

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES

December 9, 2015

**CALL TO ORDER:** 19:03 by President Kevin Doherty

**PRESENT:** Kevin Doherty, Jan Albanese (excused), Karie Deegan, Carol Miller, John Andrews, Linda Weller, Terry Wilbert, Kim Pritt, Natalie McCue (absent), Betty Sue Miller

**REVIEW AND ADOPT AGENDA:** Motion to adopt agenda made J. Andrews, seconded L. Weller, all in favor. Accepted

**PUBLIC FORUM:** no one spoke at this time

**DIRECTOR'S REPORT:** see attached

**REVIEW AND APPROVE MINUTES:** Motion to adopt Nov. 11 2015 minutes made by K. Pritt, and seconded C. Miller. All in favor. Accepted

**REVIEW AND ADOPT TREASURER'S REPORT:** Motion to approve Nov.11, 2015 Treasurer's report made by C. Miller, seconded by J. Andrews. All in favor. Accepted

**REPORTS AND REQUESTS FROM COMMITTEES:**

**FINANCE:**

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 60,000 until the next Trustee meeting. Motion to accept made by L. Weller, seconded by J. Andrews. All in favor. Accepted.

2015 Audit update- Bonadio group will be at next Trustee's meeting and again March 2016

-Some accounts at First Niagara bank were closed as per vote at the Oct 2015 Board meeting.

**BUILDING AND GROUNDS:** Bricks were placed and evened out, although no sand will be placed until after the winter so it doesn't get washed out. Ideas being presented for Children's gardens for next year so that the dollar amount can be placed into the budget.

**NOMINATIONS AND ELECTIONS:** Any thoughts for adjustments to the Election Protocol, please detail them to the written word prior to February 1, 2016.

**PERSONNEL:** Committee hasn't met, nothing to report

**PLANNING:** -Credit Card policy- Motion to waive the Rules of Order requiring first reading and then a vote at the following meeting made by C. Miller, seconded by K. Deegan. All in favor. Accepted.

Moved by the Planning Committee to adopt the proposed credit card policy- Accepted.

**BY-LAWS-** These will need to be reviewed prior to next annual meeting May 2016.

**LOCAL HISTORY-**

**FRIENDS- Hoag** Didn't meet

**OLD BUSINESS:** Community Feedback on the Charles Howard Statue –discussion- Feedback hasn't been positive as some Trustee's have heard. Kevin Doherty to speak with Tom Rivers about finding an alternative location.

Permanent Financing for Building and Solar- discussion- no new information as of yet.

Refinishing meeting room floors- All Floor from Clarence contacting Kevin to inspect and create an action plan and estimate.

**NEW BUSINESS:**

Budget 2016

Parting Gift for Faith Howe- 23<sup>rd</sup> will be her last day.

QUESTIONS or CONCERNS from Correspondence Folder

**PUBLIC FORUM:** no one spoke at this time.

**CONCERNS AROUND THE TABLE:**

**NEXT MEETING AND EVENTS ~**

Regular Trustee meeting- January 13, 2015 19:00

**ADJOURNMENT:** 20:57. Motion made by K. Deegan, seconded by L. Weller. All in favor. Accepted.

Respectfully submitted,

Karie Deegan, Board of Trustees,  
Secretary

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES

November 11, 2015

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

**PRESENT:** Kevin Doherty, Jan Albanese, Karie Deegan, Carol Miller, John Andrews, Linda Weller, Terry Wilbert, Kim Pritt, Natalie McCue, Betty Sue Miller

**REVIEW AND ADOPT AGENDA:** Motion to adopt agenda made J. Albanese, seconded by L Weller. All in favor. Accepted

**PUBLIC FORUM:** No one spoke at this time

**DIRECTOR'S REPORT:** Betty Sue Miller's report is attached.  
Motion made by L. Weller to approve consolidating the Library's voice and data into the proposal from Time Warner at the price not to exceed \$400/month, with the removal of the \$150 installation fee.  
Seconded by K. Pritt, all in favor, approved.

**REVIEW AND APPROVE MINUTES:** Motion to adopt October 14, 2015 minutes procedure manual instead of policy manual made by T. Wilbert, and seconded L. Weller. All in favor. Accepted

**REVIEW AND ADOPT TREASURER'S REPORT:** Motion to approve October 11, 2015 Treasurer's report made by C. Miller, seconded by K. Deegan. All in favor. Accepted

**REPORTS AND REQUESTS FROM COMMITTEES:**

**FINANCE:**

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by J. Andrews, seconded by N. McCue. All in favor. Accepted.

**BUILDING AND GROUNDS:** Nothing at this time

**NOMINATIONS and ELECTIONS:** nothing at this time

**PERSONNEL:** Nothing at this time

**PLANNING:** Swan/Hoag History updated and emailed for review. Working on a Strategic Plan for 2016-2021

**BY-LAWS:** - These will need to be reviewed prior to next annual meeting May 2016.

## **LOCAL HISTORY:**

**FRIENDS OF THE HOAG:** Underwriting the Employee Holiday Celebration, up to \$500 for gifts and refreshments. Holiday celebration will consist of a game night. B. Miller will get the final count and a date to all. Board and Friends encouraged to go. Bake Jar Sale going well. Tasty Treats will be catered by SNL Bakery. Raffle for Christmas tree with gift cards, library bags for sale, 50/50 drawing.

**OLD BUSINESS:** Solar Panel Project – discussion

Permanent Financing for Building and Solar- T. Wilbert is awaiting information from Genesee Regional bank and also now Canandaigua Bank is now interested in sending information.

K. Doherty is awaiting All Court Flooring from Clarence to inspect and create an action plan to refinish meeting room floors

**NEW BUSINESS:** Budget 2016

-good progress being made

Tale Kickoff Event- 64 people in attendance, Albion with the lowest attendance. Event will be held at Hoag in March 2016, would like a better Albion turnout. Tales book will be Black River S.M. Hules

Authorize one time incentive payment-

Resolved, that the Trustees authorize a onetime payment in lieu of a midyear salary adjustment to Betty Sue Miller, Director, payable through Paychex, from the operating payroll line item; and further adjust her base salary in the 2016 calendar year to \$55,000/year. Motion made by J. Albanese, seconded by L. Weller, with a Roll call vote- Albanese y, Andrews y, Deegan y, McCue y, Miller y, Pritt y, Weller y, Wilbert y, Doherty y. Motion accepted

Motion made to close at 5pm on the Wed. before Thanksgiving made by N. McCue, seconded by L. Weller all approve, Accepted.

CONVERNS AROUND THE TABLE: motion to close accounts at First Niagara \$2,256.00 and \$10,901.49 and place into a new line item for donations made by C. Miller, seconded by L. Weller all in favor, accepted.

**PUBLIC FORUM:** no one spoke at this time.

**ADJOURNMENT TO EXECUTIVE SESSION:** 20:31

Discussion pursuant to Article 7, Section 105 (d) of the NYS Open Meetings Law, discussions regarding proposed, pending or current litigations; and other appropriate sections.

Motion made by L. Weller, seconded by K. Pritt All in favor, Accepted

**ADJOURNMENT BACK to OPEN SESSION:** 20:43 Motion made by K. Deegan, seconded by J. Andrews. All in favor. Accepted

**ADJOURNMENT:** 20:44 Motion made N. McCue, seconded by T. Wilbert. All in favor. Accepted.

**NEXT MEETING AND EVENTS ~**

Tasty Treats December 3 18:00  
Friends Meeting Dec 8, 2015 18:00  
Regular Trustee meeting- December 9, 2015 19:00

Respectfully submitted,

Karie Deegan, Board of Trustees,  
Secretary

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES

October 14, 2015

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

**PRESENT:** Kevin Doherty, Jan Albanese, Karie Deegan, Carol Miller, John Andrews, Linda Weller, Terry Wilbert, Kim Pritt (excused), Natalie McCue, Betty Sue Miller

**REVIEW AND ADOPT AGENDA:** Motion to adopt agenda made J. Andrews, seconded L Weller. All in favor. Accepted

**PUBLIC FORUM:** No one present at this time

**ATTORNEY'S RECOMMENDATIONS:** Remove the adjective "Interim" from the Director's title. Motion made by L. Weller, seconded by C. Miller. Motion accepted. A revised Agreement will be created for the director (personnel committee). Cease in-house actions on procedure updates pending a proposal for Woods, Oviat review and give their recommendations. Will also look into the possibility to create a proposal for procedure manual as well.

**INTERIM DIRECTOR'S REPORT:** Betty Sue Miller's report is attached.

**REVIEW AND APPROVE MINUTES:** Motion to adopt September 9, 2015 minutes with time corrections made by J. Albanese, and seconded L. Weller. All in favor. Accepted

**REVIEW AND ADOPT TREASURER'S REPORT:** Motion to approve September 9, 2015 Treasurer's report made by C. Miller, seconded by L. Weller. All in favor. Accepted

**LONG TERM FINANCING FOR BUILDING and SOLAR PROJECT:**

Genesee Regional Bank Proposal/Authorize the President to commit, contingent upon the approval of the finance committee and the attorney for long term financing  
Right now would be a \$1.9 million commitment

-Authorize the use of remaining Capital funds and the residual of the NYS Library Building Aid payments for necessary commitment fee. – Tabled until Finance Committee can take a look and give their recommendations.

**REPORTS AND REQUESTS FROM COMMITTEES:**

**FINANCE:**

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 60,000 until the next Trustee meeting. Motion to accept made by T. Wilbert, seconded by K. Deegan. All in favor. Accepted.

**BUILDING AND GROUNDS:** Authorize the Director to execute a maintenance agreement with Gerster Trane for the HVAC, hot water and control systems at an annual cost of \$4,772 effective now, per their proposal of October 1, 2015 includes 2 pre-season visits and 2 visits during the year where Hoag will only pay for parts if and when needed. They will diagnose the problem and send the proper personnel. This will be billed quarterly.

Motion made by T. Wilbert, seconded by L. Weller. All Approved. Accepted

**NOMINATIONS and ELECTIONS:** nothing at this time

**PERSONNEL:** Authorize the Committee to determine if the proposed cost increase in the Health Insurance coverage offered to eligible employees, is in the best interest of the Library and employees.; and if so, the President and or director may execute the necessary contracts; and if not, to investigate and make a determinations of an appropriate contract.

Motion made by J. Albanese, seconded by K. Deegan. All in favor, Accepted.

**PLANNING:** Met with nothing to report at this time.

**BY-LAWS-** These will need to be reviewed prior to next annual meeting May 2016.

## **LOCAL HISTORY**

**FRIENDS-** The MOU should be signed yearly. Fundraiser number one--Selling Gift jars \$8 per jar, display case has a set up. The jars can be purchased at the main desk. Fundraiser two is Tasty Treats which will be held in December.

**OLD BUSINESS:** Solar Panel Project ~ electrician has been out. Looking to obtain a reasonable cost for data drops into the YA room, for Senator Ort's computer project.

Refinishing meeting room floors- All Court Flooring from Clarence – awaiting on a long term action plan

**NEW BUSINESS:** Budget 2016

-Override 2% tax cap?/Acceptable tax rate adjustment amount to figure for potential personnel cost increases- Finance committee to review with looking to go no higher than 1.5%

-Employee Holiday Party with Friends; Employees and Volunteers

**PUBLIC FORUM:** no one spoke at this time.

**ADJOURNMENT TO EXECUTIVE SESSION:** 20:50

Discussion pursuant to Article 7, Section 105 (d) of the NYS Open Meetings Law, discussions regarding proposed, pending or current litigations; and other appropriate sections.

Motion made by J. Albanese, seconded by K. Deegan All in favor, Accepted

**ADJOURNMENT BACK to OPEN SESSION:** 21:12 Motion made by K. Deegan, seconded by J. Albanese. All in favor. Accepted

**ADJOURNMENT:** 21:14 Motion made by J. Andrews, seconded by C. Miller. All in favor. Accepted.

***NEXT MEETING AND EVENTS ~***

Friends Meeting November 10, 2015 18:00

Regular Trustee meeting- November 11, 2015 19:00

Respectfully submitted,

Karie Deegan, Board of Trustees,  
Secretary



HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
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September 09, 2015

**CALL TO ORDER:** 19:03 by President Kevin Doherty

**PRESENT:** Kevin Doherty, Jan Albanese, Karie Deegan, Carol Miller (excused), John Andrews, Linda Weller, Terry Wilbert (excused), Kim Pritt, Natalie McCue, Betty Sue Miller

**REVIEW AND ADOPT AGENDA:** Motion to adopt agenda made J. Albanese, seconded K. Pritt. All in favor. Accepted

**PUBLIC FORUM:** Tom Rivers Joseph Gehl, and Gary Derwick spoke on behalf of the Betterment committee regarding the Charles Howard Memorial. Thoughts of it being placed in front of the library at this time, and the board's approval to proceed with further details. Kim Pritt and Linda Weller volunteered to be part of the Ad Hoc committee to work with the Betterment Committee. Cost of the Chair/Santa Statue ~ \$70,000.. Information needed for who is responsible for insurance, upkeep etc.

**Update on Swan (Burrows) Building:** - Sale is complete. Proceeds went directly to Farm Credit against the principal on the short term note. After the payment, the interest only short term note has a principal balance of \$166,304.90

**INTERIM DIRECTOR'S REPORT:** Betty Sue Miller's report is attached.

-Ambit- Do we continue with them? Betty Sue to review with T. Wilbert to verify if this was what he originally signed up for.

-Successor to Giftworks and Annual Subscription \$999 - Barb can maintain on a excel spread sheet instead

**REVIEW AND APPROVE MINUTES:** Motion to adopt August 12, 2015 minutes with spelling corrections made by J. Albanese, and seconded L. Weller. All in favor. Accepted

**REVIEW AND ADOPT TREASURER'S REPORT:** Motion to approve August 12, 2015 Treasurer's report made by K. Deegan, seconded by J. Andrews. All in favor. Accepted

**LONG TERM FINANCING FOR BUILDING and SOLAR PROJECT:** The rates will only jump slightly when they increase. Therefore the discussion will be tabled until further notice.

**REPORTS AND REQUESTS FROM COMMITTEES:**

**FINANCE:**

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by K. Pritt, seconded by J. Albanese. All in favor. Accepted.

-Direct that 100% of the \$100,000.00 gift from Maurice and Courtney Hoag be paid on the principal of the interest-only short term note at farm credit as soon as possible. Motion made by J. Andrews and Seconded by L. Weller. Accepted

***BUILDING AND GROUNDS:*** Update of Air conditioning. Gerster Trane from Buffalo, on time and Material basis; Action plan is to seal leaks (2 of the 3 coolers have leaks), replace refrigerant, balancing cooling; then calibrate zones. Probably starting around Sept 14. They will recover what they can, and then fix. They can do a maintenance agreement if need be. Air testing should be done yearly. The appropriate person will respond to the issues.

Betty Sue will check with Timothy Newton to make sure he will be able to do snow removal near the same cost as last year.

***PERSONNEL:*** Committee needs to meet. Several items need to be looked at and recommendations made.

***PLANNING:*** -Leave policies- Motion made by committee and presented to the Board. All in favor.

***BY-LAWS-*** These will need to be reviewed prior to next annual meeting May 2016.

### ***LOCAL HISTORY-***

***FRIENDS- Hoag*** Library has a copy of 501C3 in hand; The 990 has yet to be received. The MOU still needs to be distributed to the Board

***OLD BUSINESS:*** Solar Panel Project ~ electrician has been out. Looking to obtain a reasonable cost for data drops into the YA room. This will be placed into the dollar amount of the project.

Refinishing meeting room floors- All Floor from Clarence contacting Kevin to inspect and create an action plan and estimate.

### ***NEW BUSINESS:***

***PUBLIC FORUM:*** no one spoke at this time.

***ADJOURNMENT TO EXECUTIVE SESSION:*** NA

***ADJOURNMENT BACK to OPEN SESSION:*** NA

### ***NEXT MEETING AND EVENTS ~***

Regular Trustee meeting- October 14, 2015 19:00

***ADJOURNMENT:*** 21:02. Motion made by J. Andrews, seconded by K. Pritt. All in favor. Accepted.

Respectfully submitted,

Karie Deegan, Board of Trustees,  
Secretary

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES

August 12, 2015

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

**PRESENT:** Kevin Doherty, Jan Albanese, Karie Deegan, Carol Miller, John Andrews, Linda Weller, Terry Wilbert, Kim Pritt, Natalie McCue, Betty Sue Miller

**REVIEW AND ADOPT AGENDA:** Motion to adopt agenda made J. Andrews, seconded K. Deegan. All in favor. Accepted

**PUBLIC FORUM:** No one spoke at this time.

**INTERIM DIRECTOR'S REPORT:** Betty Sue Miller's report is attached.

Motion to accept tech update plan to be financed with Senator Ortt's Bullet Aid made by J. Albanese, seconded by T. Wilbert. All in favor. Accepted

Discussion on bandwidth for Hoag Building

Motion to authorize Interim Director to facilitate transfer of ACS computers for appropriate uses in the library made by T. Wilbert, seconded by K. Pritt. All in favor. Accepted

Conversation about display request from Jehovah's Witnesses- BS. Miller to globally ask what is protocol with other libraries.

Conversation about check from Estate of Wells Harrison- monies will be deposited for now, and notations will be made to see where they may be used in the future.

**REVIEW AND APPROVE MINUTES:** Motion to adopt July 8, 2015 minutes, made by C. Miller, and seconded K. Pritt. All in favor. Accepted

**REVIEW AND ADOPT TREASURER'S REPORT:** Motion to approve July 8, 2015 Treasurer's report made by C. Miller, seconded by K. Deegan. All in favor. Accepted

**LONG TERM FINANCING FOR BUILDING and SOLAR PROJECT**

-Authorize the President to sign the Proposal from Genesee Regional Bank in the amount not to exceed \$1,800,000.00 and defined by the timing of the pay-off amount of the Farm Credit notes and considering the Hoags' gift, the proceeds of the Swan Building and sale possibly the closeout of the State Building grant, less the commission fee. After lengthy discussion, this matter was tabled and being sent to the Finance Committee for their recommendations.

-Authorize Woods Oviatt to represent the Library in the mortgage closing, to be paid from the Professional Services line item of the Operating budget. (tabled until the above is brought back from Finance Committee.

### ***REPORTS AND REQUESTS FROM COMMITTEES:***

#### ***FINANCE:***

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by J. Albanese, seconded by T. Wilbert. All in favor. Accepted.

***BUILDING AND GROUNDS:*** Floors- looking to set a time for a flooring gentleman to come in for estimate for floors. Driveway sealing- resealing at no cost where it didn't cover. The cement was spot fixed by R. Tower where it was deteriorating.

***PERSONNEL:*** None at this time.

***PLANNING:*** -Meeting Room Use Policy 1.7; it is a tweak, not a new policy and can be dealt with tonight. Motion made by committee and therefore doesn't need a second. Vote of All approved.

***BY-LAWS-*** none at this time

***LOCAL HISTORY-*** ad hoc. \* Archives room needs to be cleaned up. Plan? Guidance?

Motion made by T. Wilbert to allow K. Doherty to appoint Ad Hoc committee by recommendation from BS Miller, J. Albanese seconded. All in favor. Approved. J. Andrews volunteered to serve on committee.

***FRIENDS- Hoag*** Library has a copy of 501C3 in hand; Terri Lynn Corrigan will get us the 990 ASAP. The MOU will be distributed to board.

***OLD BUSINESS:*** Solar Panel Project ~ Contractor is working through questions from Village Code Officer. Sign off rec'd from R. Vendetti.

Fishing Pole Policy ~ Mike Elam will come and pick up the fishing poles.

Benches- 2/3 benches completed, Duanne Zacharis' is not. BS Miller to get Bill Latin and Ron Tower on board to determine placement of benches.

#### ***NEW BUSINESS:***

***PUBLIC FORUM:*** M. Braumbach spoke regarding Mum's sale for friends. Also about Swan Library ornament bulbs packaged for fundraiser.

***ADJOURNMENT TO EXECUTIVE SESSION:*** 20:43 Motioned made by K. Deegan, seconded by J. Andrews. All in favor. Accepted

- Discussion pursuant to Article 7, Section 105(d) of the NYS Open Meeting Law, discussions regarding proposed, pending or current litigation; and other appropriate sections.

**ADJOURNMENT BACK to OPEN SESSION:** 21:03 Motion made by J. Andrews, seconded by T. Wilbert. All in favor. Carried.

\*Motion made by K. Deegan, seconded by K. Pritt, to increase B. Kyler rate of pay. All in favor. Accepted.

***NEXT MEETING AND EVENTS ~***

Regular Trustee meeting- September 9, 2015 21:00

**ADJOURNMENT:** 21:04. Motion made by N. McCue, seconded by K. Pritt. All in favor. Accepted.

Respectfully submitted,

Karie Deegan, Board of Trustees,  
Secretary

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES

July 8, 2015

**CALL TO ORDER:** 7PM by President Kevin Doherty

**PRESENT:** Kevin Doherty, Jan Albanese, Karie Deegan(excused), Carol Miller, John Andrews, Linda Weller, Terry Wilbert, Kim Pritt, Natalie McCue(absent), Betty Sue Miller

Kevin appointed Barb Kyler recording secretary and Jan Albanese secretary pro-tem.

**REVIEW AND ADOPT AGENDA:** Motion to adopt agenda made J. Albanese, seconded J. Andrews. All in favor. Accepted

**PUBLIC FORUM:** No one spoke at this time.

**UPDATE ON Burrows Building:** -Per Doug Heath, awaiting driveway variance.

**INTERIM DIRECTOR'S REPORT:** Betty Sue Miller's report is attached.

**REVIEW AND APPROVE MINUTES:** Motion to adopt June minutes with a few minor corrections, made by L. Weller, and seconded C. Miller. All in favor. Accepted

**REVIEW AND ADOPT TREASURER'S REPORT:** Motion to approve June 2015 Treasurer's report made by T. Wilbert, seconded by L. Weller. All in favor. Accepted

**REPORTS AND REQUESTS FROM COMMITTEES:**

**FINANCE:**

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by C. Miller, seconded by K. Pritt. All in favor. Accepted.

- Bank signature card adjustments have been completed
- Genesee Regional Bank – solar Financing is settled, attempting to get long term and construction loans combined to make one loan.

**BUILDING AND GROUNDS:** Betty Sue to talk with Ron T. about his recommendations on a schedule for sealing the parking lots, all, half or third at a time. Old section needs to be done again, possibly milled and replaced. Need to create details for bidding process.  
Terry W. to look into sanding and refinishing meeting room floors.

**PERSONNEL:** None at this time.

**PLANNING:** Meeting this coming Monday 7/13 at noon at the library

**OLD BUSINESS:** Solar Panel Project ~ Contractor is working through questions from Village Code Officer. Need another engineering review of roof for structural integrity.

Fishing Pole Policy ~ Empowered Betty Sue to check with Sportsman Club about the idea of taking back the fishing poles and using the library as a central location for pick up and drop off of said poles and tackle boxes. Suggestion made that Sportsman Club be here on Saturdays to loan and collect returned poles and boxes.

**NEW BUSINESS:**

Motion made by J. Albanese, seconded by L. Weller, to approve the 990 for submission. All in favor. Carried.

**PUBLIC FORUM:** No one spoke at this time

**ADJOURNMENT TO EXECUTIVE SESSION:** 7:53pm Motioned made by L. Weller, seconded by C. Miller. All in favor. Accepted

- Discussion pursuant to Article 7, Section 105(d) of the NYS Open Meeting Law, discussions regarding proposed, pending or current litigation; and other appropriate sections.

**ADJOURNMENT BACK to OPEN SESSION:** 9:07pm Motion made by J. Andrews, seconded by K. Pritt. All in favor. Carried.

\*Motion made by L. Weller, seconded by C. Miller, to allow AARP to hold driver training (with fee collected by them) at the library. All in favor. Carried.

\*\*Motion made by C. Miller, seconded by T. Wilbert, to extend Betty Sue's contract to 12/31/2016 and to have the personnel committee review the compensation package/bring back recommendations. All in favor. Carried.

**NEXT MEETING AND EVENTS ~**

Regular Trustee meeting- August 12, 2015 7pm.

**ADJOURNMENT:** 9:08pm. Motion made by K. Pritt, seconded by J. Albanese. All in favor. Carried.

Respectfully submitted,

Barb Kyler, recording Secretary.

Jan Albanese, Secretary pro-tem, Hoag Board of Trustees

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES

June 10, 2015

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

**PRESENT:** Kevin Doherty, Jan Albanese, Karie Deegan, Carol Miller, John Andrews, Betty Sue Miller, Linda Weller, Terry Wilbert(excused), Natalie McCue, Kim Pritt

**REVIEW AND ADOPT AGENDA:** Motion to adopt agenda made J. Andrews, seconded K. Deegan. Accepted

Welcome Kim Pritt representing the Mayor, and Natalie McCue as our Trustee to an unexpired term. (appointed last month).

**BONADIO PRESENTATION:** 2014 Audit by Jonathan Miller and Jessica Pegler

**PUBLIC FORUM:** 3 minutes per speaker; in order of sign up, and not able to yield time to another speaker. 20 minutes total time. G. Grabowski, M. Elam, Wayne Strubel.  
Discussed Fishing Pole loaning – tabled for more information

**UPDATE ON Burrows Building:** -Per Doug Heath, encroachment agreement needs to signed by Mr. Navarara of the driveway. Should close shortly thereafter. Need signed release from Farm Credit (already verbally agreed upon).

**INTERIM DIRECTOR'S REPORT:** Betty Sue Miller's report is attached.

**REVIEW AND APPROVE MINUTES:** Motion to adopt May minutes with a few minor corrections, made by J. Albanese, and seconded C. Miller. Accepted

**REVIEW AND ADOPT TREASURER'S REPORT:** Motion to approve May 2015 Treasurer's report. Motion made by K. Deegan, seconded by K.Pritt. Accepted

**REPORTS AND REQUESTS FROM COMMITTEES:** 2015-2016 committees

**Finance~** C. Miller, L. Weller.

**Buildings and Grounds~** J. Andrews, T. Wilbert, K. Doherty

**Personnel~** T. Wilbert, K. Deegan, J. Andrews

**Planning~** J. Albanese, K. Deegan, J. Andrews, N. McCue

**Nominations and Elections~** K. Deegan, C. Miller, L. Weller, K. Pritt

**FINANCE:**

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 60,000 until the next Trustee meeting. Motion to accept made by C. Miller, seconded by J. Albanese. Accepted.

- Accept Audit from Bonadio and Company, authorize distribution to Farm Credit and Genesee Regional Bank. Motion to accept made by J. Albanese, seconded by K. Deegan. Accepted.



- Motion authorizing First Niagara to remove Linda Smith, as a signatory on Library accounts, and to update the list of authorized signatories to included only Carol Miller Treasurer, Kevin Doherty President, and Jan Albanese, Vice President. Motion to accept made by L. Weller, seconded by J. Andrews. Accepted

***BUILDING AND GROUNDS:*** Weedman Contract- doing seven treatments for the price of 4. Tom Graham on HVAC- made adjustments changed the settings to help regulate temps.

***NOMINATIONS and ELECTIONS:*** nothing at this time

***PERSONNEL:*** None at this time.

***PLANNING:*** Betty Sue Miller working on Job Descriptions. Committee went through policy checklist from NIOGA. Betty Sue, checking with other libraries in regards to their room usage policy. Vacation/Sick time policy: thinking any change may be effective Jan 1, 2016

***BY-LAWS:*** none- not a standing committee

***LOCAL HISTORY:*** will have to reorganize

***OLD BUSINESS:*** Solar Panel Project ~ It should take about a week to complete and should be finished by August 15, 2015.

***NEW BUSINESS:***

Correspondence folder- No questions or concerns at this time.

***PUBLIC FORUM:*** No one spoke at this time

***ADJOURNMENT TO EXECUTIVE SESSION:*** 19:53 Motioned made by L. Weller, seconded by J. Albanese. Accepted

- Discussion pursuant to Article 7, Section 105(d) of the NYS Open Meeting Law, discussions regarding proposed, pending or current litigation; and other appropriate sections.

***ADJOURNMENT TO BACK to Open SESSION:*** 20:54 Motion made by J. Andrews, seconded by K. Deegan. Accepted.

***NEXT MEETING AND EVENTS ~***

Regular Trustee meeting- July 8, 2015 19:00

***ADJOURNMENT:*** 21:15 Motion made by K.Pritt, seconded by J. Andrews. Accepted  
Respectfully submitted,

Karie Deegan,  
Secretary, Hoag Board of Trustees

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
May 13, 2015

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

***PRESENT:*** Kevin Doherty, Jan Albanese, Karie Deegan, Carol Miller, John Andrews, Betty Sue Miller, Linda Weller, Terry Wilbert, Linda Smith, Natalie McCue (excused)

***REVIEW AND ADOPT AGENDA:*** Motion to adopt agenda made K. Deegan, Seconded J. Albanese. Accepted

\*Appointment to Vacant Trustee position until May 2016.

Annual Meeting and Election- The fair way to appoint a trustee as N. McCue had petitioned last year. Per vote count S. Wolter was next and unable to accept, therefore N. McCue was offered and accepted. Protocol for Elections will be reviewed again 2015-16 trustee year prior to next elections. Motion to accept made by T. Wilbert, Seconded by K. Deegan. Accepted

***REVIEW OF ROBERTS' RULES:*** Not read

***PUBLIC FORUM:*** 3 minutes per speaker; in order of sign up, and not able to yield time to another speaker. 20 minutes total time. No one spoke at this time.

***UPDATE ON Burrows Building:*** -Doug Heath is out of town and supposed to close on the Swan sometime next week.

***INTERIM DIRECTOR'S REPORT:*** Betty Sue Miller's report is attached.

***TRUSTEE RESPONSE TO SPECIFIC COMMUNITY QUESTIONS RAISED:*** no questions answered at this time.

***REVIEW AND APPROVE MINUTES:*** Motion to adopt April 2015 regular minutes, made by J. Andrews, and seconded J. Albanese. Accepted

***Review and Approve Reorganizational May*** meeting minutes. Motion to approve made by J. Albanese, seconded by C. Miller. Accepted.

***Review and approve Special meeting May*** Minutes Motion made by T. Wilbert, seconded by J. Andrews. Accepted

***REVIEW AND ADOPT TREASURER'S REPORT:*** Motion to approve April 2015 Treasurers report. Motion made by C. Miller, seconded K. Deegan. Accepted

***REPORTS AND REQUESTS FROM COMMITTEES:***

***FINANCE:***

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by L. Smith. Seconded by J. Andrews. Accepted.

**BUILDING AND GROUNDS:** Weedman Quote, awaiting response to see if Ken would be willing to donate some lawn treatments. Suggested to come and take a look to quote. Places for the benches need to be finalized.

**NOMINATIONS and ELECTIONS:** Annual Meeting May 4, 2015. Review of single petition received. Grace Kent application will be reviewed.

**PERSONNEL:** None at this time.

**PLANNING:** Policy 8.4 Whistle Blower policy was passed by committee. Motion to accept. All yes. Accepted.

**BY-LAWS:** none- not a standing committee

**LOCAL HISTORY:** will have to reorganize

**OLD BUSINESS:** See attached information for Solar Panel Project

**NEW BUSINESS:** Protocol for elections 2015-16 for tabled and passed to committee to review first. Correspondence folder- No questions or concerns at this time.

**PUBLIC FORUM:** No one spoke at this time

**ADJOURNMENT TO EXECUTIVE SESSION:** 19:50 Motioned made by K. Deegan, seconded by T. Wilbert. Accepted

- Discussion pursuant to Article 7, Section 105(d) of the NYS Open Meeting Law, discussions regarding proposed, pending or current litigation; and other appropriate sections.

**ADJOURNMENT TO BACK to REGULAR SESSION:** 21:08 Motion made by J. Andrews, seconded by C. Miller. Accepted.

\*\* Board will allow T. Wilbert to act on their behave to begin Small Claims proceedings against Jeff Davagion with regards to missing library items, staff hours, technical company hours. Needs to cease and desist using Tax Exempt ID. Motion to accept made by L. Smith, seconded by L. Weller. Accepted.

\*\*\* Hoag Library and The Board of Trustees would like to thanks Linda Smith and Dele Theodorakos, for the time and terms served with the Board. Thank You!

#### **NEXT MEETING AND EVENTS ~**

Friends' meeting- June 9, 2015. 18:00

Regular Trustee meeting- June 10 2015 19:00

School District Budget Presentation May 12, 2015 19:00

Annual School Budget vote, including Library proposition May 19, 2015 12:00-20:00

NIOGA Annual Meeting, Batavia Downs May 20, 2015 18:00

**ADJOURNMENT:** 21:15 Motion made by L. Smith, seconded by J. Albanese. Accepted  
Respectfully submitted,

Karie Deegan,  
Secretary, Hoag Board of Trustee

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
April 08, 2015

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

***PRESENT:*** Kevin Doherty, Jan Albanese, Linda Smith, Karie Deegan, Carol Miller, John Andrews, Betty Sue Miller, Linda Weller, Dele Theodorakos, Terry Wilbert, (excused)

***REVIEW AND ADOPT AGENDA:*** Motion to adopt agenda made L. Smith. Seconded by K. Deegan. Accepted.

\*Presentation of the Library's 3-D Printer- Dirk Climenhaga

\*Update on Audit of 2014 by Bonidio and Company:

\*Recommendation from Attorney Greta Kolcon to immediately adopt revisions to the Conflict of Interest Policy to ensure compliance with the 2014 law update. Motion to accept with the change of Hoag Library of the Swan Association made by J. Albanese. Seconded by L. Smith. Motion accepted.

***REVIEW OF ROBERTS' RULES:*** Not read

***PUBLIC FORUM:*** 3 minutes per speaker; in order of sign up, and not able to yield time to another speaker. 20 minutes total time. Mr. Gerard Morrissey and Mary Anne Braunbach spoke.

***UPDATE ON Burrows Building:*** -Doug Heath is working diligently to work out measurements in question and closing should be scheduled within a couple weeks. Chad Fabry's attorney also has the information.

***INTERIM DIRECTOR'S REPORT:*** Betty Sue Miller's report is attached.

***TRUSTEE RESPONSE TO SPECIFIC COMMUNITY QUESTIONS RAISED:*** no questions answered at this time.

***REVIEW AND APPROVE MINUTES:*** Motion to adopt March 2015 minutes made by L. Smith. Seconded by C. Miller. Accepted.

***REVIEW AND ADOPT TREASURER'S REPORT:*** Motion to approve March 2015 Treasurers report. Motion made by K. Deegan. Seconded by L. Smith. Accepted

***REPORTS AND REQUESTS FROM COMMITTEES:***

***FINANCE:***

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by L. Smith. Seconded by C. Miller. Accepted.

***BUILDING AND GROUNDS:*** Contract will be check to see if post snow removal cleanup is

included. The Roof when repaired with the roof fixtures will need to be completed by a professional roofer as not to void the warranty.

**NOMINATIONS and ELECTIONS:** Annual Meeting May 4, 2015. Review of single petition received. Grace Kent application will be reviewed.

**PERSONNEL:** None at this time.

**PLANNING:** Employees will sign off on all policies. Betty Sue Miller is looking into a Whistle Blower policy.

**BY-LAWS:** none- not a standing committee

**LOCAL HISTORY:** will have to reorganize

**FRIENDS of the LIBRARY:** The friends meeting will be next week.

**OLD BUSINESS:** Update on Solar project for south facing roof. Two proposals from Arista were presented. Copies to be attached.

**NEW BUSINESS:** Request from the Chair relative to contact attempts with former director (See attached)

Motion made by J. Albanese to accept. Seconded by L. Smith. Accepted

Correspondence folder- No questions or concerns at this time.

**PUBLIC FORUM:** No one spoke at this time

**ADJOURNMENT TO EXECUTIVE SESSION:** 20:34 Motioned by J. Albanese. Seconded by K Deegan. Accepted.

**ADJOURNMENT TO BACK to REGULAR SESSION:** 21:34. Motion made by K. Deegan. Seconded by J. Albanese. Motion Accepted.

***NEXT MEETING AND EVENTS ~***

Friends' meeting- May 12, 2015. 18:00

Regular Trustee meeting- May 13, 2015 19:00

Annual Meeting of the Association: 19:00

Trustee reorganizational Meeting immediately following.

School District Budget Presentation May 12, 2015 19:00

Annual School Budget vote, including Library proposition May 19, 2015 12:00-20:00

NIOGA Annual Meeting, Batavia Downs May 20, 2015 18:00

**ADJOURNMENT:** 21:35 Motion made by D. Theodorakos. Seconded by J. Andrews. Accepted

Respectfully submitted,

Karie Deegan,  
Secretary, Hoag Board of Trustees

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
March 11, 2015

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

***PRESENT:*** Kevin Doherty, Jan Albanese, Linda Smith, Karie Deegan, Carol Miller, John Andrews, Betty Sue Miller, Terry Wilbert, (Linda Weller- Dele Theodorakos, excused)

A moment of silence in memory of Courtney Murphy, a Trustee of the Swan Library 1996-2006, who passed away on February 28, 2015. B. Miller will send an acknowledgement to the family.

***REVIEW AND ADOPT AGENDA:*** Motion to adopt agenda made K. Deegan. Seconded by L. Smith. Accepted.

John and Jessie provided a presentation by the Bonadio Group in regards to the 2014 Audit.

Tom Rivers provided a presentation regarding a Charles Howard statue at the Hoag, as part of a 3 segment Heritage Trail in Albion.

***REVIEW OF ROBERTS' RULES:*** Not read

***PUBLIC FORUM:*** 3 minutes per speaker; in order of sign up, and not able to yield time to another speaker. 20 minutes total time. Mr. Braunbach spoke.

***UPDATE ON Burrows Building:*** -Winter (and other) damage-Electric meter was found to be arcing. This was repaired by suburban. A generator was rented to maintain heat during this time. A thermopane window was broken during the snow as well. A replacement window has been ordered and will be installed by Ron Tower before or after closing. Movers from Buffalo moved items into storage (not heated). Census records will be moved until we are able to determine if we are the only holders of it. Clean up – Dumpster was used and the ARC did a fabulous job at the Swan. Closing of the property will take place the week of 3/23/15 as 3/15/15 is on a Sunday. Net proceeds to be immediately paid against Farm Credit short term note.

***INTERIM DIRECTOR'S REPORT:*** Betty Sue Miller's report is attached.

***TRUSTEE RESPONSE TO SPECIFIC COMMUNITY QUESTIONS RAISED:*** no questions answered at this time.

***REVIEW AND APPROVE MINUTES:*** Motion to adopt February 2015 minutes made by J. Albanese. Seconded by L. Smith. Accepted.

***REVIEW AND ADOPT TREASURER'S REPORT:*** Motion to approve February 2015 Treasurers report. Motion made by C. Miller. Seconded by K. Deegan. Accepted

***REPORTS AND REQUESTS FROM COMMITTEES:***

***FINANCE:***

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by L. Smith. Seconded by T. Wilbert. Accepted.

***BUILDING AND GROUNDS:*** Kudos to the snowplowers and shovelers, they did an excellent job. We didn't have to truck snow away this year. Snow slide ripped out some ice guards from the roof. Approximately four dozen or so were ripped off. Original roofing contractor, Ontario Exteriors has been contacted as to keep warranty intact. Weedman contract will be discussed among the building and grounds committee as well as lawn mowing services, and brought back with recommendations.

***NOMINATIONS and ELECTIONS:*** Annual Meeting May 4, 2015. Motion for Election protocol for this year made by J. Andrews. Seconded by T. Wilbert. Accepted. An ad will run in the PennySaver for two weeks and be on the Hoag website with the Trustee requirements and directions.

***PERSONNEL:*** Staff reductions (layoffs) have been made to meet our current needs. This will result in cost reduction of approximately \$200.00 per pay period.

***PLANNING:*** Self evaluations have only been turned in by three members. Betty Sue Miller working on job descriptions for the policy/procedure manual.

***BY-LAWS:*** none- not a standing committee

***LOCAL HISTORY:*** none- not a standing committee

***FRIENDS of the LIBRARY:*** -Request to the Friends for documentation of tax status (Board requested).

Request for written accounting of any and all sales from old building. Request for documentation of coffee and other sales from the Friends Room. (Board Requested). Conversations need to take place, about the role of the Friends' organization and the mistaken concept of purchasing decisions independent of the Library. \*\* see attached information from the Friends\*\*

MaryAnne Braunbach updated the board that they will be retaining same auditor for this year.

***OLD BUSINESS:*** Report from Info Advantage shows that the Minecraft server is empty. The program still works, however it is by a server from a different library. Working with Microsoft to get our rights back as the program server.

***NEW BUSINESS:*** None at this time

Correspondence folder- No questions or concerns at this time.

***PUBLIC FORUM:*** No one spoke at this time

***ADJOURNMENT TO EXECUTIVE SESSION:*** 20:55 Motioned by T. Wilbert. Seconded by C. Miller. Accepted.

***ADJOURNMENT TO BACK to REGULAR SESSION:*** 21:30. Motion made by T. Wilbert.



Seconded by J. Albanese. Motion Accepted.

See attached Roll Call Vote with regards to discussion Executive session

***NEXT MEETING AND EVENTS ~***

Friends' meeting- April 14, 2015. 18:00

Regular Trustee meeting- April 8, 2015 19:00

Annual Meeting of the Association: Meeting opens at noon; recess for voting; Reconvene @19:00;

Trustee reorganizational Meeting immediately following.

School District Budget Presentation May 12, 2015 19:00

Annual School Budget vote, including Library proposition May 19, 2015 12:00-20:00

NIOGA Annual Meeting, Batavia Downs May 20, 2015 18:00

**ADJOURNMENT:** 21:42 Motion made by T. Wilbert. Seconded by J. Andrews. Accepted

Respectfully submitted,

Karie Deegan,  
Secretary, Hoag Board of Trustees

# Friends of the Library

Mary Anne Braunbach, *Chair*

Terry-Lynn Corrigan, *Secretary & Treasurer*

## Purpose

The purpose of this organization shall be to maintain an association of persons interested in strengthening and supporting the interests of the Hoag Library, enhancing and promoting its usefulness as a community library whose service area is comprised of the four central towns of Orleans County – Albion, Barre, Carlton and Gaines.

The Friends are now a not-for-profit organization. Donations to the Friends of Hoag Library are tax deductible.

Volunteers are always needed! Please call the library to see if there are any upcoming events you could help out at!

The Friends support several programs throughout the year that benefit Hoag Library. These programs help with Summer Reading and/or anything that the Library needs outside the budget.

Members of the Friends have only one goal to help the Library in any capacity that needs their assistance. The Friends help keep the library a friend to the community

Hoag Library Trustees  
March 11, 2015

Pursuant to the discussion Executive Session, it was moved by *Karie Deegan* and seconded by *Carol Miller* to authorize the President and the Treasurer jointly, upon the recommendation of the Library's Attorney, to settle one or more potential employment claims to the next regular meeting of the Trustees; and further, that a report of such negotiation and settlement be made in Executive Session at the April regular meeting of the Trustees.

Albanese	<i>yes</i>	
Andrews	<i>yes</i>	
Deegan	<i>yes</i>	
Miller	<i>yes</i>	
Smith	<i>yes</i>	
Theodorakos		excused
Weller		excused
Wilbert	<i>yes</i>	
Doherty	<i>yes</i>	

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
February 11, 2015

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

***PRESENT:*** Kevin Doherty, Jan Albanese, Karie Deegan, Dele Theodorakos, Carol Miller, John Andrews, Betty Sue Miller (Linda Smith, Linda Weller, Terry Wilbert excused).

***REVIEW AND ADOPT AGENDA:*** Motion to adopt agenda made by C. Miller. Seconded by J. Albanese. Accepted.

***REVIEW OF ROBERTS' RULES:*** Not read

***UPDATE ON Burrows Building:*** -Accepted offer at \$53,000.00; closing by March 15, 2015 Building/Grounds and sub committee (members to sort/move/toss- cost- authorization. Will be expensed from 2015 operating budget. Net proceeds to be immediately paid against Farm Credit short term note.

***INTERIM DIRECTOR'S REPORT:*** Betty Sue Miller's report is attached.

***PUBLIC FORUM:*** 3 minutes per speaker; in order of sign up, and not able to yield time to another speaker. 20 minutes total time. Mary Anne Braumbach and G. Morresy spoke

***TRUSTEE RESPONSE TO SPECIFIC COMMUNITY QUESTIONS RAISED:*** no questions answered at this time.

***REVIEW AND APPROVE MINUTES:*** Motion to adopt January 2015 minutes made by J. Albanese. Seconded by J. Andrews. Accepted.

***REVIEW AND ADOPT TREASURER'S REPORT:*** Motion to approve January 2015 Corrected Treasurers report, motion made by J. Albanese. Seconded by K. Deegan. Accepted Motion to approve treasurer's report February 2015 made by J. Andrews. Seconded by M. Theodorakos. Accepted.

***REPORTS AND REQUESTS FROM COMMITTEES:***

***FINANCE:*** -Adopt the proposed budget, balanced at \$ 698,601, and specifying the target ask for the school district ballot of \$ 680,411; eliminating the purchase hold effected last month; and directing the President to craft, sign and forward the annual Section 259 notice to the Albion Central School District. Motion to adopt proposed budget made by J. Andrews. Seconded by C. Miller. Accepted.

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by K. Deegan. Seconded by M. Theodorakos. Accepted

-Designate Bonadio and Company as auditors for 2014 per their proposal, at a base cost not to exceed \$ 5,000; with the knowledge that in this first year, there may be additional time required, which will be authorized and billed separately; and further, authorize the Treasurer to sign the engagement letter. A Bonadio representative will make a short presentation at the beginning of the March Trustee meeting. A motion to accept made by J. Andrews. Seconded by J. Albanese. Accepted.

### ***BUILDING AND GROUNDS:***

**NOMINATIONS and ELECTIONS:** Annual Meeting May 4, 2015. Election protocol will remain the same as in prior year.

**PERSONNEL:** Adopt a revised hourly rate schedule for Library employees, effective with the next pay period. Will not be retroactive. Motion to adopt made by J. Albanese. Seconded by M. Theodorakos. Accepted.

**PLANNING:** Adopt the One-Year Plan. The Planning Committee moved. Motion Accepted. Self-evaluations to be turned into Jan.

**BY-LAWS:** none

**LOCAL HISTORY:** none

**FRIENDS of the LIBRARY:** -Request for documentation of tax status (Board requested). Request for written accounting of any and all sales from old building (The Friends will NOT release a copy to the Board per MaryAnne Braumbach). Request for documentation of coffee and other sales from the Friends Room. (Board Requested). Was an accounting of the monies registered? Conversations need to take place, about the role of the Friends' organization and the mistaken concept of purchasing decisions independent of the Library. MaryAnne Braumbach updated the board on the digital sign and her meeting with the Village Board. Friends will be having a book sale Feb and March.

**OLD BUSINESS:** none.

**NEW BUSINESS:** -Motion to acknowledge the following relationships that could appear to be conflicts of interest: -Emergency Network Support from Info-Advantage, a company in which Trustee Linda Weller is a principal, not to exceed \$ 5,000; -Per trip snow shoveling at the old Swan Building by Ryan Smith, son of Trustee Linda Smith, not to exceed \$ 500; Hardware purchases per past practice from Family Hardware, a local business owned by Fred Miller, the husband of Interim Director Betty Sue Miller, not to exceed \$ 5,000 in 2015. Motion made by J. Albanese. Seconded by Theodorakos. Accepted.

**PUBLIC FORUM:** No one spoke at this time

**ADJOURNMENT TO EXECUTIVE SESSION:** 19:53 Motioned by J. Albanese. Seconded by M. Theodorakos. Accepted.

**ADJOURNMENT TO BACK to REGULAR SESSION:** 21:28. Motion made by K. Deegan. Seconded by C. Miler. Motion Accepted.

**NEXT MEETING AND EVENTS ~**

Friends' meeting- March 10, 2015. 18:00  
Regular Trustee meeting- March 11, 2015 19:00

**ADJOURNMENT:** 21:27 Motion made by M. Theodorakos. Seconded by J. Albanese. Accepted

Respectfully submitted,

Karie Deegan,  
Secretary, Hoag Board of Trustees

HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
January 14, 2015

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

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

**REVIEW AND ADOPT AGENDA:** Motion to adopt agenda made by J. Albanese, seconded by C. Miller. Accepted.

**REVIEW OF ROBERTS' RULES:** M. Brown

**Discussion of Listing for Burrows Building:** M. Theodorakos informed the board that two offers have been made on the Burrow meeting. These will be discussed in executive session

**DIRECTOR'S REPORT:** J. Davignon was absent for this meeting. His report will be attached to these minutes.

**TRUSTEE RESPONSE TO SPECIFIC COMMUNITY QUESTIONS RAISED:**

J. Albanese responded to the questions the board received since the last meeting. A copy is attached to the minutes.

**PUBLIC FORUM:** 3 minutes per speaker; in order of sign up, and not able to yield time to another speaker. 20 minutes total time. No community members spoke at this time.

**REVIEW AND APPROVE MINUTES:** Motion to adopt December 2014 minutes J. Andrews. Seconded by L. Smith Accepted.

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. (The September 2014 minutes reflect the amended change)

Motion made to amend Sept 2014 minutes made by J. Albanese. Seconded by M. Theodorakos. Accepted

**REVIEW AND ADOPT TREASURER'S REPORT:** Motion to approve treasurer's report made by J. Albanese. Seconded by K. Deegan. Accepted.

**REPORTS AND REQUESTS FROM COMMITTEES:**

**FINANCE:** \*\*Place a hold on all-discretionary spending, until a final 2015 budget has been presented and adopted. Motion to approve made by L. Smith. Seconded by M. Brown. Motion accepted

Authorize a draw from MSSB Operating Fund of up to \$80,000.00. For the transfer to the Operating Checking Account. Motioned by K. Deegan. Seconded by J. Andrews. Motion Accepted.

**BUILDING AND GROUNDS:** expenses are limited right now for snow plowing and shoveling.

**NOMINATIONS and ELECTIONS:** Annual Meeting May 4, 2015. Need to review election protocol at February Meeting.

**PERSONNEL:** Motion to adopt grievance process for existing policy Motion to accept made by J. Albanese. Seconded by M. Brown. Motion accepted.

**PLANNING:** Adopt the One-Year Plan. The Planning Committee moved. Motion accepted. Self-evaluations to be turned into Jan.

**BY-LAWS:** none

**LOCAL HISTORY:** none

**FRIENDS of the LIBRARY:** MaryAnne B is setting the wheels in motion for the digital sign that the Friends wish to purchase. 501 3C reinstated. The Friends will show documentation to the board if they wish to see the items, which were purchased, and for how much, but no copies will be made.

**OLD BUSINESS:** none.

**NEW BUSINESS:** none

**PUBLIC FORUM:** Brian Kent spoke.

**ADJOURNMENT TO EXECUTIVE SESSION:** 20:00 Motioned by M. Brown. Seconded by L. Smith. Accepted.

**ADJOURNMENT TO BACK to REGULAR SESSION:** 21:30 Motion made by K. Deegan. Seconded by L. Smith. Motion Accepted.

**\*\*\* Meeting in recess until 08:00 Saturday January 17, 2014**

**CALL TO ORDER:** 08:03 All trustees Present who were in town.

**ADJOURNMENT TO EXECUTIVE SESSION:** Motion to move made by M. Brown. Seconded by C. Miller. Motion accepted.

**RETURN TO OPEN SISSION:** 08:55 Motion made by C. Miller. Seconded by J. Andrews. Motion accepted.

Motion made for the Board to terminate the Director effective immediately. **Roll Call Vote:** J. Andrews- Yes, C. Miller –Yes, M. Brown-Yes, J. Albanese-Yes, M. Theodorakos- Yes, K. Deegan- Yes, L. Smith- Yes, K. Doherty- Yes.

**ADJOURNMENT TO EXECUTIVE SESSION:** 08:57 Motion made by J. Albanese, Seconded by L. Smith. Motion accepted.

**\*\* Time break\*\*** 08:59-:13

**RETURN TO OPEN SESSION:** 10:01 Motion made by M. Theodorakos. Seconded by J. Andrews. Motion accepted.

Motion to place Betty Sue Miller as Interim Director effective immediately. Roll Call Vote: J.



Andrews- Yes, C. Miller- Yes, M. Brown- Yes, J. Albanese-Yes, M. Theodorakos-Yes, K. Deegan-Yes, L. Smith-Yes, K. Doherty-Yes. Motion accepted.  
Employment agreement to be drawn up via Woods Oviat.

**ADJOURNMENT TO EXECUTIVE SESSION:** 10:33 Motion made by J. Andrews. Seconded by L. Smith. Motion accepted.

**RETURN TO OPEN SESSION:** 10:46 Motion made by J. Andrews. Seconded by M. Theodorakos. Motion Accepted.

Motion to authorize Linda Smith to provide all information necessary and make decisions on behalf of the Trustees for closing, including negotiation of closing entries, if any; and for Kevin Doherty to execute as President any and all legal documents required per the recommendation of the Attorney, for the purposes of accepting the offer of Chad Fabry of Holley, for the sale of the Swan (Burrows mansion) Building, for \$ 53,000 as soon as possible.

Moved by Margie Brown

Seconded by Mariadele Theodorakos

Roll Call Vote: J. Andrews-Yes, C. Miller-Yes, M. Brown-Yes, J. Albanese-Yes, M. Theodorakos-Yes, K. Deegan- Yes, L. Smith-Yes, K. Doherty-Yes. Motion Accepted

***NEXT MEETING AND EVENTS*** ~Special Trustees Meeting: January 17, 2015 @ 08:00

Friends meeting- Feb 10, 2015. 18:00

Regular Trustee meeting- February 11, 2015 19:00

**ADJOURNMENT:** 10:58 Motion made by J. Albanese. Seconded by J. Andrews. Accepted.

Respectfully submitted,

Karie Deegan,  
Secretary, Hoag Board of Trustees