HEALTH CARE NAVIAGATOR: Trudy Decker presented the board with the MVP choice of healthcare, which will provide the fulltime employees better coverage while saving the library \$223 for the year of 2015. Selection needs to be in by Nov. 30, 2014 to be eligible for the 2015 start. This will also qualify the library with tax credit.

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made by Jan, seconded by Karie. Accepted.

PUBLIC FORUM: MaryAnne Braunbach, Ken Braunbach, Pat Cammarada, Gary Derwick, Joe Gehl, Grace Denniston, Larry Vagg, Donna Wolcott, Brian Kent and Terry Lynn Corrigan, all spoke in regards to the happenings at the library.

Mrs. Grace Kent to present: Not at meeting

REVIEW AND APPROVE MINUTES: Motion to adopt minutes Jan. Seconded by John. Accepted.

DIRECTOR'S REPORT: See attached report.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve treasurer's report made by Carol. Seconded by Dele. Accepted.

REPORTS AND REQUESTS FROM COMMITTEES:

CHILDREN'S LIBRARY REPORT:

PROGRAM/VOLUNTEER REPORTS:

FINANCE: Authorize a draw from MSSB Operating Fund of up to \$30,000.00. For the transfer to the Operating Checking Account. Motioned by Karie. Seconded by terry. Accepted.

BUILDING AND GROUNDS: *Proposed* Bid submitted by Timothy Newton for \$4850.00 with 4 payments of 1212.50 due 12/1/14, 01/02/15, 02/01/15 and 03/01/15. Motion to accept John. Seconded by Dele. Accepted.

PERSONNEL: Revisited the \$75.00 for yearend gifts to the staff. This practice is actually illegal. The board reached out to the Friends of the Library to cover the cost. They denied at this point in time. The board to discuss other way for show of appreciation for staff. Food at the Staff meeting?

TREASURERS REPORT: Motion to adopt made by Jan. Seconded by John. Accepted.

PLANNING: Policy Updates - these have been discussed during committee and present last month to the board. Policy 8.1 Person to Contact- All approve~accepted. Policy 8.2A Sexual Abuse and Prevention- All Approve~ accepted. Policies 1.10 Volunteer and 1.11 Computer use will be tabled until a later date. Employee Health Care vote. Jan made motion to approve. Dele seconded motion.

Accepted.

LOCAL HISTORY: No report.

BY-LAWS: none at this time.

FRIENDS OF SWAN LIBRARY: MaryAnne B reporting on their meeting. No taste treats fundraiser this year. To offset the cost, they will be raffling off a basket of Depression glass, selling gift cards. Monies from the sale of items at the Swan Building are in the Friends bank account and if we are interested in a breakdown of sale, we need to request one, or attend a meeting. Jeff did attend the meeting of Nov. 11, 2014. We were told that as of today's date the Friends 501C3 is active and up to date with the IRS.

OLD BUSINESS~ The Swan building has a working purchase offer in place. Right now, details of shelves that may or may not have been purchased at the last Friends sale is in question. Working with Doug Heath's office to help the sale process through in a timely manner.
The Community Long Term Planning Group~ New dates January 24, 2015 and February 21, 2015 plus Trustees Meeting of February 11, 2015. All board members approved these dates. John has given the trustee seat back to Karie for this committee.

NEW BUSINESS MISCELLANEOUS: Request of the President to approve a retainer Agreement with the law firm of Whiteman, Osterman and Hanna per their proposal of September 25, 2014. Motion to accept made by John. Seconded by Terry. Accepted.

PUBLIC FORUM: Pat Cammarada and Charity Garrow spoke.

ADJOURNMENT TO EXECUTIVE SESSION: 20:38 Motioned by John. Seconded by Karie. Accepted.

ADJOURNMENT TO REGULAR SESSION: 21:46 Motion made by Dele. Seconded by Terry. Accepted.

NEXT MEETING AND EVENTS ~Friends meeting- December 09,2014. Regular Trustee meeting- December 10, 2014 19:00

ADJOURNMENT: 21:49 Motion made by Jan. Seconded by John. Accepted.

Respectfully submitted,

Karie Deegan, Secretary

SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
October 8, 2014

CALL TO ORDER: 19:00 pm by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Linda Smith, Karie Deegan, Jeff Davignon, Terry Wilbert, Dele Theodorakos, Carol Miller, John Andrews. Marie Snyder (absent)

PUBLIC FORUM: MaryAnne Braunbach, and Catherine Moore. Spoke about the Friends Sale on Oct. 18th.

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made by Jan, seconded by Dele. Accepted.

REVIEW AND APPROVE MINUTES: Motion to adopt minutes Jan. Seconded by Terry. Accepted.

Cassie Guthrie met with board to determine the list of community members to be asked to participate on the Long Term Plan Committee; First List Carolyn Ricker, Sydney Beaty, Marcia Rivers, Amy Sidari, Sue Starkweather Miller, Lynn Neri Wright, Henry Smith or Lorinda Smith, Hollie Nenni, Charles Nesbitt, Gloria Nauden, Nola Goodrich Kresse, Brad London, Robert Batte, Teenager picked by Jeff D, Lee Richards, Theresa Pawlak, Nicole (staff member) and Trustee John Andrews. Second list: Sandy Andrews, Della Morales, Marcus Taylor, Pat Shelp, Doug Egling. Invites to be sent out via Kevin. Motion to accept list and alternates by Linda. Seconded by Karie. Accepted Once the Community group determines a plan it will be presented to the Board for approval.

DIRECTOR'S REPORT: See attached report.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve treasurer's report made by Carol. Seconded by Dele. Accepted.

REPORTS AND REQUESTS FROM COMMITTEES:

**CHILDREN'S LIBRARY REPORT:
PROGRAM/VOLUNTEER REPORTS:**

FINANCE: Authorize a draw from MSSB Operating Fund of up to \$30,000.00. For the transfer to the Operating Checking Account. Motioned by Karie. Seconded by John. Accepted.

BUILDING AND GROUNDS: Terry is trying to obtain bids and information for snowplowing/shoveling for the upcoming winter season. He is still checking with local businesses around us (Ace, Blooms, and Community Action) to see if they would be willing to go into a group contract with local contract Driveway divots need to be treated.

PERSONNEL: Discussion for BOT to provide refreshments at the December Staff meeting @ 08:30.

TREASURERS REPORT: will be held over until the meeting held in Novembers to be approved.

PLANNING: Need to define with Board what is full time ... 35+ hours or 40 hours.

What do you think about revising the Health Insurance Policy that was passed last month to include those hours? As far as the clause, that grandfathers in Cheryl - It was done in 2007 when she was eligible for Medicare. At this time, it costs us about \$1500/yr, far less than the stipend. Although does anything need to be changed since nothing will change as a result of this policy until December 31st. By that time, we'll have more info about changing to the marketplace. Full Time is considered hour worked between 35-40 hours per week. Motion to accept made by Carol. Seconded by Linda. Accepted. Sick Time Leave Policy 5.1 Employee handbook 4.2 follow up for vote. Was approved by the planning committee. Motion to pass: Board/Yes all/ -No 0. Accepted.

LOCAL HISTORY: No report.

BY-LAWS: none at this time.

FRIENDS OF SWAN LIBRARY: Carol and Jeff both attended the meeting.

OLD BUSINESS~ The Swan building still needs to be cleaned up as is not in sellable condition. A Volunteer program to clean up will be held Oct 25th. Motion to proceed as listing the Swan to be listed "AS IS" by Linda. Seconded by John. Approved.

NEW BUSINESS MISCELLANEOUS:

PUBLIC FORUM:

NEXT MEETING AND EVENTS ~Friends meeting- November 2014. Regular Trustee meeting- November 12, 2014 19:00 Taste Treats- December 4, 2014

ADJOURNMENT: 2153 Motioned by Linda. Seconded by Karie Accepted.

Respectfully submitted,

Karie Deegan, Secretary

SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
September 10, 2014

CALL TO ORDER: 19:02 pm by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Linda Smith, Karie Deegan, Jeff Davignon, Terry Wilbert, Dele Theodorakos, Carol Miller, John Andrews. Marie Snyder (absent)

PUBLIC FORUM: None.

REVIEW AND ADOPT AGENDA: Motion to place Terry Wilbert back on Board of Trustees made by Karie. Seconded by Linda. Accepted. Motion to adopt agenda made by Terry, seconded by Jan. Accepted.

REVIEW AND APPROVE MINUTES: Minutes to be adjusted to reflect correct Policy numbers 5.2, 5.5 and 5.6- motion to accept Jan. Seconded by Carol. Accepted.

Presentation given by Cassie Guthrie, Executive from Greece Public Library System on Long Term Planning. (See flyer attached) Now, The Hoag Library will be aiming towards a 3-year plan.

INTERIM DIRECTOR'S REPORT: Old Copiers haven't been picked up yet. The bill for PASCO was decreased to \$432. A service contract estimate has been requested, along with one from Kennedy Mechanical Systems. Summer reading program has ended. Adult and School Partnership programs were disappointments concerning attendance. Sue Davis has suggested at looking at alternatives for the big board game. Ice cream social drew large a large crowd. Thoughts of using this as a transition of summer programming into fall programs. Final NYSERDA Energy Conservation Grant was received. Final Go Art report was submitted, as well as the final report for the grant from NIOGA.

DIRECTOR'S REPORT: Staff surveys were submitted. Candidates for customer service position were interviewed. Community outreach; included meeting with the Dean of GCC Albion campus, to work collaboratively on community wide creative writing project. GCC architecture and design student to in space planning projects. Meeting with Carolyn Ricker owner of Binding Bookstore, discussing opportunities to collaborate on. Beginning with joint programming for Nov/Dec. Meetings with reporters from the Hub and The Daily News. Met with three local historians planning on new displays for the library. Programming; met with teens to start up teen advisory group beginning Sept 19, 2014. Worked with staff and vendors to finalize plans for upcoming Health Fair. Personally worked the main desk and answered reference questions. Along with handling customer service issues in person, on the phone and via e-mail. Testing out a vendor to transfer historical data to service, and backup of data. Lastly, attended the Friends Meeting, and met separately with several trustees regarding personnel, and building and grounds.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve treasurer's report made by Carol. Seconded by Dele. Accepted.

REPORTS AND REQUESTS FROM COMMITTEES:

CHILDREN'S LIBRARY REPORT: The numbers in this report do not match up in anyway.

Will be working on reformatting report for accuracy

PROGRAM/VOLUNTEER REPORTS: 208.7 hours of Community Service for the month of August. Currently getting appointments scheduled for new volunteers, as well as organizing information for local agencies to help in volunteer recruitment.

FINANCE: Authorize Interim Administrator and designated Officers to sign checks from the Morgan Stanley Smith Barney Operating Fund for up to \$25,000.00. For the transfer to the Operating Checking Account. Motioned by Linda. Seconded by Karie. Accepted.

BUILDING AND GROUNDS: John Andrews will be joining this committee. Terry is to obtain bids and information for snowplowing/shoveling for the upcoming winter season. He will be checking with local businesses around us (Ace, Blooms, and Community Action) to see if they would be willing to go into a group contract with local contract. Turf treatments are continuing through the fall. Last one being the weed/feed/over seed. Driveway divots need to be treated. A patron has fallen injured her knee and ankle. A formal report was documented. Jeff has placed stone and dirt in said area as a temporary fix.

PERSONNEL: none

PLANNING: A brief planning committee meeting was held on Sept. 8. We all approved of the policy changes that had been made. Tonight the committee as a whole brought the policy updates presented for Voting. Police 5.2 Health Insurance, Police 5.5 Simple IRA plan and policy 5.6 Bereavement leave, as well as the Hoag Library Disaster and Recovery plans. Voting for Police 5.2 Health Insurance ~ Approved. Police 5.5 Simple IRA~ Approved. Police 5.6 Bereavement~ Approved. Library Disaster Plan~ Approved. Library Recovery Plan ~ Approved. Once a policy is approved memo to each employee, with attached policies needs to be distributed. Effective date stated based on year (fiscal or calendar). Employee needs to sign off upon receiving it, showing acknowledgement of receipt

LOCAL HISTORY: No report.

BY-LAWS: none at this time.

FRIENDS OF SWAN LIBRARY: Minutes of July 2014 meeting received. Carol attended the meeting.

OLD BUSINESS~ Asbestos in Swan Building. ECG nor Corcraft have been over for estimates to remove the remaining asbestos. The library had created the scope of the project of asbestos removal the first time. The job was completed per that plan. We will remove the items, which have historic value and bring them over to the Hoag building. Including paintings, ruffle box, past year's newspapers and records to place on microfiche or by digital means. Library records will be also brought over and held onto per NYS guidelines. Others outside of date range will be shredded. The Swan building still needs to be cleaned up as is not in sellable conditions. Will arrange to have this worked on. Primary Election flowed well. 184 people in, and they found it to be a workable space.

NEW BUSINESS MISCELLANEOUS: NYSERTA payment to us will be placed towards short-term loan. Motion by Terry. Seconded by Linda. Accepted. Motion to have Cassie Guthrie head up our Long Term planning, Motioned by Linda. Seconded by Jan. Accepted.

PUBLIC FORUM: Grace Kent representing "The Friends of the Library" informed us that the teacups are theirs that they have loaned to the library. As well as the Ruffle box. The Dent signs are to be donated to the family. Their Attic sale will be held Oct 18, 2014. This coincides with the Merchants Sale that is happening that day.

NEXT MEETING AND EVENTS: Health Fair September 13, 2014 ~Friends meeting- October 7, 2014. Regular Trustee meeting- October 8, 2014 19:00

ADJOURNMENT TO EXECUTIVE SESSION FOR PERSONELL MATTERS: 21:20 Motioned by John. Seconded by Terry. Accepted

ADJOURNMENT BACK TO REGULAR SESSION: 21:59 Motioned by Dele. Seconded by Terry. Accepted.

CONCERNS AROUND THE TABLE: Amended 1/15/15: Correction to Sept 2014 minutes:
Amendment: After discussion, it has been determined that Jeff will contact legal counsel, to draft a termination letter for the specific employee identified in Executive Session, for cause. Motion to vote on termination by John Seconded by Karie. Motion Accepted.

ADJOURNMENT: 22:01 Motioned by Carol. Seconded by Jan. Accepted.

Respectfully submitted,

Karie Deegan, Secretary

SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
August 13, 2014

CALL TO ORDER: 19:00 pm by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Karie Deegan, interim administrator Terry Wilbert. Dele Theodorakos, Carol Miller, John Andrews. Marie Snyder, Linda Smith (absent)

PUBLIC FORUM: None.

REVIEW AND ADOPT AGENDA: Motion to adopt made by Jan, seconded by Karie. Accepted

REVIEW AND APPROVE MINUTES: July 9, 2014 Regular meeting-Motion to accept Carol, seconded by Jan. Accepted. Special Meeting August 7, 2014 minutes- motion to accept Del. Seconded by Carol. Accepted.

INTERIM DIRECTOR'S REPORT: NYSERDA reimbursement grant has been completed. A return of \$11,000.00 for the library is expected. Suggests we use to pay down the short-term mortgage. \$31,000.00 extra has been paid on this in the last 3 months. Board to decide where to place \$4208 from R. Wells Harrison trust, after October 1, 2014. Full time staff will now be required to have Saturday hours. Office staff is still M-F. The Summer Work Experience program has weeded, cleaned upholstered furniture, all the woodwork. Summer reading program did not meet expectations for the adult and school/library programs. Will have to see how we can 'revamp' it to appeal to a greater range of people. The Buffalo Zoo experience attracted over 150 participants. Summer Art program was a success. In the four sessions, there were over 50 participants. Seeing, as Xerox has not delivered as promised, Terry reached out to Ricoh. Their proposal was about \$55 less per month. Electric bill came in \$800.00 less than the month prior, which is a 47% reduction. Terry will speak with PASCO regarding their charges, as technically he is the one who corrected the condensation issue. A \$6300.00 unrestricted grant was received from Senator Maziarz's office. These monies will be placed on hold in using until October. Terry is also going to write a letter to Senator Maziarz's office, to see if he would like to fund the naming of the Children's library. A \$54,000.00 check was received from the State Library Construction for solar panels. According to NYSERDA, they indicate that no grant application has been filed. In light of this information and the fact that \$47,000.00 would have to be raised, the board will turn this over to Jeff to address once he is director. The NYS Construction grant is near completion. A phone call and upload should move us into the final stage and then another \$13,000.00 left over from the new library.

REVIEW AND ADOPT TREASURER'S REPORT: Motion to approve treasurer's report made by Karie. Seconded by Jan. Accepted.

REPORTS AND REQUESTS FROM COMMITTEES:

CHILDREN'S LIBRARY REPORT:

PROGRAM/VOLUNTEER REPORTS:

FINANCE: Authorize Interim Administrator and designated Officers to sign checks from the Morgan Stanley Smith Barney Operating Fund for up to \$45,000.00. For the transfer to the Operating Checking Account. Motioned by Jan. Seconded by Carol. Accepted.

BUILDING AND GROUNDS: Looking to place signs not to allow skateboarding or bike riding in the parking lot. Along with posting speed, limit signs to slow people down for everybody's safety. Trustee's bench needs a location. Terry to contact Brigedon Memorial for the details of the bench purchase as trustee's believed footers were included in the cost the bench. Trustee's bench has been

completed, and one bench to be completed September. Will need the use of the crane to place benches onto the footers. Need a location as to where to place. Parking lot will be resealed and painted in the upcoming weeks. Cost \$3875.00.

PERSONNEL: none

PLANNING: Policy updates presented again. Policy for Sick Time Leave(5.1), Vacation leave (5.2), and Health Insurance Policy 5.2 Personal Manual (5.2) were discussed and will be up for approval or review at September 2014 meeting. Simple IRA plan (5.5) and Bereavement Leave will be voted upon once reviewed. Once the new policy approved- a drafted memo to each employee with the policies attached. Effective date stated based on year (fiscal or calendar). Employee needs to sign off upon receiving it. Also, be informed a new employee handbook is being developed.

LOCAL HISTORY: No report.

BY-LAWS: none

FRIENDS OF SWAN LIBRARY: Minutes of July 2014 meeting received. Carol attended the meeting.

OLD BUSINESS~ Employee recognitions should be up by the end of the week. *need follow up on this*

~ Wine tasting/event or Wine and Cheese party- all agree should have, but later on in autumn.

~ Update old SWAN building- Del was preparing to list building. There was asbestos found and will have to look into what needs to be done. Will obtain a couple quotes, just so the board is aware how much it will cost. A decision will be made accordingly. In addition, a workday should be scheduled to clean it out. Bill and Dee should walk through and set aside materials, which can be used for historical purposes. The Sip and stroll went quite well for our point of view. 175 tickets were sold. Crooked Door provided appetizers

NEW BUSINESS: Jeff Davignon is to start the Saturday prior to Labor Day. Invitations have gone out for Staff/major donor reception for Friday August 22, 2014. Public meet and greet to be held August 24, 2014.

MISCELLANEOUS: None

PUBLIC FORUM: None

NEXT MEETING AND EVENTS: Jeff Davignon's first day August 30, 2014. Regular Trustee meeting- September 10, 2014 19:00 Friends meeting- September 9, 2014. Primary Elections September 9, 2014. Health Department in September 13, 2014

ADJOURNMENT TO EXECUTIVE SESSION: 20:39 Motioned by John. Seconded by Del. Accepted

ADJOURNMENT BACK TO REGULAR SESSION: 20:47 Motioned by John. Seconded by Jan Accepted.

ADJOURNMENT: 20.50 Motioned by Marie. Seconded by Carol. Accepted

Respectfully submitted,

Karie Deegan, Secretary

SWAN LIBRARY ASSOCIATION
SPECIAL MEETING
MINUTES OF THE BOARD OF TRUSTEES
August 7, 2014

CALL TO ORDER: 08:02 pm by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Linda Smith, John Andrews, Carol Miller, Karie Deegan, Marie Snyder, Dele Theodorakos

APPOINTMENT OF LIBRARY DIRECTOR: JEFFREY DAVIGNON

Motion by Karie. Seconded by Carol.

ROLL CALL VOTE-

Albanese- Yes
Andrews- Yes
Deegan- Yes
Miller- Yes
Smith – Yes
Snyder- Yes
Theodorakos- Yes
Wilbert- Not Eligible – On Leave
Doherty- Yes

ADOPTION OF THE TERMS AND CONDITIONS:

Motion by Linda. Seconded by John.

ROLL CALL VOTE

Albanese- Yes
Andrews- Yes
Deegan-Yes
Miller- Yes
Smith- Yes
Snyder- Yes
Theodorakos-Yes
Wilbert- Not Eligible- On Leave
Doherty- Yes

NEXT MEETING:

Regular Trustee meeting August 13, 2014 19:00

ADJOURNMENT: 08:06

Motion by Carol. Seconded by John

Respectfully submitted,

Karie Deegan, Secretary

SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
July 9, 2014

CALL TO ORDER: 19:00 pm by President Kevin Doherty

PRESENT: Kevin Doherty, Linda Smith, Jan Albanese, Karie Deegan, interim administrator Terry Wilbert. Dele Theodorakos, Carol Miller, John Andrews. Marie Snyder (absent)

PUBLIC FORUM: None.

REVIEW AND ADOPT AGENDA: Motion to adopt made by Jan, seconded by Linda. Accepted

REVIEW AND APPROVE MINUTES: Motion to accept Linda, seconded by John. Accepted

UPDATE ON NEW DIRECTOR SEARCH: Per Bindeman at NIOGA, we need full board approval for the new Director. Nineteen resumes were received interested in the position, nine of which interviewed by the Search Committee. The chosen three have final interviews with The Trustee Board as a whole. Interviews of final Candidates will be on July 23, 2014 at the times of 17:30, 18:30 and 19:30. Background checks to be done on all three candidates, and the person voted for Director's position will be contingent upon passing of drug testing. The Director's position to be decided at the end of the evening.

INTERIM DIRECTOR'S REPORT: NY State flag and American flags have been placed correctly on the Hoag building, on either sides of the entrance. Bids are being submitted for repairs (pothole filled, cracks filled) and sealed. Summer reading program has begun. 95 children and 48 adults attended the first session. The reptile man program had 95 attendees, one of four children specific events funded by Orlean's Youth Bureau. Hoag library received an unrestricted grant through Senator Maziarz's office for \$6,300.00. \$60, 00.00 grant received from NYS Ed Dept. for solar energy panels, with only 180 days to use it. At this point, no other funds or plans are in place for solar panels for board presentation. Terry looking into a \$75,000.00 grant from a NYSERDA. The change in the NYS Unemployment is set by NYS and reflects an overall change. NIOGA cannot mark "R" rated videos to set off alarm if underage child is trying to sign it out. Board of Elections Voting will take place at the Hoag meeting Rooms, starting with the September primary election.

REVIEW AND ADOPT TREASURER'S REPORT: Motioned by Carol. Seconded by John Accepted.

REPORTS AND REQUESTS FROM COMMITTEES:

CHILDREN'S LIBRARY REPORT:
PROGRAM/VOLUNTEER REPORTS:

FINANCE: Authorize Interim Administrator and designated Officers to sign checks from the Morgan Stanley Smith Barney Operating Fund for up to \$60,000.00. For the transfer to the Operating Checking Account. Motioned by Linda. Seconded by Jan. Accepted. A monitor was lost during the last thunder and lightning storm. Computer replacement schedule; two need to be replaced by the end of the year. Checking to see if we are eligible for State contract pricing. Looking into the possibility of leasing computers.

BUILDING AND GROUNDS: One bench has been completed, and one bench has been approved (Archibald's). Need a location as to where to place.

PERSONNEL: A bonus approved for Michelle Watt due to the extra duties she performed during Terry Wilbert's absence. A thank you letter will also be sent to her. Motion to carry, Carol. Seconded by Linda. Approved. A motion made by Linda, and Seconded by Karie to increase Barb Kyler's rate of pay and hours due to increased duties and workload. Accepted. Terry's contract as interim administrator extended until the New Director is in place. At which time, he will have 40 hours with the new director to help them understand the workings at Hoag. Motion to approve made by Karie, and Seconded by Linda. All in favor (6), Opposed (1 Andrews), abstained (Wilbert).

PLANNING: Policy updates presented again. Seeing as some had not reviewed the suggested policies, the board to review a single policy each month, and suggest appropriate changes. At the following month Trustees meeting, a second read will be done and voted on. There will be one for review/change and one to vote at each meeting until completed. Once the new policy approved- a drafted memo to each employee with the policies attached. Effective date stated based on year (fiscal or calendar). Employee needs to sign off upon receiving it. Also, be informed a new employee handbook is being developed.

LOCAL HISTORY: No report.

BY-LAWS:

FRIENDS OF SWAN LIBRARY: Minutes of June 2014 meeting received (and attached).

OLD BUSINESS: Meetings will continue to be held on the 2nd Wednesday of every month beginning at 19:00.

~ Employee recognitions should be up by the end of the week.

~ Wine tasting/event or Wine and Cheese party- all agree should have, but later on in autumn.

~ Update old SWAN building- Del to list and update with a selling price once listed. It will be on multiple listings and old houses.com. John presented board with Albion village codes. Will need to have person(s) interested for residence will need to apply to village for spot zoning. The museum people are still talking about interest in the building as well.

NEW BUSINESS:

MISCELLANEOUS:

PUBLIC FORUM: None

NEXT MEETING AND EVENTS: Regular Trustee meeting July 10, 2014 7pm

ADJOURNMENT: 21:57 Motioned by Carol. Seconded by Karie. Accepted

Respectfully submitted,

Karie Deegan,
Secretary

SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
JUNE 11, 2014

CALL TO ORDER: 19:01 pm by President Kevin Doherty

PRESENT: Kevin Doherty, Linda Smith, John Andrews, Carol Miller, Karie Deegan, interim administrator Terry Wilbert. Dele Theodorakos, Jan Albanese excused. Marie Snyder Absc.

PUBLIC FORUM: None.

REVIEW AND ADOPT AGENDA: Motion to adopt made by Linda, seconded by John. Accepted

REVIEW AND APPROVE MINUTES: Motion to accept Carol, seconded by John. Accepted

INTERIM DIRECTOR'S REPORT: bid for Quality Carpet cleaning accepted. Motioned by Carol. Seconded by Linda. Accepted. Fee adjustments for scans to be charged \$.25 per scan only accepted. Motioned Linda. Seconded by Carol. Accepted. The Suggestion to raise the fine limit, copy fees, and fax fees have been tabled at this time. TWO copiers will be leased beginning July 1, 2014 with Maintenance agreements and using our coin machine. Motioned by Carol. Seconded by Karie. Accepted. Three grants have been solidified; NIOGA for summer reading \$270.00, GO ART \$775.00, for summer Art program, and \$2500.00 Orleans County Youth Board for the youth reading program. Fees and fines that are seriously delinquent will receive a reminder phone call to gently remind patrons of such monies due. Discussion about an Amnesty day in the fall with the hopes of obtaining borrowed materials returned.

CHILDREN'S LIBRARY REPORT:

PROGRAM/VOLUNTEER REPORTS:

REVIEW AND ADOPT TREASURER'S REPORT: Motioned by Carol. Seconded by Linda. Accepted.

REPORTS AND REQUESTS FROM COMMITTEES: Finance Committee adding John, Carol and Terry (when he returns as a trustee). Buildings and Grounds adding Terry. Personnel committee adding, Carol, Karie. Planning Committee adding John and Karie.

FINANCE: Authorize Interim Administrator and designated Officers to sign checks from the Morgan Stanley Smith Barney Operating Fund for up to \$50,000.00. For the transfer to the Operating Checking Account. Motioned by Linda. Seconded by Karie. Accepted

BUILDING AND GROUNDS:

PERSONNEL: Update on search for New Director. As of today, we have received 9 viable applications. Deadline is June 16, 2014. Meeting to review will be scheduled on June 17, 2014 with the time TBA. Tom Bindeman has suggested questions that may be used, a tour of the facility, along with length of interviews.

PLANNING: Policy updates were presented. First determine the calendar year. Fiscal from October 1-September 30, as that is our funding period. Discussion on Sick time policy of reducing the 120 work day accrual to 20 day accrual. Agreement wasn't reach at this time. Discussion tabled until next meeting to reach agreement. Once the new policy approved- a memo to each employee should be drafted with the policies attached. Effective date stated based on year (fiscal or calendar). Employee needs to sign off upon receiving it. Also be informed a new employee handbook is being developed.

LOCAL HISTORY: No report.

BY-LAWS:

FRIENDS OF SWAN LIBRARY:

OLD BUSINESS: Update Swan Re-Use_ Local businessman interested in potential for B&B; If say price were market value, would Hoag hold a no or low interest note for 5 years? With said businessman covering all costs? Need to collateralize it. Kevin to email Del, for follow up on placing building on market (Historical site). John to discuss with Ron Vendetti the possibilities of zoning residential vs. commercial. Employee recognition on Web, is still a work in progress, biographies are completed. Some Employees do not wish their picture posted, and their wishes will be adhered to.

NEW BUSINESS: New meeting days and times were not determined at this time. Discussion tabled until next meeting.

MISCELLANEOUS:

PUBLIC FORUM: None

NEXT MEETING AND EVENTS:

Regular Trustee meeting July 10, 2014 7pm

ADJOURNMENT: 21:27 to EXECUTIVE SESSION Motioned by John. Seconded by Carol. Accepted.

EXECUTIVE SESSION: Adjournment motioned by Carol. Seconded by Linda. Accepted

Respectfully submitted,

Karie Deegan
Secretary

SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
MAY 14, 2014

CALL TO ORDER: 19:00 pm by President Kevin Doherty

PRESENT: Kevin Doherty, Jan Albanese, Linda Smith, Dele Theodorakos, John Andrews, Carol Miller, Karie Deegan, interim administrator Terry Wilbert. Marie Snyder excused.

PUBLIC FORUM: None.

REVIEW AND ADOPT AGENDA: Motion to adopt made by Linda, seconded by Carol. Accepted

REVIEW AND APPROVE MINUTES: Changes to be made to minutes are as follows:

April 26, 2014 minutes to reflect change under Personnel Committee- to read Motion to waive Policy 5.1, pursuant to attorney recommendation. Motion Linda, seconded by Dele. Accepted

INTERIM DIRECTOR'S REPORT: Terry reported grants have been received to assist with the Summer Reading Program \$2500.00 from Orleans Youth Board (used ONLY for youth). NIOGA grant for summer reading \$270.00 GO ART award for \$775.00 for visual or performance art for the summer reading. Adult program is in need for funds to be raised. Terry has approached local merchants to provide prizes. Grant for solar energy panels if awarded will be in May or June. Board of Elections is seeking use of all three meeting rooms 05:15-21:30 as Hoag is centrally located. Will verify if rooms are open. Discussion of how the minimum wage increase will impact the wage scale will be tabled until the new director is in place, so they may see how it works. Obtaining a third bid for carpet/runner cleaning. Technology training day for staff was quite successful. Metasoft subscription on hold until references received from current users. Fishing poles left at Hoag via the DEC will NOT be in use. CSA is deemed against Hoag policy. Terry to send written response to Kirby's thanking them for the inquiry. Jan motioned. Linda seconded. Accepted

CHILDREN'S LIBRARY REPORT:

PROGRAM/VOLUNTEER REPORTS:

REVIEW AND ADOPT TREASURER'S REPORT: Motion to accept by Del. Seconded by Carol Accepted.

REPORTS AND REQUESTS FROM COMMITTEES:

FINANCE: Terry requested the checking account balance be lowered from 40,000-60,000 to about \$10,000.00. \$50,000.00 to be transferred to the Operating Reserve. The fiancé committee will look around and meet with money managers for the ideal return for long-term debt. Motioned by Linda. Seconded by John. Accepted.

BUILDING AND GROUNDS: Terry to obtain a quote from Kenny Bieber for the lawn. Looking into how to fix the weed problem while maintaining the lawn. Volunteers to work in garden. Suggestion of planting roses in Mr. Mowatt's honor.

PERSONNEL: Linda presented the “flyer” ad for the Director position. Tom Bindeman at NIOGA gave several suggestions as to length of time to be posted, and to include text form that includes the link to Hoag in the ad suggestions were made to post via NY Job bank to help aide in a broader search along with NILA/NIOGA, and also posting on Orleans Hub, Facebook page, Hoag Library main page. This will be posted by May 16, 2014. Review Personnel policy changes for June meeting. The Benefits Package Hoag will be offering for the new Director was tabled at this time. Motion to accept upon revisions to Director Flyer by John, seconded by Carol. Accepted

PLANNING:

LOCAL HISTORY: No report.

BY-LAWS:

FRIENDS OF SWAN LIBRARY:

OLD BUSINESS: Old Swan building looking to be placed onto market. Del will look into placing on the Historical Site for real estate. Currently, the building is zoned commercial on the first floor, and residential on the upper floors. Motioned Del. Seconded Carol. Accepted

NEW BUSINESS: New meeting days and times were not determined at this time. Everyone to submit day/times via email to Terry to determine which works best. Discussion tabled until next meeting.

MISCELLANEOUS

PUBLIC FORUM: None

NEXT MEETING AND EVENTS:

Friends meeting

Regular Trustee meeting

ADJOURNMENT: Adjourned 21:42 Motioned by John. Seconded by Carol. Accepted

Respectfully submitted,

Karie Deegan
Secretary

SPECIAL MEETING
TRUSTEES OF THE HOAG LIBRARY
of the Swan Library Association
April 26, 2014

This special meeting was called due to lack of a quorum at the April 9 regular meeting. Meeting time was posted as required and advertised on the Hoag website.

ATTENDANCE: Kevin Doherty, Jan Albanese, Linda Smith, Colleen McKenna, Dele Theodorakos, Patricia West, and interim administrator Terry Wilbert. Marie Snyder excused.

Meeting called to order at 10am by President Kevin Doherty.

REVIEW and ADOPT AGENDA: Motion to adopt made by Jan, seconded by Linda. Accepted.

PUBLIC FORUM OPPORTUNITY:

Eight citizens in attendance. Several contrasting views were expressed concerning Susan Rudnicky's termination and Terry Wilbert's appointment and wage; and the budget and its flexibility.

REVIEW and APPROVE MINUTES:

Jan motioned to approve February 26 Special Meeting minutes. Colleen seconded. Approved.
Jan motioned to approve March 19 Regular Meeting minutes. Linda seconded. Approved.
Report of April 9 Regular Meeting (emailed to Trustees) received and filed.

ITEMS NECESSARY FOR THE 2014 ANNUAL MEETING, MAY 5

Discussion between the Board and the public to explain the resolution to reduce the number of Trustees from 11 to 9 through Article 1, Section 2 of the By-Laws. Colleen motioned to accept the drafted resolution as written to be included on the May ballot. Linda seconded. Motion carried.

Discussion concerning voting agenda and poll watchers. Annual meeting will be opened at 12 noon, with an immediate recess for voting. Voting closes at 6pm, and ballots are then tallied privately. At 7pm, the Annual meeting reconvenes and results are reported. The SmartBoard will be utilized for committee reports, etc.

Jan moved the Trustees accept the order of ballot draw which occurred on April 9. Motion seconded by Linda. Approved.

PERSONNEL COMMITTEE

Motion to waive Policy 5.1, pursuant to attorney recommendation..

REPORT of the INTERIM ADMINISTRATOR

Terry expressed many positive comments on current state of library affairs including staff meetings, Children's Library, volunteer expectations, donor benches, and tech training day for May 12. Fishing pole policy tabled for new board. Ongoing problem with French drains. Quoted work for pre-made cash drawer and stainless steel in restroom to be installed at materials cost by Joe Baker as donation. Colleen made a motion to have the credit card policy reviewed by committee. Dele seconded. Carried.

REPORTS and REQUESTS FROM COMMITTEES

FINANCE COMMITTEE

Motion to authorize the Interim Administrator to draw, and designated Officers to sign checks

from the Morgan Stanley Smith Barney Operating Fund for up to \$75,000 prior to the regular May meeting, for the transfer to the Operating Checking Account made by Pat, seconded by Colleen. Carried.

Discussion about changing auditors, per conversation with Patty Hayles, deferred for new board.

NOMINATIONS and ELECTIONS

Covered in Annual Meeting notes.

PERSONNEL

Advertisement for new Library Director to be attached to website, etc, pending final edits.

BY-LAWS

Discussion regarding separation benefits policy and conflict with New York State Law outside review.

At 11:57am, Linda moved, and Jan seconded, entrance into executive session.

Regular session resumed at 1:02pm.

Linda moved and Dele seconded a motion to extend Terry's director interimship to July1 with up to 30 hours per week and \$30.00 per hour. Carried.

Dele motioned to accept Susie Gaylard's resignation as long-time Administrative Assistant on April 30. Linda seconded. Motion accepted with gratitude.

NEXT MEETING and EVENTS

Annual Meeting—May 5, 2014 12 noon

MEETING ADJOURNED at 1:08. Motion to adjourn made by Colleen, seconded by Pat. Carried.

Respectfully submitted by,

Patricia West

REGULAR MEETING
TRUSTEES OF THE HOAG LIBRARY
OF THE SWAN LIBRARY ASSOCIATION

March 12, 2014

rescheduled for March 19, 2014 due to storm closing
Hoag Library Meeting Room

Pres. Kevin Doherty called the meeting to order at 7pm.

ATTENDANCE: Kevin Doherty, Jan Albanese, Linda Smith, Mary Anne Braunbach, Dele Theodorakos, Patricia West, Colleen McKenna, interim Library Administer Terry Wilbert

REVIEW AND ADOPT AGENDA: Resolutions to be added under Finance. Motion made by Jan to adopt agenda, seconded by Colleen. Carried.

PUBLIC FORUM OPPORTUNITY: Approximately a dozen appalled citizens expressed united indignation over the harsh manner of Susan's termination. Her single-handed fund-raising of \$800,000 and other accolades were freely given. The question was raised of what will be done to remove any assumed stigma toward Susan's character. An overall consensus was that this could and should have happened in a much more respectful manner to avoid public humiliation and hurt. Mary Anne Braunbach spoke her feelings from her two perspectives and submitted her Trustee resignation, effective immediately, in response to the termination process. (Separate sheet)

REVIEW AND APPROVE MINUTES: Minutes from Feb. 12, 2014: Correction under Old Business—strike “Angel Javier checking regularly”. Motion to approve as corrected made by Jan, seconded by Linda. Carried. Draft of minutes from Feb. 26 special meeting handed out incomplete. Missing resolution regarding Susan's termination was read aloud. A new draft will be prepared for approval next month.

ADMINISTRATOR'S UPDATE: Terry showed his first day staff meeting presentation and handed out a written report (separate packet). All staff now have email connection. Smartboard and copier issues being addressed. Updating website and Facebook. Discussion regarding GiftWorks and other services to track donations, and pledges. Terry will pursue options. Request to be included in Stained Glass Tour will be pursued. Ron working on maintenance list (separate sheet) and will get quotes, sent as emails, on a couple of the items.. Discussed Master Gardener proposal for Children's Garden with a consensus to go ahead.

REVIEW AND ADOPT TREASURER'S REPORT: Motion made by Linda to adopt January 2014 report, seconded by Colleen. Approved. Motion to adopt February 2014 report made by Jan, seconded by Linda. Approved.

REPORTS AND REQUESTS FROM COMMITTEES:

Trustee committee assignments postponed till May elections.

FINANCE: Motion to authorize the 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 made by Colleen, seconded by Dele. Approved.

Add-on resolution to authorize payment of the following Woods, Oviatt invoices from the Contractual/Professional line of the 2014 Operating budget:

Number 280870; for the details about any encumbrances to the Sale of the Burrows Building \$950.00

Number 282777; review personnel options through December 31, 2013 \$525.00
Motion made by Linda, seconded by Dele. Carried.

BUILDINGS AND GROUNDS: Covered by Terry. Expensive winter.

NOMINATIONS AND ELECTIONS: Kevin spoke highly of Mary Anne's many significant contributions to the library as Trustee member and former president. Motion to accept, with deep regret, the resignation of Mary Anne's resignation made by Pat, seconded by Jan. Approved. Nomination and election information on websites, Facebook, and Pennysaver. All on track with petitions due April 7, committee meeting April 8.

PERSONNEL: Did not meet.

PLANNING: Updated Policy book distributed to each Trustee. The personnel policy and manual still need to be updated.

LOCAL HISTORY: Did not meet.

BY:LAWS: Terry had handout of three resolutions drafted to adjust number of Trustees, and adjustments for quorum and standing committees; to be part of annual meeting in May.

FRIENDS OF SWAN LIBRARY: Activities addressed during public forum. On track with plans and goals.

OLD BUSINESS: Update on Burrows Building—earlier persons no longer interested in purchasing, though Sawyer family will be asked about funding for museum. Dele will get more information on listing for sale locally and with historic link. 3rd option is auction.

February task list covered by Jan. Separate sheet.

NEW BUSINESS: Terry discussed interfacing with school superintendent to promote Hoag resources and programs. Decision to wait until May to adjust day/time of regular meetings. Kevin will get handout from Tom Bindeman regarding search process for library director/administrator. Linda and Dele to chair committee to sketch out the plan and purposes of such and look at probable organizational structures.

CONCERNS AROUND THE TABLE: None expressed.

Entered into executive session at 9:00 under motion made by Dele, seconded by Linda.
Approved.
Return to open session at 9:59.

Motion to adjourn at 10:00 made by Jan seconded by Colleen. Carried.

Respectfully submitted,

Patricia West
Secretary

SPECIAL MEETING
TRUSTEES OF THE HOAG LIBRARY
OF THE SWAN LIBRARY ASSOCIATION
February 26, 2014

Certification of necessary posting and assurance of a quorum for a special meeting made by President Kevin Doherty. Meeting opened at 7pm.

ATTENDANCE: Kevin Doherty, Jan Albanese, Linda Smith, Colleen McKenna, Marie Snyder, Patricia West, Terry Wilbert

REVIEW AND ADOPT AGENDA: Motion to adopt agenda made by Marie and seconded by Linda. Motion carried.

PUBLIC FORUM OPPORTUNITY: 4 individuals were in attendance.

PRESENTATION OF AUDIT AND ANNUAL REPORT FINANCIALS by Patricia Hayles. Received complete written and bound report for each board member and Patti's detailed explanation of such. Need new auditor in place this summer per proposal from Patti, or review by Patti and okayed by auditor every 4 years. Her excellent work much appreciated. Motion to accept the audit made by Linda, seconded by Colleen. Approved.

PRESENTATION OF THE OPERATING BUDGET FOR 2014 made by Finance committee, separate sheet. Unanimous vote to adopt. Approved.

Motion to authorize the president to communicate with the Albion Central School to place a resolution in the amount of \$667,070 for tax levy under section 259 of the the New York State Education Law made by Linda and seconded by Jan. Approved.

EXECUTIVE SESSION: Motion to enter executive session at 8:25 made by Jan, seconded by Colleen. Approved.

Return to open session, 9:30pm.

A resolution was made by Jan and seconded by Colleen to:

- terminate the employment of Susan Rudnicky as Library Director, effective the close of business March 7, 2014
- engage Woods, Oviatt Gilman to advise the Trustees on the most effective process for that termination and specifically attorney Gordon Dickens to personally handle the termination notification and follow-up;
- authorize payment the reasonable invoices for such legal services, after review by the Officers of the Association, from the Contractual, Professional line item of the Operating budget;
- authorize the payment, per Employee Benefits Policy 5.1, of up to \$25,000.00 for accumulated sick leave and other negotiated amounts as recommended by the attorney, such funds to be taken from the savings account held for such purpose.

A discussion followed with the resulting agreement that resignation should be offered Susan as an alternative to termination.

The request of Jan Albanese for a roll call vote was acknowledged by the chair and was tabulated as follows:

Albanese, yes
Braunbach, absent
McKenna, yes

Smith, yes
Snyder, yes
Theodorakos, absent
West, yes
Wilbert, abstain
Doherty, yes

Motion carried.

It was moved by Linda, seconded by Pat to authorize leave of absence of Terry Wilbert, Trustee, effective March 6. Carried. (1 abstention - Wilbert)

It was moved by Marie and seconded by Colleen to appoint Terry Wilbert as interim Library Administrator, effective March 7 at a rate of \$38 an hour, without overtime via Accounts Payable on vouchers submitted semi-monthly, approved by and 2 of the officers; to be paid from the Payroll line item of the 2014 Operating Budget; for a period not later than May 1, 2014, at which time an extension may be agreed to by both parties. This arrangement can be terminated by either party with 5 days' written notice. Carried.

It was moved by Marie and seconded by Linda to engage IVY Partners for purposed of crafting the community and donor news releases, email and other notifications of the termination, coordinated with the Attorney, at a cost not to exceed \$1,000, to be paid from the Contractual, Professional line item of the 2014 Operating Budget. Carried.

Motion to adjourn at 10:00 made by Colleen. Seconded by Marie. Approved.
Respectfully submitted,

Patricia West
Secretary

SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
FEBRUARY 12, 2014

CALL TO ORDER: 7:03 pm by Vice President Jan Albanese.

PRESENT: Trustees Jan Albanese, Mary Anne Braunbach, Dele Theodorakos, Marie Snyder, Patricia West, Terry Wilbert, Director Susan Rudnicky.

PUBLIC FORUM: None.

REVIEW AND ADOPT AGENDA: Motion to adopt made by Mary Anne, seconded by Terry. Approved.

REVIEW AND APPROVE MINUTES: Changes to be made to minutes are as follows:

*Under Building and Grounds, remove parentheses and add 'coverage' after insurance.

Motion to approve minutes as corrected made by Mary Anne, seconded by Marie. Approved.

DIRECTOR'S REPORT: Susan expressed staff frustration with Paychex time clock being a time and money waster, with Susie needing to make adjustments for errors and accuracy. Duly noted and referred to Linda Smith.

Susan handed out a copy of the NY State Annual Report to check accuracy of individual information. Patricia Hayles' part to be completed and all handed in to NIOGA.

Susan explained a plan from Albion Merchants Association for an August 9th, 2-7 pm Wine Walk, to begin at the Hoag for registration. No alcohol would be served. Discussion regarding limiting parking, greeters, volunteers, and possible tours. Motion to approve with stipulation that AMA consider extra parking and providing volunteers, with Hoag providing greeters made by Terry and seconded by Mary Anne. Motion carried.

Library name change completed in the comptroller's office.

Last \$25,000 received from Sawyer pledge. Motion made to apply \$55,000 (pledge monies and Main Street Grant) to short term loan principle to whittle down interest. Motion made by Marie, seconded by Mary Anne. Approved.

CHILDREN'S LIBRARY REPORT: Junior Volunteer Program sounds great, and actual volunteer hours should be counted for Charity's report

PROGRAM/VOLUNTEER REPORTS: Susan to help Charity establish pro-active goal for volunteer recruiting and involvement.

REVIEW AND ADOPT TREASURER'S REPORT: Terry suggested creating a line for miscellaneous income for donations/reimbursements to avoid negative spending amounts as in line 6979 of P&L statement.

Proposed budget must be presented and approved by Board before end of month, before going to school board for proposed 2% increase.

Mary Anne moved to table adopting Treasurer's report. Seconded by Terry. Approved.

Terry mentioned we cannot invest in Methodist investments plan.

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 Mary Anne, seconded by Pat. Approved.

BUILDING AND GROUNDS: Cameras have to be checked per request of staff member. No visual of common area. Need PDA deterrent.

Some folks are using rear door by restrooms. Susan put up surveillance sticker on door as deterrent. Kevin to assist maintenance.

Mary Anne questioned if front right lamp post was clipped by snow plow. Ron to check it out.

Discussion regarding Western Erie Alliance 98 corridor map, beginning at Hoag, ending at lake, for \$20.00 plus \$100.00 for ad on back. Susan to develop ad. Good exposure. Marie motioned we participate with funds from publicity budget line. Terry seconded. Motion carried.

NOMINATIONS AND ELECTIONS: Will report next month.

PERSONNEL: Mary Anne discussed issues of behavior in the common area. Code of Conduct policy for patrons to be posted in several areas for staff to use as reference when speaking to patrons. Susie to print and laminate them, with extra copies available to hand offending patrons.

PLANNING: Expecting updated book next month along with disaster plan presentation. Jan will retain book.

LOCAL HISTORY: No report.

BY-LAWS: Terry to write resolutions for changing the number of Trustees on the Board.

FRIENDS OF SWAN LIBRARY: March 27-29 Winkley estate Depression Glass sale. There will be a ½ hour program on the 27th just before the sale begins. Items will be sticker-priced by Bill, Judy and Rene. There are 80 items, some as sets. One particular item was sold on eBay for \$500.00. Sale to be advertised on website and Facebook.

March Madness book sale upcoming. Free book to anyone entering Hoag on March 17th (Swan's birthday).

Attic inventory in April.

Strawberry Festival Chair Auction in June.

OLD BUSINESS: January gas bill for Swan building over \$1,500. Question of pilot light outage or leak being looked into.

Jan reviewed January's itemized task list—separate sheet.

NEW BUSINESS: A special meeting will be held February 26th at 7pm for the approval of a budget. This must be submitted to the school before the end of the month for publication. Jan will post public notice. Jan will contact finance committee to see if the draft can be distributed prior, for our review.

MISCELLANEOUS: Terry shared Albion United Methodist Church's involvement in Stand Against Racism. February topic--farm workers. March 28-- Native Americans. April 25--at Hoag-- Stand

Against Racism presentation/panel.

New Cobblestone Museum coordinators are Matt Ballard and Sarah Karas.

PUBLIC FORUM: None

NEXT MEETING AND EVENTS:

Friends meeting March 11th, 6pm

Regular Trustee meeting March 12th, 7pm

Motion to close regular meeting and enter executive session at 8:27pm made by Terry, seconded by Mary Anne. Approved.

EXECUTIVE SESSION: 8:27-8:55pm

ADJOURNMENT: Motion to adjourn made at 8:56pm by Mary Anne, seconded by Terry. All approved.

Respectfully submitted,

Patricia West
Secretary

SWAN LIBRARY ASSOCIATION
MINUTES OF THE BOARD OF TRUSTEES
JANUARY 8, 2013

CALL TO ORDER: 7:00 pm by President Kevin Doherty.

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

PUBLIC FORUM: None.

REVIEW AND ADOPT AGENDA: Motion to adopt made by Mary Anne, seconded by Linda. Approved.

REVIEW AND APPROVE MINUTES: Changes to be made to the December 8, 2013 minutes are as follows:

*(for executive session only) belongs after Dele, not Terry

*line should read REVIEW AND ADOPT AGENDA, not MINUTES

*under TREASURER'S REPORT, include "Jan expressed concerns regarding over-spending on various lines"

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

DIRECTOR'S REPORT: Susan explained the solar panels grant slow-up is due to the library name change. Kevin directed Susan to put together a fresh, complete packet of all required information in certified mail. Susan also to communicate with Susie regarding ways to reduce monthly expenses. Jan questioned the program sponsor situation. Terry suggested policy/process for portioning sponsorship. Task given to planning committee to establish framework/outcomes, then an ad hoc committee be formed to complete such. Terry also suggested broader cultural scope during Christmas season.

PROGRAM/VOLUNTEER REPORTS: Discussion regarding best practice for increasing and involving volunteers. Kevin suggested the High School librarian identify students of interest to recruit. Mary Anne questioned existence of a library club at Middle School, High School as a wonderful resource of energy, patron interaction, and computer knowledge. Susan commented that teens help with summer program and are informal volunteers. Kevin directed her to track it. Susan to follow-up on Charity's following-up of volunteers.

REVIEW AND AUTHORIZE PAYMENT of the Woods Oviatt invoice 280870 for \$950 for research and opinion on the sale of the Burrows Building. Jan moved to pay this from the capital fund. Linda seconded. Approved. Mary Anne suggested starting with the Landmark Society for selling the building.

REVIEW AND ADOPT TREASURER'S REPORT: Discussion regarding Jan's and others' concern with being over-budget on many lines. Susan noted some habit spending. Question of combining lines to average out spending total. Linda to start bidding out insurances to find lower policies. Motion to adopt report made by Jan, seconded by Terry. Approved.

REVIEW OF TRUSTEE COMMITTEE ASSIGNMENTS: The By-laws require certain standing committees. Discussion regarding current committees. Kevin to review alignment of committees to reality, and have by-laws committee make resolution to remove Local History and

Publicity standing 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 Mary Anne. Approved. Discussion regarding monthly payroll, insurance, utilities, etc. Susan and Susie to prepare 12-month cash flow analysis spreadsheet using Quicken or Quickbooks to be emailed to Trustees within 2 weeks for review, analysis, and potential draw limit per month. Motion to authorize Treasurer to pay any and all Capital Campaign and State Library grant funds against the short term Farm Credit construction note, at times determined by her to be advantageous, throughout 2014 made by Jan. Seconded by Terry. Approved. Note made that resolution for school budget coming up for finalization; does not require action.

BUILDING AND GROUNDS: Tech came today and gave advice on efficient use of air handling in future situations like the extreme cold/wind of January 7th. Finance Committee to work on driving down electric costs. Ron Tower's bill for December salting and plowing totaled \$1609. Discussion of soliciting bids for next year. Committee to determine expectations of plowing, mowing, and sidewalk maintenance and insurance coverage. Susan to have Charity list original, faulty clouds on Craigslist as new ones have been installed. Susan will talk to Mitch about Smart board not recognizing internet.

NOMINATIONS AND ELECTIONS: Will start looking at upcoming vacancies.

PLANNING: Have reviewed and may have new policy book ready in February. Disaster Plan in progress. Susan considering 5-year plan of service, with some sort of community survey.

BY-LAWS: Preparing resolution for Annual Meeting to reduce number of Trustees to be put on ballots.

FRIENDS OF SWAN LIBRARY: New meeting time announced---2nd Tuesday of each month at 7 pm. Catherine Moore as secretary; still in need of treasurer. Some new members involved, filling 'snowbird' seats. Will visit & inventory Swan building in March for attic sale, and make site decisions then. Whole library has been photographed by Dirk Climenhaga.

OLD BUSINESS: One interested buyer of Burrows building dropped out; some possible interest from Sawyer family member. Need to begin to market. Jan reviewed task list (separate sheet).

NEXT MEETING AND EVENTS:

Friends meeting	Feb. 11, 7pm
Regular Trustee meeting	Feb. 12, 7 pm

Motion to close regular meeting and enter executive session at 9:04 made by Terry, seconded by Dele. Approved.

EXECUTIVE SESSION: 9:05-10:02

ADJOURNMENT: Motion to adjourn made at 10:03 by Colleen, seconded by Jan. All approved.

Respectfully submitted,
Patricia West