

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
December 12, 2012

PRESENT: Jan Albanese, Mary Anne Braunbach, Patricia Cammarata, Carole Patterson, Linda Smith,  
Mariadele Theodorakos, Kevin Doherty, Susan Rudnicky (Director)  
EXCUSED: Colleen McKenna, Dona Scharping, Patricia West

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Meeting called to order at 7:04 PM by President Kevin Doherty, who asked for a volunteer to take minutes due to the illness of the Secretary. Motion to approve the agenda was made by Linda, seconded by Pat C and adopted.

There were no guests who wished to use the Public Forum offered by the agenda.

Mention was made of the staff thank you, along with a minimum of other items in the correspondence folder circulating around the table.

ITEMS RELATED TO THE NEW BUILDING: Susan and Kevin reported that there have been a few warranty service calls on building systems; but that overall, things are working well. Kevin reported he expected the final LeCesse payment draw to be acted upon at the January meeting.

REVIEW and APPROVE MINUTES: The minutes of the November 14, 2012 Trustee Meeting were approved upon motion by Mary Anne, and seconded by Linda.

SUMMARY, QUESTIONS, and UPDATES – DIRECTOR'S REPORT: In addition to pre-read information, Susan reported that the Library has been named one of the residual beneficiaries of the Estate of R. Wells Harrison. She also noted that she will be using some of her accumulated leave time during January 2013 as she and her sister share in the home care-giving duties for an aunt. A question was raised about pop-up ads on the on-line calendar of events and activities on the Library website. Susan was not sure about whether or why such ads were there, but will check.

Linda Smith reported attendance in October at a Main Street Grant meeting, at which the Library submitted for \$ 22,500 for window and asbestos abatement at the Burrows Building. It is believed there was a meeting scheduled after December 5. Kevin was tasked with getting information about asbestos removal services via the NYS Dept of Corrections work crews, as have been utilized at the Albion Schools.

Following discussion of a request from Ron Tower, maintenance contractor, it was moved by Mary Anne and seconded by Linda that we appropriate \$ 1,200 for the purchase of a small shed to be located on the rear of the building between the air conditioning compressors and the back door; with the proviso that prior to purchase and delivery, Ron confirm with Susan (and at her discretion, the remainder of the aesthetics team of the Building Committee) that its construction and appearance blend in with the existing exterior views of the Hoag building. This shed will be used to store seasonal equipment and supplies, including but not limited to ice melter, lawn mower and gasoline.

**REVIEW and ADOPT TREASURER'S REPORT:** After a conversation about the relative inconvenience for Trustees in navigating the financial reports, especially because the operating and capital expenditures are grouped together; and suggestions of the auditor for clearing up those concerns, the Treasurer's Report for November 2012 was approved upon motion of Mary Anne, seconded by Jan.

**OLD BUSINESS:** Pat C reported on interactions and conversations with Charity Garrow about the amount of activity without result in additional adult volunteers; and that those conversations will continue. The Trustees supported the effort, since supplement to paid staff will be almost a requirement in the new building.

Susan reported that OCALS is scheduling their tutor sessions, and that there have been no conflicts.

Kevin reported that the Director of the STEM at SWAN grant program has been released as the steering committee, including Kevin, Susan, Mary Leto of the Albion Schools and Elissa Nesbitt of Xerox have made mid-year adjustments to establish better links with the student participants. Field trips are continuing as planned. A possibility for the Director was discussed in the event the grant is re-funded for 2013-14.

Kevin reported that a meeting has been called by County Legislature Chairman David Callard for Friday, December 14 with various stakeholders to discuss a future for the Burrows Building; and that he will attend.

There was a conversation about outside grant writing.

#### **REPORTS and REQUESTS FROM COMMITTEES:**

**FINANCE:** Motion to authorize transfer of up to \$75,000 from Morgan Stanley Smith Barney Operating Fund as needed for end-of-year/ beginning-of-year expenses was made by Mary Anne, seconded by Linda and unanimously adopted.

Kevin reported that he met with Patty Hayles, the auditor, for the required formal meeting prior to the start of the 2012 audit; and that there were no real concerns in either direction. It has been suggested that we move to some electronic method of time keeping, which would provide some additional management reports and scheduling assistance. Patty confirmed that the necessary paperwork for the Friends is part of her engagement proposal.

Upon motion by Mary Anne and second by Jan, the Finance Committee was authorized, at its discretion, to either carry over into the 2013 Operating Budget or transfer to pay down principal on the temporary note with Farm Credit, any unexpended funds from the 2012 Operating Budget; and report such actions in writing to the 2013 Trustee meeting. Unanimously approved.

**BUILDINGS and GROUNDS:** Mary Anne moved for the Committee a recommendation of a specific bench for exterior use at the Library, available through Brigden Memorial with a 4 month turnaround. Cost is \$ 1,000, but the Library will charge each donor \$ 1,500.

Unanimously approved. There was a conversation about the need for higher quality information signage for the building, with the suggestion to look at the electronic sign at the Elba Schools.

**NOMINATIONS and ELECTIONS:** Pat C moved for the Committee the nomination of Terry Wilbert, Albion resident, retired school administrator and former Swan Trustee, to fill the vacancy created by the resignation of Lynne Philipps, until the 2013 Annual Meeting. Unanimously approved.

Susan reported that Mike McFarland, who has been a representative at NIOGA, has requested that we think about a replacement.

**PERSONNEL:** Because of the time deadlines for committing to an Employee Health Insurance Plan prior to the end of the year, Kevin made a call-around to approve the Committee's recommendation of MVP Option 1S, as outlined in Pat C's emails. The Committee requests confirmation of that action and moves such. Unanimously approved

**PLANNING:** Jan reported that at their recent meeting, the committee discussed slow Saturdays (low patron attendance) smoking regulations, and volunteers. The self-evaluation was completed by 100% of the Trustees. The tabulation provided showed that most areas improved except the category for efficiency of the 2 hour Trustee meeting. There was conversation about some Trustee retreat or team building/ boardsmanship event.

**LOCAL HISTORY:** Susan reported that the Committee had met in November and is continuing to pursue digitization options. In addition, they have received photo and other memorabilia from regular patron and program presenter, Tom Tabor.

**BY-LAWS:**

**FRIENDS OF SWAN LIBRARY:** Mary Anne excitedly reported the success of the first Tasty Treats event held in the new building, with catering by Hojack's and under the overall chairmanship of Grace Kent. There was almost \$ 600 net profit, with 70 people attending.

**NEW BUSINESS:** After a discussion of the pros and cons of adopting an enabling resolution to exceed the NYS 2% tax cap, the consensus was that until the final 2012 figures were tabulated, the Association needed to keep all options available. Therefore a motion was offered by Linda, and seconded by Jan that, pursuant to General Municipal Law Section 3-c, the Trustees authorize collection of a tax levy for 2013 which may exceed the 2012 amount ( \$ 641,210 ) by more than 2%; and unanimously approved. Linda reported that the Finance Committee will formulate a budget with a tax increase of 2% or less, subject to final action by the Trustees.

No one took advantage of the second opportunity for public forum.

Upon motion of Pat C, seconded by Dele, and unanimously adopted, Susan was excused and the Trustees moved into an Executive Session at 9:02 PM for the purpose of discussion about the employment history of a particular person.

Upon the motion by Linda, seconded by Pat C, unanimously approved, the Trustees reconvened in Open Session at 9:40PM.

All business pending having been addressed, Dele moved for adjournment, second by Carole and unanimously adopted at 9:43.

Respectfully submitted,

Kevin M. Doherty  
Recording Secretary Pro-Tem

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
NOVEMBER 14, 2012

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

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Meeting called to order at 7:00PM by President Kevin Doherty. Motion to approve the agenda made by Mary Anne, seconded by Dona. Approved.

ITEMS RELATED TO THE NEW BUILDING: Motion for payment to Library Interiors for \$4,904.40 for furniture and fittings outside the LeCesse contract made by Mary Anne, seconded by Dona. Approved.

REVIEW and APPROVE MINUTES: October 10, 2012 minutes corrected and motion to accept made by Dona, seconded by Mary Anne. Approved.

SUMMARY, QUESTIONS, and UPDATES- DIRECTOR'S REPORT: Susan made good contact for submitting grant proposal for programming and equipment with NYLA. Discussion of name change and NYS grants (167K toward 200 of building construction).

REVIEW and ADOPT TREASURER'S REPORT: Discussion of amortization of loan, percentage rate flexibility, etc. Motion to accept made by Mary Anne, seconded by Dona. Approved.

OLD BUSINESS: Pat and Charity refining plan for Adult Volunteer Program. Discussion to be continued regarding Friends' volunteers.

REPORTS and REQUESTS FROM COMMITTEES:

FINANCE: Motion to authorize transfer of \$75,000 from Morgan Stanley Smith Barney Operating Fund to Operating Checking Account made by Mary Anne, seconded by Dona. Approved.

Motion to transfer \$5,530.14 from the First Niagara Capital Campaign account to Operating checking account to reimburse for new building expenses paid from that account was made by Dona, seconded by Mary Anne. Approved.

BUILDING and GROUNDS: Met with aesthetics committee and recommend gray, polished stone bench from Brigden Memorials as a \$1500 naming/gift opportunity. Lawn condition continues☺ . Signage for programs discussed. Mary Anne will help—grant op?

NOMINATIONS and ELECTIONS: Dick Remley said no thanks to trustee seat, but will help with projects.

PERSONNEL: at work on health insurance plans.

Committee moved (no second needed) to accept employee benefits vacation policy.

PLANNING :Recommended 1.13 Solicitation Policy. Handed out evaluation results, to be discussed at next board meeting. December staffing schedule discussed.

LOCAL HISTORY: Digitization plans continue-- grant op? community involvement?

BY-LAWS

FRIENDS OF SWAN LIBRARY: Art by Inches –still selling; not as many contributors or buyers. Book store continues to make money. December 6<sup>th</sup> Tasty Treats plans sound exciting!

NEW BUSINESS: Discussed and agreed on additional Sirsi Dynix RFID pad at circulation desk to avoid check-in check-out bottlenecks, about \$3200. Efforts to be made to increase Saturday pm usage through programs.

Motion to authorize collection of tax levy for 2013 was tabled.

STEM at Swan discussion. Co-funded by Xerox, who will take more lead. Old coordinator gone. Alyssa Nesbitt to be more involved.

\$75 Christmas gifts to everyone on payroll moved by Dona, seconded by May Anne. Approved.

Questions or action items from circulating folders: Ron Tower wants to place shed on site in back corner for his snowblower. Aesthetics committee to select, approx. \$1K.

No public forum.

NEXT MEETING AND EVENTS:

Friends Meeting	Dec. 5
Tasty Treats	Dec. 6
Staff Christmas Party	Dec. 7
Trustees Meeting	Dec. 12

Adjournment moved at 8:15 unanimously!

Respectfully submitted,

Patricia West  
Secretary

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
OCTOBER 10, 2012

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

Meeting called to order at 7:00 by President Kevin Doherty. Motion to approve the agenda made by Linda, seconded Pat C. Approved.

Resignation of Lynne Phillips, secretary, and acceptance of Pat W. as interim secretary. Moved by Linda, seconded Pat C. Approved.

ITEMS RELATING TO THE HOAG LIBRARY:

Discussion regarding mowing, shrub replacement, reseeding, and one 'iffy' tree . LeCesse to give \$1,000 credit for mowing. Two-year guarantee on trees.

HVAC tweaking--- staff feels cold with heat set at 68: high AC bills during summer, unsure of winter bills.

Meeting room busy much of the time. Booked 3 months ahead. Discussion on policy change of booking 6 months ahead with a courtesy email renewal reminder. Susan will determine staff reminder person.

LeCesse Payment Application #12 of \$126,587.61, moved unanimously by roll call vote.

LeCesse Payment Application #13 deferred to November with recommendation to pay finished services, and hold back unfinished services.

Discussion regarding DVD thefts, and RFID tags. Susan to call 3M this month and discuss alternatives. She will also look into other libraries' ideas. Perhaps a 2-box system. No further thefts known. Motion to move camera to DVD area at a cost of less than \$500 made by Dona, seconded Mary Anne. All in favor.

REVIEW AND APPROVE MINUTES

-September 12, 2012. Moved by Mary Anne, seconded Linda. Approved.

DIRECTOR'S REPORT: Discussion regarding Monday and Friday as busiest days; 2:30-3pm slow, 3-5pm dead on Saturdays. Staff coverage plan goes to the Planning Committee.

Cheryl improving. Done rehab. Unsure of return time. Deb Wood to return soon, following husband's heart attack.

Budget hearing 1<sup>st</sup> Monday in December for county funding. Any trustee welcome to attend. Expecting same as previous—approx. \$4K.

TREASURER'S REPORT: Acceptance moved by Mary Anne, seconded Dona. Approved. Linda concerned that more money was spent than anticipated. Cost control ideas: Hiring freeze?

Security person? Starting to narrow down utility costs, start amortization. Discussion regarding grant writer as a disappointment.

OLD BUSINESS: Susan to bring progress of adult volunteer program to next level. Charity Garrow to put it together; Pat C. will follow up.

OCALS tutoring-no issues.

Positive response at all 4 Albion school Open Houses.

#### COMMITTEE REPORTS:

FINANCE: Roll call vote to authorize King and King design contract payment from \$228,000 to \$297,000 due to increased project construction scope, moved by Dona, seconded Linda. All approved.

Authorization for transfer of \$75,000 from Morgan Stanley Smith Barney Operating Fund to the Operating Checking account moved by Pat C., seconded Dona. Approved.

Tax cap override—Finance Committee to meet with Susie for line by line review. Decision to be made in February.

Authorization for Administrative Assistant to transfer money from operating checking and capital checking to aggregate bills, not to exceed \$5,000 before additional trustee authorization, moved by Pat C, seconded Linda. Approved.

Discussion regarding Patti Hayles' billing of \$500 for Friends' audit submission of last 2 years. Linda will be contact person with Patty. Motion to pay Friends' 990 filing cost made by Dele, seconded by Dona. Approved.

BUILDING AND GROUNDS: Discussion of benches continued. Committee will make recommendation.

NOMINATIONS AND ELECTIONS: Lynne Phillipps' resignation moved by Linda, seconded Dona. Approved.

Pat C waiting to hear back from Dick Remley on filling vacant seat.

PERSONNEL: No report.

PLANNING: Board evaluations given out, to be compiled and reported at Nov. meeting.

LOCAL HISTORY: Set goals for 2013. Susan to pursue digitization of newspapers. Bill Lattin resigned from committee.

BY-LAWS: Meeting planned in Callard's office for Oct. 12.

FRIENDS OF SWAN LIBRARY: Oct 26, Art by Inches. Tasty Treats, Dec. 6. 'Jar' gifts, samples, and support from trustees appreciated!

NEW BUSINESS: Authorization of payment to Woods, Oviatt invoice 250477 for \$150 from operating budget moved by Pat C. seconded by Linda. Approved.



Discussion of Holley Library's letter regarding circulating DVDs. Susan will look into it in December with other librarians who received same letter.

Laptops now available. E-book readers also available.

Meeting adjourned at 9:30. Moved by Pat C., seconded by Linda. Approved.

Respectfully submitted,

Patricia West

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
SEPTEMBER 12, 2012 7:00PM

PRESENT: Kevin Doherty, Carole Patterson, Colleen McKenna, Jan Albanese, Lynne Philipps, Dona Scharping, Linda Smith, Pat West, Mary Anne Braunbach, Mariadele Theodorakos, Susan Rudnicky, Library Director  
EXCUSED: Pat Cammarata  
GUESTS : Roger LaMont, John Sawyer, Susie Gaylard

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Meeting was called to order at 7:05 by President Kevin Doherty. Motion to approve the agenda was made by Linda, seconded by Colleen. Approved.

ITEMS RELATING TO SWAN LIBRARY

Roger LaMont presented to the board that the Orleans County Legislature is interested in developing the Swan Library into an Orleans County Historical Library, in collaboration with the Historical Society. John Sawyer, a major donor to the Hoag Library also has interest in providing startup funds.

**President Kevin Doherty appoints Roger LaMont and John Sawyer to an ad Hoc committee with Linda Smith as Board Liaison to further advance the Museum project.**

ITEMS RELATING TO THE HOAG LIBRARY

The landscaping/mowing has not been kept up with the LeCesse contracted service. If we mow, the agreement will be voided. There will be re-plantings in the spring. Exterior signage has been "lowered", interior signage will be hung. Security cameras will be re-mounted.

'Benches, bike racks and trash cans' is being referred to the Esthetic and Building and Grounds Committees to develop a plan and budget

Recent thefts of DVD's have led to an arrest being made. The individual was removing the RFID labels from the DVD's and putting them into her purse. Susan is asked to check with 3M about the security of their labels and the need for a policy on carrying backpacks and large purses will be investigated.

LeCesse Resolution: there is no resolution this month

**Minutes:** Motion to approve the August 8, 2012 meeting minutes was made by Dona, seconded by Mary Anne. Approved

DIRECTOR'S REPORT: included in board packet. Staffing needs was discussed as related to crafting the 2013 budget. Discussion of the summer programs occurred. Susan did not think there was an increase in participation of the summer reading program, but there was plenty of room to hold the programs. There were however, an increased number of music programs and special programs with increased participants.

TREASURER'S REPORT: Motion to accept the August 2012 Treasurer's Report was made by Mary Anne, seconded by Dona. Approved

OLD BUSINESS:

Adult Volunteer Program: Charity provided a report that the month of July provided for 14 volunteers giving 65 hours as greeters.

Woods Oviatt is proceeding with changing the charter.

COMMITTEE REPORTS

Finance: Motion to authorize the Administrative Assistant to draw, and designated officers to sign a check from the Morgan Stanley Smith Barney Operating Fund of up to \$37,000 for transfer to the Operating Checking Account was made by Dona, seconded by Mary Anne. Approved Yes-10 No-0

Linda reported that she contacted Five Star Bank concerning their issuing charges on our checking account. They said this was their mistake and we will not receive any charges for using their services.

Building and Grounds: Motion to authorize and additional \$75 for trimming at the Swan Library (originally \$500 with \$400 being donated by Harriette Greaser) was made by Mary Anne, seconded by Dona. Approved Yes-10 No-0

Personnel: Motion to approve the revised Policy 5.5: Simple IRA Plan as recommended by committee was approved. Yes-10 No-0

Planning: Motion to adopt Policy 1.11: In-house Laptop Loan was moved by committee. Approved Yes-10 No-0

Motion to adopt Policy 1.12: eReader Loan Policy was made by committee. Approved Yes-10 No-0

Friends of Swan Library: Authorize Linda to send Letter of Commitment to Patty Hayles to include the Friends in the Library Audit.

Adjournment: Motion to adjourn the meeting at 9:14pm was made by Jan, seconded by Linda. Approved.

Respectfully submitted,

Lynne Philipps  
Secretary

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
AUGUST 8, 2012 7:00PM

ATTENDANCE: Kevin Doherty, Pat Cammarata, Colleen McKenna, Jan Albanese, Lynne Philipps, Dona Scharping, Linda Smith, Pat West, Mary Anne Braunbach, Mariadele Theodorakos, Susan Rudnicky, Library Director

EXCUSED: Carole Patterson

Meeting was called to order at 7:05 by President Kevin Doherty. Motion to approve the agenda was made by Dona, seconded by Linda. Approved.

ITEMS RELATED TO HOAG BUILDING AND CELEBRATIONS

Grounds and Plantings: many concerns expressed concerning the hot weather and lack of watering. This is the contractor's responsibility and LeCesse is on them.

Electronic Door Openers: Kelly Brothers will be here tomorrow to adjust

Security System: One faulty censor which is being corrected

HVAC tweeking in progress

Security Video System: may need some add-ons

Projection screen to be placed next week by LeCesse

Outside signage: Check with Ron Tower about need for height of handicap/stop, etc. signs

Bike Racks, Outside Trash Receptacles, Painting Columns, etc. all discussed.

**Motion** requesting payment for a Thank You ad being placed for those who helped with the Opening in Pennysaver be paid for from operating budget under Publicity, was made by Mary Anne, seconded by Dona. Approved Yes-10 No-0

MINUTES **Motion** to approve the July 11, 2012 minutes was made by Mary Anne, seconded by Dona. Approved Yes-10- No-0

DIRECTOR'S REPORT: included in board packet. Other discussion included the increase in patron volume and number of new library cards being issued. The STEM program is almost completed and the Smart Board should arrive soon.

TREASURER'S REPORT **Motion** to approve the July 2012 Treasurer's Report was made by Mary Anne, seconded by Dona. Approved Yes-10 No-0

Patty Hayles will be sending a different layout for the finance reports to better identify accounts.

OLD BUSINESS

**Adult Volunteer Program:** The Greeter Program is completed. Lynne stated that Charity was to give an evaluation of the task and recommendation for continuation or not to the Board.

**Orleans County Adult Learning Services:** Kevin and Linda met with County Chairman concerning the OCALS proposed Memo of Understanding presented by OCALS to the Library. The Collaborative Agreement was discussed and the following points were approved:

- The Tutor Room and the various meeting areas of the Hoag Library will be available for non-exclusive programming and one on one or small group tutoring by OCALS staff and/or volunteers , consistent with the Library's policy and at no cost;
- The Library will provide for OCALS, use of a lockable storage unity in the Tutor Room for technology, administrative and training assets; which shall remain the property of the Library;
- The Library will provide a link to OCALS program information and website from hoaglibrary.org;
- Selected OCALS training material shall be donated to the Hoag restricted circulation collection, barcoded and tracked in a manner consistent with similar items;
- Library staff will refer visitors to a message container outside the Tutor Room;
- The Officers, Directors and Employees of OCALS must jointly and individually hold the Hoag Library of the Swan Library Association and its Officers, Trustees and Employees harmless from any and all lawful recourse which may be attached, now or in the future, from this relationship.
- Conversations for the purpose of modifying this Agreement shall occur between the respective Presidents;
- No modifications shall be made in this Agreement except by the action by both Boards in open session;
- A Board of either party may withdraw from this collaboration upon thirty calendar days' notice.

**Motion** to approve the above listed points for the Collaborative Agreement with OCALS was made by Linda, seconded by Dona. Approved Yes- 7 (Albanese, Braunbach, Philipps, Scharping, Smith, Theodorakos, West No-2 (Cammarata, McKenna) Abstain: Doherty

**Unrestricted Gift** given to Hoag by the Elks Club of \$1,000. Ideas for its use include bike racks, flag pole, benches, etc. Trustees asked to consider it for next meeting.

## COMMITTEE REPORTS

### Finance

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign a check from the Morgan Stanley Smith Barney Operating Fund in the amount of \$50,000 and depositing it into the checking account for payment of monthly bills, was made by Linda, seconded by Pat W. Approved Yes-10 No-0

**Motion** to adopt the 2011 financial audit prepared by Patty Hayles and to authorize the president to sign the audit was made by Mary Anne, seconded by Dona. Approved Yes-10 No-0

### Building and Grounds

Maintenance and Cleaning updates were discussed. Pat C suggested that Ron and Terri might give the board a written report and evaluation of how things are going

Harriette Greaser has made a \$400 donation for the upkeep of the trees at the Swan. She also indicated that Brian Bruski cares for her landscape needs and we might utilize his services. **Motion** to appoint Mary Anne as liaison with Brian Bruski to trim the Swan landscaping for no more than \$500 was made by Linda, seconded by Dona. Approved Yes-10 No-0

Apparently some volunteers decided to trim some roses at the Swan that resulted in an electrical trimming. Goforth Electric has been engaged to repair and upgrade the wiring.

Personnel

Susan presented a letter to the Board from Jeannine who has completed her MLS and is asking for an upgrade in her salary. Referred to the Director.

Planning

No report

Local History

No report

By-laws

No report

Friends of the Library

August 23<sup>rd</sup> is the Ice Cream Social. Please volunteer.

**NEW BUSINESS**

Information presented concerning the NY State implications to changing the name and address of the Library. Do we need to change the charter, assume a name change, ? Kevin will refer to Steve Tierney and we will try to "clean it up" so as not to leave it to future boards.

Lynne asked for some general feedback from the board concerning the use of the meeting rooms when the library would be normally closed, such as Sunday's.

**Motion** to authorize the submission of the 2013 NYS Library Building Grant for 50/50 match on \$440,000 and authorize the president to certify the funds available was made by Mary Anne, seconded by Dona. Approved Yes-10 No-0

**EXECUTIVE SESSION: Motion** to enter into executive session at 9:10pm for discussion on the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation was made by Linda, seconded by Mary Anne. Approved Yes-10 No-0

**Motion** to close the executive session and re-enter the open meeting was made at 9:42pm by Dona, seconded by Mary Anne. Approved Yes-10 No-0

No vote or action was taken during the session.

Motion to adjourn the meeting was made at 9:43pm by Linda, seconded by Dona. Approved

Respectfully submitted,

Lynne Philipps

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
JULY 11, 2012 7:00PM

PRESENT: Kevin Doherty, Pat Cammarata, Colleen McKenna, Carole Patterson,  
Lynne Philipps, Dona Scharping, Linda Smith, Pat West, Mary Anne  
Braunbach, Mariadele Theodorakos, Susan Rudnick, Library Director  
EXCUSED: Jan Albanese  
Guest: Susie Gaylard

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Meeting was called to order at 7:05pm with President Kevin Doherty presiding. Motion to approve the agenda as presented was made by Lynne, seconded by Dele. Approved. Yes-10 No-0

Kevin welcomed everyone the first Association meeting in the new Hoag Library.

**ITEMS RELATED TO THE HOAG LIBRARY**

Kevin presented a running list of suggestions and issues relating to the Hoag such as suggestions for coat racks, signage and construction issues such as the "falling" clouds, RFID problems, etc. All items are being addressed and if anyone should see anything, please let Kevin know.

The Lead Donor reception was attended by about 200 individuals and the Grand Opening on Saturday was very well attended.

King & King Contract: Discussion concerning the increase cost from King & King was explained by Kevin. He is recommending that we agree to the increase from the original \$198,000 to \$267,000 which covers the increased scope of the building project. A few more concerns were raised and an adhoc committee of Dele, Linda and Kevin will meet to clarify some questions at the August meeting.

**Motion** to authorize payment to King and King in the amount of \$2,970 for invoice #20283 taking the balance to 98% of original contract was made by Pat C, seconded by Dona. Approved Yes-10 No-0

LeCesse Resolution **Motion to** withdraw from the Farm Credit East a construction draw of \$146,000 to be electronically transferred into the Library's checking account at First Niagara with the account number ending in -2220 and to execute a check from this account to LeCesse in the amount of \$246,023.11 as payment for Application number 11 on the AIA Document G702, was made by Mary Anne, seconded by Dona.

Roll Call vote: Yes: Patterson, Theodorakos, Braunbach, Philipps, West, Cammarata, Scharping, Doherty, McKenna, Smith. No: none Absent: Albanese

**MINUTES:** Motion to approve the June 2012 minutes was made by Mary Anne, seconded by Carole. Approved Yes-10 No-0

**DIRECTOR'S REPORTS:** Estimated that the special Sunday opening had approx. 300 individuals taking out books and 17 new library cards were issued.

There was also a discussion on scheduling of the Hoag.

**TREASURER'S REPORT:** Motion to approve the June 2012 Treasurer's Report was made by Lynne, seconded by Mary Anne. Approved Yes-10 No-0

#### OLD BUSINESS

Adult Volunteer Program: Lynne reported that the first week has been very busy and greeters have been doing a great job. We need to get the second week filled.

Kindergarten Graduation and new Library Cards: forms have been distributed and at least one has been returned for a new card.

#### COMMITTEE REPORTS

##### FINANCE:

**Motion** to authorize the Administrative Assistant to draw, and designated officers to sign a check from the Morgan Stanley Smith Barney Operating Fund and depositing it into the Checking account for \$50,000 was made by Linda, seconded by Mary Anne.  
Approved Yes-10 No-0

Linda will be arranging a meeting with Patty Hayles, CPA for a face to face review of the 2011 auditing filings, per new regulation.

##### BUILDING AND GROUNDS

New building updates

##### PERSONNEL

No report

##### PLANNING

**Motion** to adopt Addendum A of Policy Manual to allow for changes to the Hoag from Swan where appropriate without need for approval was made by Committee.  
Approved Yes-10 No-0

##### LOCAL HISTORY

No Report

##### BY-LAWS

No Report

FRIENDS OF SWAN reported coffee maker in place, volunteers needed to maintain hours in book store, and the ice cream social was being planned.

#### **NEW BUSINESS**

Review of proposed collaboration agreement with OCALS was discussed and items to be corrected will be emailed to board members prior to meeting with them. Linda will attend meetings with Kevin.

ADJOURNMENT: Motion to adjourn meeting at 9:53pm was made by Dona, seconded by Linda. Unanimously approved



Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
JUNE 13, 2012 7:00PM

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

Excused: Dona Scharping, Dele Theodorakos

Guests: Susie Gaylard

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Kevin Doherty, President opened the meeting at 7pm. Motion to approve the agenda was made by Mary Anne, seconded by Pat W. Approved

Correspondence Folder is circulating.

ITEMS RELATED TO BUILDING PROJECT: A new supplier was found for the clouds, which need to be in place prior to sprinkler system. Poles in for parking lot lighting, new fixtures in place, yet. Pillars should be here and in by June 27<sup>th</sup>. Shelving is in and installed.

PERMANENT RECOGNITION committee reported that the major sinage will be installed prior to Lead Donor Reception, however some of the room sinage will not be completed and Mark Lono will do some wooden sinage for us.

**Motion** to approve the down payment of the signs with check 1005 in the amount of \$12,750 high is 50% of the contractual amount to LonoWood was made by Lynne, seconded by Mary Anne. Approved Yes-9 No-0

Lead Donor and Opening Updates: All set for the lead donor reception. Approx. 120 individuals have RSVP to date. Friday is deadline. Mary Anne asked Kevin to firm up podium and where introductory remarks would take place. Grand Opening "training" will be on June 27<sup>th</sup> at 7pm at the Hoag.

Staffing for opening and first month was discussed. Susan indicated that all staff would be there for ribbon cutting. Planning Committee had given Susan some expectations. She produced, at planning, a copy of what she anticipates as staffing and had been asked to reformat a schedule.

**LeCesse Resolution: Motion** to authorize a construction draw of \$430,000 from Farm Credit East and to electronically transfer it into the Library's checking account at First Niagara into account ending in -2220, and then to authorize payment of Invoice Application #10 for \$431,792.25 was made by Mary Anne, seconded by Linda for Roll Call Vote: Yes: Jan, Colleen, Pat W, Pat C., Mary Anne, Carole, Lynne, Linda, Kevin No-0 **Approved**

**MNUTES: Motion** to approve the May 7<sup>th</sup> Organizational Meeting Minutes was made by Jan, seconded by Colleen. Yes-9 No-0

**Motion** to approve the May 9<sup>th</sup> Trustee Minutes was made by Colleen, seconded by Linda. Approved Yes-9 No-0

**Motion** to approve the May 30<sup>th</sup> Special Trustee Minutes was made by Jan, seconded by Carole. Approved Yes-9 No-0

DIRECTORS REPORT included in board packet. The Daily News advertising booklet will be published with vendors paying for ads. It will be in the July 2<sup>nd</sup> Daily News

**TREASURER'S REPORT:** Motion to approve the May 2012 report was made by Carole, seconded by Colleen. Approved Yes-9 No-0

### **COMMITTEE REPORTS:**

**FINANCE:** **Motion** to authorize the administrative assistant to draw and officers to sign a check from the Morgan Stanley Smith Barney Operating Fund and depositing it into the Operating Checking Account in the amount of \$50,000 was made by Lynne, seconded by Linda. Approved Yes-9 No-0

**Motion** to authorize the quarterly contracted payment to Jean O'Connell Associates for \$5,000 was made by Lynne, seconded by Pat W. Approved Yes-8 No-1 (Colleen) Not pleased with success rate

### **BUILDING AND GROUNDS AND PERSONNEL COMMITTEE RECOMMENDED CONTRACTS:**

Pursuant to the process adopted by the Trustees, appointment of the following individuals as at-will independent contractors, to be paid as vendors, not on payroll, from a single, new contractual line in the Operating 'budget which will allow easy tracking of these costs; who shall be responsible for providing coverage during any absence; contingent upon proof satisfactory to the Library's local agent of liability and general business insurance coverage:

Terry Biro for building cleaning at \$20 an hour, 20 hours/week, using Library supplied materials and equipment, starting as determined by the Library Director. **Motion:** to approve made by Jan, seconded by Colleen. Yes-9 No-0

Ronald Tower for building maintenance, including necessary yard work and routine systems checks, using his own equipment at \$26/hour for up to 25 hours per month on an as-needed and on-call basis, with a start date that will allow paid participation in the Building Systems training to be provided by LeCesse as part of their contract; with a per trip snow plowing/sidewalk rate to be determined no later than September 15, 2012; providing a monthly activities report to the Buildings and Grounds Committee and subject to that Committee's review and recommendations for adjustment to the time commitment **Motion** by Lynne, seconded by Jan. Approved Yes-9 No-0

### **PLANNING:**

Committee moves to amend and correct: to add **Title Page** stating Mission Statement, Vision Statement, Hours of Operation and Holiday Schedule to Policy Manual. Approved Yes-9 No-0

Committee moves to relocate Policy 2.3: Equipment Purchase Policy, to create **Policy 4.2: Equipment Purchase Policy**. Approved Yes-9 No-0

Committee recommends that the list of Records of Retention as suggested by Patty Hayles, CPA, be adopted as **Finance Policy 4.3: Records Retention**. Approved Yes-9 No-0

Suggestion to draft a policy to allow for corrections and changes to be made for the Hoag/Swan Library Association in policy manuals was referred to committee.

**Hoag Library Cards:** currently have Swan Library cards and with the move, the board would recommend using new cards with the HOAG logo. There is a set up fee of \$50 and cards cost approx. 23 cents each. Currently, there is a coding and color difference in children vs. adult cards, and Susan is to review the differences and report back to board, however in the meantime a:

**Motion** to purchase 2500 Adult Library Cards with the Hoag logo was made by Linda, seconded by Mary Anne. Yes-9 No-0

Committee moves to adopt Policy **1.7 Meeting Rooms Use Policy** as distributed and discussed at this meeting to better suite the Hoag Library. Yes-9 No-0

Nominations and Elections No report

### **OLD BUSINESS**

STEM summer program will begin on July 30th from 9am-3pm. Students were introduced to leaders and homework assignments have already been given.

**EXECUTIVE SESSION:** A motion to enter into an executive session pursuant to section 105 d and f of the Open Meetings Law was made at 9:35pm by Linda, seconded by Pat W. Approved Yes-9 No-0

Guests and Susan Rudnicky, Library Director were dismissed.

Motion to return to open session at 10:50pm was made by Mary Anne, seconded by Carole. Approved Yes-9 No-0

**Motion to adjourn this last meeting of the Board of Directors at the Swan Library** was made by Mary Anne, seconded by Carole. Approved Yes-9 No-0

**Next meeting of the Board of Directors at the Hoag Library on July 11, 2012**

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
MAY 30, 2012 7:00PM

ATTENDANCE: Trustees Kevin Doherty, Pat Cammarata, Colleen McKenna, Mariadele Theodorakos, Jan Albanese, Mary Anne Braunbach, Carole Patterson, Lynne Philipps, Dona Scharping, Linda Smith, Pat West, and Library Director Susan Rudnicky  
Guest: Susie Gaylard

Special meeting called to order at 7:00pm. This meeting was called due to the unfinished business of the Swan Library Association at our May 9<sup>th</sup> meeting. The agenda was submitted to the board with a motion to approve it made by Lynne, seconded by Colleen. Approved as presented.

Correspondence folder circulating.

### **HOAG LIBRARY FINANCES**

Kevin presented a review of the status of the cash needs projected for the Hoag Library. He answered questions of the board for securing a short term mortgage for unfinanced items such as the RFID, appliances, additional shelving (non-book), etc. and how we could justify it and pay it back. The board had some concern over taking a loan that is to be paid back interest only and would like to see the numbers for a standard loan, paying back interest as well as principal.

**Motion** to authorize a special LeCesse Payment and Special FCE draw of \$406,860.99 (\$3,136.50 correction to Pay Appl. 8, and \$403,724.49 for Pay Appl 9), and an FCE draw request to reimburse Operating Account for diversion of approved check 1308 to cover prior LeCesse invoice of \$456,860.99 (\$50,000 diversion) was made by Mary Anne, seconded by Dona. Yes-11 (Doherty, Cammarata, McKenna, Theodorakos, Albanese, Braunbach, Patterson, Philipps, Scharping, Smith, West) No-0 **Approved**

### **OPERATING BUDGET**

**Motion** to authorize check number 1309 for \$25,000 draw from the MSSB Operating Reserve to cover expenses was made by Mary Anne, seconded by Dona. Yes-11 No-0 Approved

**Motion** for the authorization of the Administrative Assistant to draw if needed, and designated officers to sign a check from the MSSB Operating Fund for \$25,000 to the checking account was made by Mary Anne, seconded by Dona. Yes-11 No-0 Approved

Review of the YTD budget was made to ensure no major budget revision would need to be made prior to the end September 2012.

**Advertising** opportunity was presented to Susan from the Daily News for a \$500 payment for an insert ad in the paper announcing the Hoag Library. The board recommends that the newspaper should contact vendors to sell the ad space to and we will furnish the paper with the vendors.

**Greeter Volunteer:** Lynne is putting together a schedule for approx. two months of volunteers to serve as greeters at the Hoag. It is anticipated that the staff will be very busy keeping up with the operations and may not have the time to answer questions and give directions to the patrons on the library collections, layout, building, etc. Bill Lattin and Kevin Doherty will prepare FAQ sheets on the artifacts displayed and building highlights.

**Minutes** of the Annual Meeting Draft and Organizational Meeting minutes were distributed for review and comment at our next regular meeting. They are approved next year. Also handed out were the draft minutes of the May 9<sup>th</sup> meeting for review and approval at our next regular meeting.

NEXT REGULAR MEETING: JUNE 13, 2012 at 7PM at SWAN LIBRARY

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
MAY 9, 2012 6:00PM

ATTENDANCE: Kevin Doherty, Pat Cammarata, Colleen McKenna, Carole Patterson, Lynne Philipps, Dona Scharping, Linda Smith, Pat West, and Susan Rudnicky, Library Director

EXCUSED: Dele Theodorakos, Jan Albanese

Guests: Keely Johnston, Rebecca Gillman

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AGENDA: As a result of the number of items left from the April Meeting, this agenda will be to catch up on those items, and all major financial conversations will be conducted at an additional meeting this month, to be determined. Motion to accept is made by Carole, seconded by Colleen. Approved Yes: 7 No: 0 (DS will be late)

Motion to schedule a Special Meeting on May 30<sup>th</sup> at 7pm was presented by Kevin, seconded by Pat C. Approved Yes: 7 No: 0

PUBLIC FORUM:

Keely Johnston from Albion High School came to present her ideas about a student representative to the Board. Kevin introduced Keely to Dona who is the trustee representing the Albion School Board President. It was suggested Keely acquire schools sanctioning of their group and that she work with Dona to present to the Library Board.

REPORT OF THE NOMINATIONS AND ELECTIONS COMMITTEE

Motion to appoint Mary Anne Braunbach to fill the 2<sup>nd</sup> year of the term vacated by Chris Sargent and not filled at our recent Annual Meeting was made by Pat C, seconded by Colleen. Approved Yes: 8 No: 0

HOAG LIBRARY REPORT

**Construction:** Border's shelves are in the building. Stained concrete completed last weekend. Maple floor in meeting room and mezzanine are currently being installed. Sidewalks being poured, work trailer to be removed within a few weeks and fence will come down to begin blacktop.

**Moving Plans:** The Girl Scouts are planning their book brigade for June 16<sup>th</sup>. The movers will begin in the Swan on June 4<sup>th</sup>.

**Permanent Recognition:** Mary Anne presented two bids and designs for the permanent recognition plaques. Motion to authorize Mary Anne to finalize details with LonoWood including a cost commitment of up to \$30,000 to be paid from the Project monies (FCE) was made by Lynne, seconded by Linda. Approved Yes: 8 No: 0

**Official Naming:** The Board of Trustees will remain the Swan Library Association Board of Trustees. Checks, Board Stationary, etc. should reflect this. The new building is the Hoag Library.

**Opening Celebrations:** The Friday evening reception for lead donors is on July 6<sup>th</sup> from 7-9pm. This reception is by invitation only and includes all lead donors. There will be a harpist and a desert table for guests. The Saturday open house and ribbon cutting will begin at 11:00am until 3. Gary Simboli will provide music and there will not be any circulation at this time. Staff members are asked to work this day.

**Motion** to use the balance of the local campaign checking account (\$1,650) with other costs paid for from the Operating Budget not to exceed \$2,000 was made by Pat C, seconded by Pat W. Approved Yes: 8 No: 0

**RFID SYSTEM:** Susan presented a two phase project for the RFID system. Motion to authorize the purchase of RFID system with three enhanced pad workstations and self check station and exit monitors at a total cost not to exceed \$80,000, with invoicing timed to maximize value of the NYS Library grant for 2012/13, was made by Mary Anne, seconded by Dona. Approved Yes: 8 No: 0

**Staffing:** It has been suggested that the Swan should be cleaned after all our moving has been accomplished. The board asked Susan to review the scheduling of any time off for the least impact on moving and opening.

A discussion of establishing a Customer Service metric for the new Library Operation was discussed. Will staff need training review? Bill Lattin has suggested individuals be present to give individuals tours of the new building so the staff will be freed up to do their work. He will be available to help out as well. Lynne will send out a schedule to trustees for their availability.

**MINUTES:** Motion to approve the March 14, 2012 minutes crossing out the word "almost" and changing Mr. Ferris's name to John, was made by Dona, seconded by Mary Anne. Approved Yes: 8 No:0

Motion to approve the April 11, 2012 minutes as written was made by Mary Anne, seconded by Dona. Approved Yes: 8 No:0

**DIRECTOR'S REPORT:** Some bookshelves that were initially slated to be in the Hoag will not fit, so Susan has switched them out with some of the others we have.

**TREASURER'S REPORT:** Motion to approve the March and April 2012 reports was made by Mary Anne, seconded by Colleen. Approved Yes: 8 No:0

### **OLD BUSINESS REVIEW:**

Adult Volunteer Program: Board asked Susan for a rubric to measure working towards goal.

Kindergarten Graduation: Applications for Library Cards for K grads delivered. Applications on colored paper to check the outcome of the project.

4-H Fair: With the Hoag opening, the board did not feel they could participate in the booth this year. The Library does have a story time at the fair and will continue this again this year.

Policy and Protocol adjustments for Meeting Room Space at the Hoag referred to Planning.

**FINANCE COMMITTEE:** In preparation for Farm Credit draw subsequent to April meeting, Kevin made a \$50,000 error in the draw request. LeCesse check was the correct amount, but the account on which it was drawn was \$50K short. Therefore, he used a \$50K check drawn



from MSSB Operating Reserve for transfer into the checking account so the next LeCesse draw will be \$50K over, and a check will have to be written to our Operating checking account.

(No draw request needed until May 2<sup>nd</sup> meeting)

**BUILDING AND GROUNDS:** The position for Maintenance/Cleaner has been posted on website and advertised in Pennysaver. Deadline for applicants is May 22<sup>nd</sup>. Pat C, Mary Anne and Susan will do the initial reviews and and the anticipated hire date is mid-June.

**PERSONNEL:** Committee presented initial draft of the 5.5 Simple IRA Plan for discussion. There were some comments made and the committee will redraft the plan.

**PLANNING:** no report

**LOCAL HISTORY:** no report

**BY-LAWS:** no report

**FRIENDS OF SWAN LIBRARY:** A Keurig coffee machine and coin operated K cup dispenser is about \$2,300. The coffee sales is a project of the Friends, however they cannot lease the machine with their "new" 501 (c)3 status. Kevin has offered to obtain machine and initial supplies for the Friends.

NOTE THAT THERE IS A SPECIAL MEETING OF THE SWAN LIBRARY ASSOCIATION BOARD OF TRUSTEES SCHEDULED ON MAY 30, 2012 AT 7PM IN THE SWAN LIBRARY.

**ADJOURNMENT:** Motion to adjourn at 9:45pm was made by Dona, seconded by Mary Anne.

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY BOARD OF TRUSTEES MEETING  
OF APRIL 11, 2012 ~ 7:00 PM

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

Excused: Lynne Philipps, Colleen McKenna

Guests: MJR Reporter Jim Krencik, SAS Representatives Elissa Nesbitt (Xerox) and Project Director Kathy Valley

President appoints Susie Gaylard as Recording Secretary for this meeting.

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KD opened meeting at 7PM with a quorum.

REVIEW and ADOPT AGENDA: Motion made by Pat West, seconded by Mary Anne Braunbach.

PUBLIC FORUM: None

Correspondence folder is circulating

STEM at Swan (SAS) grant overview by Kathleen Valley and Elissa Nesbitt.

Kevin introduced the SAS representatives who joined us to explain the project. Recently retired after 30 years of teaching Kathie is looking forward to the challenge. She shared some research and her goals. She plans to encourage participation by girls.

ACSD is selecting the student participants.

Elissa mentioned that Xerox is also interested in getting girls involved in these programs. Xerox is involved in FIRST – promoting/sponsoring Robotics teams. She reviewed the project outline with Board. A copy of the presentation follows.

Question of insurance. While on library property and while under Kathie's care responsibility of insurance is the library's. While being transported by ACSD, if an issue should arise, the insurance of the parents of the children is tapped first, ASCD next, followed most likely by any and all parties involved.

Questions and discussion followed.

Motion to participate in the grant; have Susie Gaylard set up accounts outside Operating Budget to segregate and track income and expenses related to the grant; authorize Susan to approve expenditures prior to payment on current schedule with President as back-up, made by Mary Anne Braunbach, seconded by Dona Scharping and approved by all.

#### ITEMS RELATING TO BUILDING PROJECT

Project Update – Information about interior painting, brickwork, site work, etc. by Kevin who says that LeCesse is being very good about seeing that all contractors are doing their jobs properly and that materials arrive as ordered. i.e. Pre-cast pillars arrived, were rejected and sent back because they were the wrong color.

Board members requested updated pictures of building progress on the website. Community members have expressed a desire to see the progress.

Secured [www.hoaglibrary.org](http://www.hoaglibrary.org) as web name. At present, when input, the user is directed to the current site.

Kevin passed a copy of the LeCesse report which includes progress and updates.

Financing Update – Kevin reports that Farm Credit East is pleased with progress to date; will do an inspection coincident with this month's draw.

Capital Campaign total is up to \$1,354,732.70. Contributions amounting to \$25,679 have been received in 2012.

Report of the Ad-Hoc Committee regarding "The Move". Susan reports that she used LeCesse's system as a model. Five moving companies with experience moving a library have been at Swan to look the situation over. Estimates to move have come in from four of those companies ranging from \$20,000-30,000. Separate and apart from the above, Diamond Movers (who moved the Borders shelving units in September) will come back to move those shelves from the Pullman Church to new building.

The Planning Committee has been working with Cadette Girl Scout Troop 82191 on organizing their community wide Book Brigade event scheduled for Saturday, June 16<sup>th</sup> from 9-11AM. (Rain date June 17<sup>th</sup>.) The girls are working toward their Silver Award and are hoping to draw in 500 community members to participate in the project. Tim Archer from AMS will provide 100 students to help. Gathering sponsors to offset costs, the Troop is planning to distribute t-shirts to participants. Their theme "From here to there" with both library doors on the shirt front and sponsors listed on the back is tentatively being planned. A copy of the sponsorship letter will be forwarded to Trustees at Mary Anne's request.

The shelving plan is in place. We know when things are being moved and where everything goes.

Powder coating of 'old' shelving units being moved to the new library will be done at Empire Coating. Sample passed.

A Grand Opening ceremony is being planned for Saturday, July 7<sup>th</sup> (without circulation). Full service begins on Sunday, July 8<sup>th</sup> when the library will be open from noon to 3PM.

Last day of service here at Swan is planned for June 2<sup>nd</sup>. Moving of books begins June 4<sup>th</sup>. LeCesse needs shelving in place before their scheduled finish date to avoid additional costs.

Report of the Ad-Hoc Committee for Recognitions. Mary Anne reporting.

Kevin has spoken with 2 people regarding etched or cast plaques for recognitions.

MAB reports 200 names will be engraved. The plaque will be displayed on the right side of inner entry. Committee has looked at various plaque styles and materials. Prices run from cast brass at \$29,000 to \$1,200 for other options. There will be various plaques throughout the building including those recognizing donors of rooms, etc. Members ask that Kevin investigate and get costs narrowed down and bring cost projections to the committee for a decision before committing to anything.

Donor recognition night – Friday, July 6<sup>th</sup>. Mary Anne requests Lynne, Barb Southcott and Dele do food for the event. It was suggested that more food and less sweets be provided.

Mary Anne stated she, Ingrid LaMont and Pat Shelp will do the invitations for the donor recognition event to be sent to donors of \$1,000+, staff, etc. Dress is smart casual.

There will actually be two separate events – Donor Reception and Grand Opening. Mary Anne will organize both events. She plans on help of staff and trustees. Kevin appointed Bill Lattin to the festivities committee along with those already mentioned.

Authorization for payment from the MSSB Permanent Improvement Fund:

King & King: Inv.#20030 dated 03/15/2012 in the amount of \$6,840.00. (After this payment the library will have paid 95% of the original \$ 228,000 contract.)

King & King Inv.#20029 dated 03/15/2012 in the amount of \$7,836.00. (After this payment the library will have paid 95% of separate \$17,700 Commissioning Contract, reduced to \$14,440). Motion made by Pat Cammarata, seconded by Dona Scharping to authorize payment for both invoices. Approved.

Authorization for LeCesse Payment Application 8 (attached resolution) in the amount of \$258,491.90 was made on a motion by Mary Anne, seconded by Dona.

Roll Call Yes Vote by all members present: Braunbach, Cammarata, Patterson, Scharping, Smith, Theodorakos, West, and Doherty. Philipps and McKenna excused.

Review Project budget and cash flow.

Per handout – Cash needs projection – possibility of funds shortage mostly due to unexpected expenses.

It was suggested that budget projections be made for the next several years to give current and future Board members an idea of what the financial issues are. Perhaps up to \$250,000 short – where could we make it up? Ask for donors, sell bricks and conduct other fundraisers, etc. The Campaign Finance Committee has been trained by Ivy so should be able to handle brick campaign. We also need to facilitate a memorial gifts program.

Hopefully the current library building will be turned over to another group who will assume responsibility for its ongoing costs reducing our outlay. Someone will speak with Roger LaMont about moving this forward.

8AM – Saturday, April 14<sup>th</sup> – the Building Finance Committee will meet again including Linda Smith, Library Treasurer to discuss funding options, opportunities and avenues.

## NEW BUSINESS

Review and adopt modified logo for the Hoag Library. Motion to approve the Hoag logo was made by Mary Anne Braunbach, seconded by Linda Smith and carried.

RFID to be discussed at the May meeting. It is the principal component of 2012 State Library grant request.

Tax rate information. Table provided with comparisons to neighbors and Swan levies from 1998 to present. Some grumbling about 6+% rate increase. Discussion.

Reminder by Kevin, that all should show up and vote positively on the library budget proposal.

Farm Credit suggested the library lock in final total of construction loan by June.

Per board President review and approval of the March 14<sup>th</sup> Meeting Minutes is on hold until the May meeting.

Per Board President review and approval of the March 2012 Treasurer's Report is on hold until the May meeting. Kevin noted on the agenda that 25% of the year is gone, the overall budget is at 21.4% of total; but some lines are over because of timing. Debt service line was a "best guess;" only 5% now, but will catch up when principal payments start.

## FINANCE COMMITTEE

Authorize the Administrative Assistant to draw, and designated officers to sign a check from the Morgan Stanley Smith Barney Operating Fund: **\$ 50,000** cash draw to checking account. Motion made by Linda Smith, seconded by Mary Anne and carried.

## BUILDINGS and GROUNDS

Mary Anne Braunbach reported. Cleaner & Maintenance Job Description finalized. (A copy follows.) Report from tonight's meeting attached.

Ad for position should be put in the Lake Country Pennysaver by 5/1.

Motion by Linda, seconded Dona to approve the Cleaner & Maintenance Job Description. Carried.

## NOMINATIONS/ ELECTIONS

Pat Cammarata reporting. Minutes from meeting earlier this evening distributed. Two petitions were submitted. Both were approved by the Committee. Candidates are Jan Albanese and Kevin Doherty. Report accepted by Board.

Lots drawn for ballot placement: Line 1 – Kevin; Line 2 – Jan

PUBLIC FORUM – Recording Secretary asked about recognition of the Swans at the new building as it was to be the new Swan Library up until four months ago and we are still the Swan Library Association. There was question about the Swan endowment. Discussion ensued.

This matter will be referred to the Local History Committee.

Motion to adjourn met at 9:30PM by Mary Anne Braunbach, seconded by Linda Smith. Carried.

Respectfully submitted,

Susan Gaylard  
Recording secretary

## **LECESSE PAYMENT RESOLUTION**

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

Whereas work has progressed under that contract; and

Whereas LeCesse has submitted Payment Application number 8 on AIA Document G702 and supporting documentation as specified by the Contract Documents; and

Whereas that Payment Application has been reviewed by Kevin Doherty in the appointed capacity as Owner's Representative and Luc Lefevbre, an Architect at King and King, and certified by Kirk Narburgh, AIA, King and King partner-in-charge, as an accurate representation of project status; be it therefore

RESOLVED, that the Trustees of the Swan Library at their April 11, 2012 meeting, request from Farm Credit East, under the terms and conditions of their commitment letter accepted by the Trustees by unanimous roll call vote at the same July 25, 2011 Special Meeting, a construction draw **of \$ 250,000.00** to be electronically transferred into the Library's checking account at First Niagara with the account number ending in -2220; and be it further

RESOLVED, that the Trustees direct the staff to draw and authorized officers to sign a check in the amount of **\$ 258,491.90** from that account ending in -2220 as full and complete payment to LeCesse of the application amount.

SWAN LIBRARY TRUSTEES  
MEETING OF MARCH 14, 2012

Present: Trustees Kevin Doherty, Lynne Philipps, Patricia West, Colleen McKenna,  
Carole Patterson, Dona Scharping, Pat Cammarata, Dele Theodorakos,  
Library Director Susan Rudnicky

Excused: Mary Anne Braunbach, Linda Smith

Guests: John Ferris

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

ITEMS RELATED TO BUILDING PROJECT

Building Updates: Drywall is complete. Painting starts next week. Brickwork will begin the end of March. All new utilities will be at 100% before April 1<sup>st</sup>.

The Move: Ad hoc committee members Pat C. and Lynne reported that they have been meeting with Susan to develop a schedule for the move. Susan will be interviewing movers for their input into the timing of the move.

Recognition: Ad hoc committee headed by Mary Anne has been meeting to identify a style for the recognition. There will be a plaque for the lead donors and a separate type of recognition for Kenny Dunckel and Katherine Billings. A more complete report will be presented when Mary Anne returns.

Motion to authorize for payment from the MSSB Permanent Improvement Fund:

King & King invoice 19966 for \$4,560 representing 92% of the original \$228,000 contract; and a check for invoice 19967 for \$2,782 for a separate commissioning contract totaling \$17,300, was made by Lynne, seconded by Dona. Approved Yes-8 No-0

Woods Oviatt Gilman invoice 228784 in the amount of \$6,527 for closing on the Farm Credit instrument and for invoice 238449 for \$1,052 for Tax Cap research and opinion as requested by Dele, seconded by Carole. Approved Yes-8 No-0

SJB invoice R-11-1243 in the amount of \$319 for concrete fracture test as requested by Lynne, seconded by Pat W. Approved Yes-8 No-0

Jean O'Connell and Associates for \$5,000 per contract for grant research, requested by Lynne, seconded by Dona. Approved Yes-8 No-0

Motion to authorize payment application 7 to LeCesse per following resolution:

**LeCesse PAYMENT RESOLUTION**

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

**WHEREAS**, work has progressed under that contract; and

**WHEREAS**, LeCesse has submitted Payment Application **number 7** on AIA Document G702 and supporting documentation as specified by the Contract Documents; and

**WHEREAS**, that Payment Application has been reviewed by Kevin Doherty in the appointed capacity as Owner's Representative and Luc Lefevbre, an Architect at King and King and certified by Kirk Narburgh, AIA, King and King partner-in-charge, as an accurate representation of project status; be it therefore

**RESOLVED**, that the Trustees of the Swan Library request from Farm Credit East, under the terms and conditions of their commitment letter accepted by the Trustees by unanimous roll call vote at the same July 25, 2011 Special Meeting, a construction draw **of \$200,000.00** to be electronically transferred into the Library's checking account at First Niagara with the account number ending in -2220; and be it further

**RESOLVED**, that the Trustees direct the staff to draw and authorized officers to sign a check in the amount of **\$208,950.27** from the account ending -2220 as full and complete payment to LeCesse of the application amount.

Presented by: Lynne    Seconded by Dona

Yes - McKenna, Patterson, Philipps, Scharping, West, Doherty, Cammarata, Theodorakos

No - none

Abstain- none

Absent - Braunbach, Smith

Vacant - one (formerly Sargent)

Unanimously Adopted

Donor Request: Motion to authorize, per donor/executor's request, that \$10,000 of the \$15,000 Capital Campaign gift from Katherine Mahany Kerrigan be spent for additions to the collections for the new building, with bookplates attached to each volume thus purchased, was made by Lynne, seconded by Colleen. Approved Yes-8 No-0

#### NEW BUSINESS:

Target date for the opening weekend of the Hoag Library is July 6, 7, and 8. Suggestion to have Donor Reception on Friday night, Ribbon Cutting with politicians on Saturday, and consider being open on Sunday (one time only)

Kevin asked that the Planning Committee review a policy for the use of the Community Rooms.

#### **MINUTES:**

Motion to approve the February 8, 2012 minutes as presented was made by Carole, seconded by Dona. Approved

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

#### **TREASURER'S REPORT**

Motion to approve the February 2012 treasurer report was made by Dona, seconded by .Dele Approved Yes- 8 No-0

Motion to approve the January 2012 treasurer report with clarification on book fine entry was made by Lynne, seconded by Colleen. Approved Yes-8 No-0



## **COMMITTEE REPORTS**

### **Finance Committee:**

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

**Building and Grounds** Pat has completed a combined job description for cleaner/maintenance person and will pass it to personnel for review.

**Personnel** Susan's evaluation is almost completed. The committee is working on the Simple IRA Plan.

**Planning** Susan presented to the board a staff initiated policy 1.11 Records Retention Policy for consideration. The board requested Planning make a review of the policy and return to board.

**Local History** Bill Lattin requested to be a "security" volunteer during the opening of the library.

**By-laws** No report

**Nominations and Elections** Petitions are available at front desk. Deadline is 5pm on April 9<sup>th</sup>. Add in Pennysaver.

Friends of the Swan Library

### **OLD BUSINESS:**

4-H Fair is July 23-28. Do we want to participate in Booth Building?  
School Connection and Kindergarten Graduation  
Any progress on Adult Volunteer Program

Public Forum: Bill Ferris came to express concern over our planned recognition of Kenny Dunckel.

**Adjournment:** Motion to adjourn the meeting at 8:58pm was made by Dona, seconded by Pat C. Unanimously approved

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF FEBRUARY 8, 2012

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

Excused: Patricia West

Absent: Dona Scharping

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

ITEMS RELATED TO BUILDING PROJECT

Ad-hoc Building Naming Committee: report made by Mike McFarland. Other members of this committee include Roger LaMont, Linda Smith, and Susie Gaylard. Mike reported that Maurice Hoag, who has bought the naming rights of the library, would be happy with simply calling the library Hoag Library. Mike thought it might be appropriate to have the name mounted on the fascia over the front door rather than a monument type at the sidewalk area. Discussion over the logo occurred and the Board suggested we keep the column as currently is being used, and replace Swan with Hoag.

Building Updates:

Foam insulation should be completed this week. The envelope test should be conducted Feb. 22<sup>nd</sup>/23<sup>rd</sup>. Kevin and Susan will begin reviewing proposals for Communication Data wiring, video and security. These items are not priced with LeCesse. The art glass windows are in production. They will be placed on either side of the main door.

Motion to authorize for payment from the MSSB Permanent Improvement Fund:

IVY Partner invoice 468 in the amount of \$1,495.00 as requested by Pat C, seconded by Dele. Approved Yes-8 No-0 This represents the final payment for services.

King & King invoice 19739 from 12/15/11 for \$4,560 and for invoice 19830 for from 1/17/12 in the amount of \$4,560 for a total of \$ 9,120 was made by Pat C, seconded by Colleen. Approved Yes-8 No-0 (this represents a 90% payment of the original \$228,000 contract)

King & King invoice 18929 of 1/17/12 for \$3,100 for progress payment on the \$17,300 contract for Envelope Commissioning, as made by Dele, seconded by Lynne. Approved Yes-8 No-0

Woods Oviatt invoice 234452 in the amount of \$230 for post closing work with Farm Credit, moved by Linda, seconded by Dele. Approved Yes-8 No-0

SJB Rochester invoice R-11-1142 in the amount of \$1,463 for special inspections (bolt pull test) as requested by Mary Anne, seconded by Colleen. Approved Yes-8 No-0

Kennedy Mechanical Contractors in the amount of \$600 for water supply flow test was made by Mary Anne, seconded by Carole. Approved Yes-8 No-0

Motion to authorize payment application 6 to LeCesse per following resolution:

**LeCesse PAYMENT RESOLUTION**

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

**WHEREAS**, work has progressed under that contract; and

**WHEREAS**, LeCesse has submitted Payment Application **number 6** on AIA Document G702 and supporting documentation as specified by the Contract Documents; and

**WHEREAS**, that Payment Application has been reviewed by Kevin Doherty in the appointed capacity as Owner's Representative and Luc Lefevbre, an Architect at King and King and certified by Kirk Narburgh, AIA, King and King partner-in-charge, as an accurate representation of project status; be it therefore

**RESOLVED**, that the Trustees of the Swan Library request from Farm Credit East, under the terms and conditions of their commitment letter accepted by the Trustees by unanimous roll call vote at the same July 25, 2011 Special Meeting, a construction draw **of \$215,000.00** to be electronically transferred into the Library's checking account at First Niagara with the account number ending in -2220; and be it further

**RESOLVED**, that the Trustees direct the staff to draw and authorized officers to sign a check in the amount of **\$219,327.20** from the account ending -2220 as full and complete payment to LeCesse of the application amount.

Presented by: Mary Anne    Seconded by Dele

Yes- Braunbach, McKenna, Patterson, Philipps, Scharping, Smith, West, Doherty

No- none

Unanimously Adopted

Stock Liquidation: Motion to authorize Linda Smith, as Treasurer and Chair of the Finance Committee, to liquidate at her discretion, stocks received as pledge payments and placed in MSSB Building Fund for tracking, for the purpose of making future construction payments was made by Mary Anne, seconded by Pat C. Approved Yes-7 No-0 Abstain-1 (Linda)

#### NEW BUSINESS:

Suggestion was made by the Board that the library should more actively promote the fact that we are open on the four days which were added to our calendar. Good PR opportunity to stress we are listening to the requests of our patrons.

Kevin indicated that Dona made her report to the ACS Board on Monday. He felt the Board is a little more receptive to the idea of passing out our information, but again they will defer it to their lawyer.

Linda and Mary Anne attended the AMSA Meeting on the Main Street Grant application, and they said the current library could be eligible for up to \$50,000 in matching grant money. The application form was given to Susan to complete. It is due March 5<sup>th</sup>.

New York State Library Annual Report was distributed to Board for review. **Motion** to submit the report was made by Mary Anne, seconded by Colleen. Approved Yes-8 No-0

#### **MINUTES:**

Motion to approve the January 2012 minutes as presented was made by Mary Anne, seconded by Linda. Approved

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

Susan announced that we have been approved for \$311,000 from the NY State Building Grant for 2012. No schedule of payment has been given yet.

## **TREASURER'S REPORT**

Motion to **table until March** 2012 Treasurer's Report was made by Lynne, seconded by Pat C. Approved Yes-8 No-0 Question of book fines

## **COMMITTEE REPORTS**

### **Finance Committee:**

**Motion** to authorize the draw of \$ 50,000 from the Morgan Stanley Smith Barney Operating Fund and depositing into the Checking Account for paying the regular monthly bills was made by Mary Anne, seconded by Linda. Approved Yes-8 No-0

**Building and Grounds:** Mary Anne has submitted Job Description to Personnel and Building and Grounds for a Maintenance position.

**Personnel** **Motion** by Committee to adopt **Policy 5.6 Bereavement Policy** with a change in the wording to eliminate ...spouse/partner, child/grandchild, parent or member of the staff's immediate household, and to replace it with ....a member of staff's immediate household or family. Approved Yes-8 No-0

**Planning** **Motion** by Committee to adopt **Policy 1.10 Volunteer Policy** as presented and reviewed. Approved Yes-8 No-0

**Motion** by Committee to adopt **Policy 2.1 Materials Collection Policy** as presented and reviewed. Approved Yes-8 No-0

**Local History** no report

**By-laws** No report

**Nominations and Elections** The Committee is in preparation for the 2012 elections. There are two four year term seats and one three year seat to fill vacancy left by Chris Sargent. Kevin Doherty and Mary Anne Braunbach are completing their perspective terms. Board members are encouraged recommend individuals to pick up application petitions.

The Annual Meeting is scheduled for May 7<sup>th</sup>.

Friends of the Swan Library: Friendly Tea: Leaping into Leap Year is scheduled for February 29<sup>th</sup>. The 112<sup>th</sup> Anniversary Party is March 17<sup>th</sup>.

## **OLD BUSINESS**

Susan provided an outline of the Grant prospects being pursued with Jean O'Connell as requested in the Board packet.

**EXECUTIVE SESSION:** Motion to close the open meeting of the Board at 9:15pm 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 Dele, seconded by Linda. Approved Yes-8 No-0

**Motion to** close the executive session and to open the general meeting of the Swan Library Board at 10:11pm was made by Carole, seconded by Colleen. Approved Yes-8 No-0

**Motion** to accept the evaluation of the Executive Director as presented by the Personnel Committee and reviewed by the Board and to award her with a 1% increase, retroactive to January 1, 2012 was Approved. Yes-8 No-0

**Adjournment:** Motion to adjourn the meeting at 10:17pm was made by Dele, seconded by Pat. Unanimously approved

Respectfully submitted,

Lynne Philipps, Secretary

SWAN LIBRARY TRUSTEES  
MEETING OF JANUARY 11, 2012

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

Excused: Pat Cammarata, Dele Theodorakos

Guests: Girl Scout Troop 82191, Susie Gaylard, Debbie Batchellor

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

Girl Scout Troop 82191 delivered a proposal to the board to organize, advertise and carry-out a community chain to move the children's books from the old library to the new library as a Silver Award Project. Kevin will get the Troop in contact with the group planning the move.

ITEMS RELATED TO BUILDING PROJECT

Roof and windows will be completed this week, Natural Gas going in today, temporary heat on next week. Foam insulation should be going in and we have had a positive bank inspection. Kevin has offered any member of the board a tour of the building. Just let him know and he can make arrangements to open up.

Authorize for payment from the MSSB Permanent Improvement Fund:

IVY Partner invoice 464 in the amount of \$2,465.00 as requested by Lynne, seconded by Linda. Approved Yes-8 No-0

Woods, Oviatt invoice 232629 in the amount of \$500 for Tax Cap research and Opinion as requested by Carole, seconded by Pat W. Approved Yes-8 No-0

SJB invoice R-11-1034 in the amount of \$3,286.50 as requested by Linda, seconded by Lynne. Approved Yes-8 No-0

**LeCesse PAYMENT RESOLUTION**

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

**WHEREAS**, work has progressed under that contract; and

**WHEREAS**, LeCesse has submitted Payment Application **number 5** on AIA Document G702 as specified by the Contract Documents; and

**WHEREAS**, that Payment Application has been reviewed by Kevin Doherty in the appointed capacity as Owner's Representative and Luc Lefevbre, an Architect at King and King and certified by Kirk Narburgh, AIA, King and King partner-in-charge, as an accurate representation of project status; be it therefore

**RESOLVED**, that the Trustees of the Swan Library request from Farm Credit East, under the terms and conditions of their commitment letter accepted by the Trustees by unanimous roll call vote at the same July 25, 2011 Special Meeting, a construction draw **of \$105,400.00** to be

electronically transferred into the Library's checking account at First Niagara with the account number ending in -2220; and be it further

**RESOLVED**, that the Trustees direct the staff to draw and authorized officers to sign a check in the amount of **\$470,857.81** from the account ending -2220 as full and complete payment to LeCesse of the application amount.

Presented by: Mary Anne Seconded by Dona

Yes- Braunbach, McKenna, Patterson, Philipps, Scharping, Smith, West, Doherty

No- none

Unanimously Adopted

#### NEW BUSINESS:

NIOGA has sent a letter requesting nominations for one of 2 Orleans County Representatives; suggesting that we continue Jonathan Incho. If anyone has any other suggestion, contact Kevin.

#### **MINUTES:**

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

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

#### **TREASURER'S REPORT**

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

#### **COMMITTEE REPORTS**

##### **Finance Committee:**

**Motion** to authorize the draw of \$ 50,000 from the Morgan Stanley Smith Barney Operating Fund and depositing into the Checking Account for paying the regular monthly bills was made by Mary Anne, seconded by Dona. Approved Yes-8 No-0

**Building and Grounds** Mary Anne presented to Kevin and the Personnel Committee a side by side comparison of a Janitor/Maintenance employee vs. contracted duties for review

**Personnel** The following was presented for review:

##### 5.6 Bereavement Policy

Staff members will be allowed to use their allotted sick time (refer to sick time policy for benefit guidelines) prorated per their regular schedule as bereavement paid time off upon the death of a spouse/partner, child/grandchild, parent or member of staff's immediate household. For all other deaths, available vacation or personal time may be used, or a request may be made for approval by the Director.

**Planning** Lynne noted that Susan was to have presented the Volunteer Policy at last month's meeting. Susan will have it typed up for next meeting.

**Local History** No report

**By-laws** No report

**Nominations and Elections** Pat C. sent word that she is preparing the calendar for the May 2012 elections.

**Adjournment:** Motion to adjourn the meeting at 8:18pm was made by Dona, seconded by Mary Anne. Unanimously approved

Respectfully submitted,

Lynne Philipps, Secretary