

Approved by the Board of Trustees February 11, 2008

**Richmond Memorial Library
Board of Trustees
January 14, 2008**

The regular meeting of the Board of Trustees was held on Monday, January 14, 2008. President of the Board, Rosemary Surowka called the meeting to order at 6:32 P.M. Members Present: Dana Charters, John McGee, Beth Stich, Rosemary Surowka. Absent: Michael Carragher
Also present: Colleen Brudz, Gail Stevens, Diana Wyrwa, and Sandra Gillard

Approval of Minutes

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to accept the minutes of the December 10, 2007 meeting as presented.
All members voted yes. Motion carried

Report of the Librarian

Personnel

D. Wyrwa reported on the SAGE position. There is a candidate from the Civil Service list who looks compatible for the job and currently is negotiating a starting date.

Librarian Leslie DeLooze has requested a 2-week medical leave between January 31 – February 14, 2008.

2007-2008 Budget Preparation Update

D. Wyrwa presented items to be considered for inclusion in the upcoming budget. One possibility is investigating the addition of more custodial help. The library is open many hours when there is no custodian in the building. By expanding hours, we will have help for setup of the Gallery Room for programs throughout the afternoon and evening. Currently other Staff members must breakdown and setup during these off hours. Having additional staff would also help if there were problems related to hygiene or machine maintenance in the building during weekend and evening hours.

Other staff changes could include a substitute librarian that would fill-in for regular staff when there is a shortage due to illness or vacations. Currently Pages are often used to cover the Children's Room or the Front Desk. By having a substitute Librarian there would be more options for coverage.

Another consideration for the budget is to eliminate BOCES printing. With an improved copier in-house we may not need the BOCES services.

The Professor from Alfred University has called and would like his students to do preparation for the Space Study. Money to complete the study will be built into the upcoming budget.

Long Range Plan

D. Wyrwa distributed the updated Long Range Plan Timeline for 2007. Library Staff will be working on additional activities for 2008 and 2009 during a staff meeting on January 31.

Large signage and directional signage for the Adult area of the library is in the works. Also two road signs are being investigated. One sign would be for Ross Street and Route 5 and another for Ross Street and North Street.

Library Statistics

Materials circulation	December 2007	20,929
Internet usage	December 2007	2,490
Attendance	December 2007	12,643 / 527 average per day
Web page site access	December 2007	1,509

Report of Committees

No reports

Financials

November Summary of Revenues and Appropriations

A correction needed to be made to the figures reported on the November Summary because Employee Retirement for the Marshal Grant was entered twice under the 2006-2007

Estimated Appropriation column. The Employee Retirement figure of \$62,956 must be deducted from the final amount bringing it to \$1,227,577 rather than \$1,290,533

Upon the motion of B. Stich, seconded by D. Charters, it was resolved to accept the November 2007 Summary of Revenues and Appropriations with this correction.

All members voted yes. Motion carried.

Special Legislative Grant – Assemblyman Hawley

The 2007-2008 Adopted Special Grant Funds from Assemblyman Hawley for \$1,500 were adopted on a motion by J. McGee and seconded by B. Stich. Motion carried.

Communications

GRO Newsletter

Board members were given a copy of the newsletter compiled by GRO Coordinator, Susan Briggs. The newsletter will be distributed to GRO Partners and various community organizations. GRO is currently looking for places in the community to hang banners to promote early literary.

Unfinished Business

Purchasing/School District Public Library Financials

D. Wyrwa talked with S. Rozanski and R. Stutzman concerning General Municipal Law 103. The Batavia City School District contacted Harris Beach for a legal opinion about bid requirements from vendors that are not covered under New York State Contract. Gavin Lankford of Harris Beach reviewed audit reports published by the NYS Comptroller's Office and concluded that bids are not required for the purchase of books over \$10,000 unless it is for one set of books (ie. encyclopedia set). Also the Richmond Library is not obligated to coordinate its purchases with the Batavia City School District because the money should not be combined with that of the School District. The Library Board felt this was in keeping with the way they have interpreted spending policies.

New Business

Policy Review

D. Wyrwa suggested that the Richmond Memorial Library Board write and adopt their own set of purchasing policies/procedures because there are items that need to be addressed. One such procedure is when there are problems with an item during the audit review. Currently this information goes to the School District's Audit Committee. Since the library funds should be separate from the school funds, any audit findings pertaining to the library should be directed to the Library Board. The Library Board is fiscally responsible for money raised through taxes for the Library. Board members agreed. As library purchasing policy is written, D. Wyrwa will send copies to Batavia CSD Business Manager for review, since the library's finances will continue to be processed through the school district.

Additional policy pertaining specifically to the library such as circulation, selection, computer and Internet usage, privacy and the like will also be updated.

D. Charters suggested that all pertinent materials concerning the library such as the charter, additional legal papers, background on the history of the building be gathered and stored safely. All agreed. D. Wyrwa will begin this process.

January Calendar of Events

The calendar of events for January was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:06pm

Respectfully submitted,
D. Wyrwa, clerk

Approved by the Board of Trustees March 6, 2008

Richmond Memorial Library

Board of Trustees

February 11, 2008

The regular meeting of the Board of Trustees was held on Monday, February 11, 2008. President of the Board Rosemary Surowka called the meeting to order at 6:31 pm.

Members Present: Mike Carragher, Dana Charters, John McGee, Beth Stich, Rosemary Surowka

Also present: Colleen Brudz, Diana Wyrwa, and Sandra Gillard

Approval of Minutes

Upon the motion of B. Stich, seconded by D. Charters, it was resolved to accept the minutes of January 14, 2008 meeting with corrections to the date and attendance.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

Diana reported that Catherine Plaisted has been selected from the Civil Service list to replace Anne Engel as the SAGE coordinator. C. Plaisted has experience working at Woodward Memorial Library in LeRoy and with senior citizens at the Genesee County Office for the Aging so she is ideal for this position. Anne Engel will continue to work for the SAGE program until her retirement becomes official in June, 2008.

Upon the motion of D. Charters, seconded by B. Stich, it was resolved to approve the hiring of Catherine Plaisted as SAGE coordinator.

All members voted yes. Motion carried.

2008-2009 Resolutions Appointing Elections Inspectors and Noticing Meetings.

Trustees approved the following resolutions: Appointing Board of Registration, Noticing Time and Place of Registration of Voters for Special District Meeting, Noticing Filing of Registers for Special District Meeting, Noticing Special District Meeting, and Approving Rules and Regulations Governing Proof of Identity for New Voters.

• **RESOLUTION APPOINTING BOARD OF REGISTRATION**

UPON THE MOTION OF J. McGee; seconded by M. Carragher the following resolution was adopted.

RESOLVED that, pursuant to section 2606 of Education Law, the Board of Trustees of Richmond Memorial Library, Batavia, Genesee County, New York hereby appoints a Board of Registration for the term of one (1) year, consisting of one (1) member which number the Board of Trustees deems necessary, to wit, the following person:

Mrs. Cynthia Ferrando

BE IT RESOLVED, that the Board of Trustees hereby designates Richmond Memorial Library, 19 Ross Street, Batavia, New York, which is a place within the said Batavia City School District, as the place where such Board of Registration shall attend for the purpose of preparing a register of qualified voters of the District pursuant to Section 2606

of Education Law, and the compensation for Mrs. Cynthia Ferrando is hereby fixed at a stipend of \$140.00.

All members voted yes. Motion carried.

- **RESOLUTION NOTICING TIME AND PLACE OF REGISTRATION OF VOTERS FOR SPECIAL DISTRICT MEETING OF RICHMOND MEMORIAL LIBRARY, 19 ROSS STREET, BATAVIA, NEW YORK**

UPON THE MOTION OF J. McGee; seconded by M. Carragher

the following the resolutions were adopted:

BE IT RESOLVED, that the said Board of Registration is hereby directed to meet at Richmond Memorial Library, 19 Ross Street, Batavia, New York for the purpose of preparing the registers for the forthcoming special district meeting on April 15, 2008 which day is hereby fixed for the purpose, during the hours of 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 o'clock PM to 9:00 o'clock PM and,

BE IT FURTHER RESOLVED, that this Board of Trustees shall publish a notice of registration, and the clerk is hereby directed to do so, once in each of the two (2) weeks preceding the 15th of April, to wit, on April 1 and April 8 in the *Batavia Daily News*, which notice shall be in the following form:

**NOTICE OF TIME AND PLACE OF REGISTRATION OF VOTERS
FOR SPECIAL DISTRICT MEETING
RICHMOND MEMORIAL LIBRARY, BATAVIA, GENESEE COUNTY, NEW YORK**

NOTICE IS HEREBY GIVEN that for the purpose of preparing registers of the qualified voters of the City School District of the City of Batavia, New York, at Richmond Memorial Library, 19 Ross Street, Batavia, New York on April 15, 2008 from 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 o'clock PM to 9:00 o'clock PM. "Any person otherwise qualified to vote who is not currently registered under permanent personal registration in the election district in which he or she resides, or who has moved to another residence within that district following the date of such registration, or who has not voted at a general election at least once in the last four successive calendar years, should, in order to be entitled to vote, present himself or herself personally for the registration or otherwise register at the Genesee County Board of Elections."

All members voted yes. Motion carried.

- **RESOLUTION TO NOTICE THE FILING OF REGISTERS FOR THE SPECIAL DISTRICT MEETING OF RICHMOND MEMORIAL LIBRARY, BATAVIA , GENESEE COUNTY, NEW YORK**

UPON THE MOTION OF J. McGee; seconded by M. Carragher

the following resolution was adopted:

RESOLVED: that pursuant to Section 2606 of Education Law, the Board of Trustees of Richmond Memorial Library publish, and it hereby directs the clerk thereof so to do, a motion

stating that the library election registers have been filed and noting that the Administration Office of Batavia City School district, 39 Washington Avenue, Batavia, New York as the place at which they are on file, and setting the hours to wit: from 9:00 o'clock AM to 12:00 o'clock noon and 1:00 o'clock PM to 4:00 o'clock PM in each week day other than Saturday from date of the notice up to May 6, 2008 when they will be open for inspection and such notice shall be published once in each of the two weeks preceding such election in the *Batavia Daily News*, as newspaper having a general circulation in said City School district of Batavia, to wit: on April 22 and April 29, 2008 which said notice shall be in the following form:

**NOTICE OF FILING OF REGISTERS
SPECIAL DISTRICT MEETING
RICHMOND MEMORIAL LIBRARY, BATAVIA, GENESEE COUNTY, NEW
YORK**

Notice is hereby given that the registers prepared as provided in section 2606 of the Education Law have been completed and have been filed in the Administration Office of Batavia City School District and notice is further given that said registers will continue to be on file at the Administration Office, 39 Washington Avenue, and will be open for inspection from the hours of 9:00 o'clock AM to 12:00 o'clock noon, and 1:00 o'clock PM to 4:00 o'clock PM in each week day other than Saturday from the date hereof up to the date of annual meeting to wit: May 6, 2008.

All members voted yes. Motion carried.

**• RESOLUTION NOTICING SPECIAL DISTRICT MEETING OF
RICHMOND MEMORIAL LIBRARY**

UPON THE MOTION OF J. McGee; seconded by M. Carragher
the following resolution was adopted:

RESOLVED, that pursuant to section 2004 of Education Law, that the Board of trustees of Richmond Memorial Library, cause, and hereby does direct the clerk to cause a notice to be published four times within the seven weeks, next preceding such district meeting, the first publication to be at least forty-five days before said meeting on May 6, 2008, which dates of publication shall be on March 11, March 18, March 25 and April 1 in the following form:

**NOTICE OF SPECIAL DISTRICT MEETING
OF BATAVIA CITY SCHOOL DISTRICT
BATAVIA, GENESEE COUNTY, NEW YORK
ON BEHALF OF
RICHMOND MEMORIAL LIBRARY**

NOTICE IS HEREBY GIVEN, that a special district meeting of the qualified voters of the Batavia City School District, Batavia, Genesee County, New York, will be held at Richmond Memorial Library, 19 Ross Street, Batavia, New York on Tuesday, May 6, 2008 during the hours of 12:00 o'clock noon to 9:00 o'clock PM, prevailing time, during

which hours polls will be open for the purposes of voting, by voting machine, upon the following items:

- (1) To adopt the Annual Library District Budget of Richmond Memorial Library for the fiscal year 2008-2009 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of said School District; and,
- (2) To elect one (1) Trustee of Richmond Memorial Library to fill a five-year term commencing July 1, 2008 and ending June 30, 2013, as a result of the expiration of the term of office presently held by Michael Carragher; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 6, 2008, the polls will be open between the hours of 12:00 o'clock noon and 9:00 o'clock PM, prevailing time, and voting will be held in the Richmond Memorial Library, 19 Ross Street, Batavia, New York; and,

FURTHER NOTICE IS HEREBY GIVEN, that a copy of the statement of the amount of money which will be required for the ensuing year for Richmond Memorial Library's purposes, exclusive of public monies, may be obtained by any taxpayer in Batavia City School District during the seven days immediately preceding said meeting, except Saturday, Sunday and holidays, from Richmond Memorial Library, located at 19 Ross Street, Batavia, New York, during the hours of 9:00 o'clock AM to 5:00 o'clock PM, prevailing time; and,

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to Section 2017 of Education Law a public information meeting for purposes of discussion of the expenditure of funds and the budgeting thereof, will be held at Richmond Memorial Library, 19 Ross Street, Batavia, New York, on Monday, April 14, 2008 at 7:00 PM; and,

FURTHER NOTICE IS HEREBY GIVEN, that petitions nominating candidates for the office of Trustee of Richmond Memorial Library shall be filed in the Office of the Clerk of the Batavia City School District, at the Administration Office, 39 Washington Avenue, Batavia, New York, not later than Friday, March 28, 2008 which petitions shall be filed between the hours of 9:00 o'clock AM to 12:00 o'clock noon and 1:00 o'clock PM to 4:00 o'clock PM, prevailing time. Vacancies on the library board are not considered separate, specific offices, and the nominating petitions, therefore, shall not describe any specific vacancies upon the library board for which the candidate is nominated. Each petition must be directed to the Clerk of the School District, must be signed by at least one hundred (100) qualified voters of the School District, and must state the residence of each signer, and the name and residence of the candidate; and,

FURTHER NOTICE IS HEREBY GIVEN, that personal registration of voters is required either pursuant to Section 2606 of Education Law or pursuant to article 5 of the Education Law. If a voter has heretofore registered pursuant to Section 2606 of Education Law and has voted at any annual or specific district meeting within the past four years, such voter is eligible to vote at this election; if a voter is registered and eligible to vote pursuant to Article 5 of the Election Law, such voter is also eligible to vote at this election. All other persons who wish to vote must register. The Board of Registration will meet for the purpose of registering all qualified voters of the District

pursuant to Section 2606 of Education Law at Richmond Memorial Library on Tuesday, April 15, 2008 between the hours of 1:00 o'clock PM and 5:00 o'clock PM, and 7:00 o'clock PM and 9:00 o'clock PM, prevailing time, and in addition, voters may register at the Genesee County Board of Elections, to add any additional names to the register to be used at the aforesaid election, at which time any person will be entitled to have his or her name placed on such registers, providing that at the meeting of the Board of Registration he or she is known, or proven to the satisfaction of the Board of Registration to be then or thereafter entitled to vote at such public hearing or election for which such registers are prepared, and that the registers so prepared pursuant to section 2606 of the Education Law of the State of New York and the registration list prepared by the Board of Elections of Genesee County will be filed in the office of the Clerk of Batavia City School District, Administration Office, 39 Washington Avenue, Batavia, New York and will be open for inspection by any qualified voter of the District between the hours of 9:00 o'clock AM to 12:00 o'clock noon, and 1:00 o'clock PM to 4:00 o'clock PM, prevailing time, on and after April 16, 2008 and each day thereafter prior to the day set for the special district meeting, except holidays, Saturdays and Sundays; and,

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to the provisions of 2018-a of the Education Law, absentee ballots for the election of Trustee of the Library and the adoption of the annual budget may be applied for at the Administration Office of the Batavia City School District, 39 Washington Avenue between the hours of 9:00 o'clock AM to 12:00 o'clock noon, and 1:00 o'clock PM to 4:00 o'clock PM. Such application must be received by the School District Clerk by 4:00 o'clock PM on April 22, 2008 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 5, 2008 if the ballot is to be delivered personally to the voter. A list of all persons to whom absentee ballots shall have been issued will be available in the School district Office on each of the five (5) days prior to May 6, 2008, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 6, 2008.

All members voted yes. Motion carried.

• **RESOLUTION APPROVING RULES AND REGULATIONS GOVERNING PROOF OF IDENTITY FOR NEW VOTERS**

UPON THE MOTION OF J. McGee; seconded by M. Carragher the following resolution was adopted:

RESOLVED: That pursuant to section 2607 of the Education Law, and establishing the same procedures approved by the Batavia Board of Education for governing proof of identity of new voters at their April 23, 1996 meeting, the Board of trustees of Richmond Memorial Library hereby approves for the Special District Meeting of Richmond Memorial Library on May 6, 2008 the following rules and regulations:

RULES AND REGULATIONS GOVERNING PROOF OF IDENTITY FOR NEW VOTERS

1. A personal acquaintance by any one member of the Inspectors of Election shall be sufficient evidence to establish identity.
2. The production of a New York State Driver's license with a signature shall be sufficient evidence of identity.

3. The production of a Social Security card shall be sufficient evidence of identity.
4. The production of a selective Service registration card shall be sufficient evidence of identity.
5. The making of a statement by the voter in writing before the chairman of the Inspectors of Election that he or she is the person who seeks to vote shall be sufficient proof of identity.

All members voted yes. Motion carried.

2008-2009 Budget Updates

D. Wyrwa presented information about the proposed budget she is compiling. One new proposal is to have 2 full-time custodians rather than what we have currently – 1.5 FTE. Projected increases for utilities (20%), salaries (4%), retirement (10.5%) and health benefits(20%) will need to be built into the budget. The materials budget will be raised to \$100,000 to keep the maintenance of effort needed for Genesee County funding to continue at the current level. Overall the budget will not be increased over 4% in keeping with the Long Range Plan.

Copier/Printer

D. Wyrwa presented information about color copier/printer/fax machines from Toshiba and Xerox. The lease on the current copier, which is a black and white copier/fax, expires in March 2008. The quote from Toshiba is less expense than Xerox. Because of the price, we would be required to deal with a company with a State Contract. Both companies are eligible for us to work with them. The Board has directed D. Wyrwa to proceed with arranging for a contract with Toshiba. At the end of five years the library would own the machine.

Long Range Plan

D. Wyrwa distributed the updated Long Range Plan for 2007 –2011. Listed are the activities that have been completed during 2007. Activities for 2008 and 2009 have been added and updated. Also, a timeline of activities that have been completed in January and February of 2008 was included in the Board packet. Some highlights for January include numerous computer classes offered for adults, a Mystery Book Discussion group met for the first time, and the database Reference USA was purchased. In February, students came from Alfred State University to start working on the Space Study. Downloadable audiobooks for adults are now available in the form of an Overdrive database and D. Wyrwa will be chairing the county technology committee.

Library Statistics

Materials circulation	January 2008	24,435	
Internet usage	January 2008	3,132	
Attendance	January 2008	16,196	/ 648 average per day
Web page site access	January 2008	1,746	

Report of Committees

None

Financials

Upon the motion of B. Stich, seconded by D. Charters, it was resolved to accept the December 2007 Summary of Revenues and Appropriation as presented.

All members voted yes. Motion carried.

Communications

None

Unfinished Business

None

New Business

Trustee Training

Nioga will be offering Trustee Training on February 27 from 6-9pm. R. Surowka, D. Charters, B. Stich, and C. Brudz are all interested in attending.

Alfred State College Class

In February, students came from Alfred State University to start working toward the Space Study. They took digital photographs and used blue prints rather than having to measure the entire library for the CAD drawings. They will also make suggestions of possible space study ideas. FRA Engineering will be working in cooperation with the class. The class is interested in presenting their ideas to the Library Board at a future meeting.

February Calendar of Events

The calendar of events for February 2008 was distributed to the Board.

March Board Meeting

Board members agreed to change the date of the upcoming March meeting from Monday, March 10, 2008 to Thursday, March 6, 2008. This change will allow D. Wyrwa to attend library meetings in Albany.

Upon the motion of M. Carragher, seconded by J. Mcgee it was resolved to change the March Library Board of Trustees meeting from March 10 to March 6, 2008.

All members votes yes. Motion carried.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 7:50pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees April 14, 2008

Richmond Memorial Library

Board of Trustees

March 6, 2008

The regular meeting of the Board of Trustees was held on Monday, March 6, 2008. President of the Board Rosemary Surowka called the meeting to order at 6:34 pm. Members Present: Mike Carragher, Dana Charters, John McGee, Beth Stich, Rosemary Surowka
Also present: Colleen Brudz, Diana Wyrwa, and Sandra Gillard

Approval of Minutes

Upon the motion of J. McGee, seconded by B. Stich, it was resolved to accept the minutes of the February 11, 2008 meeting with corrections to the date and attendance. All members voted yes. Motion carried.

Report of the Librarian

2007 Annual Report

Upon a motion of B. Stich, seconded by D. Charters it was resolved to accept the 2007 Annual Report. Motion carried.

2008-2009 Resolution Appointing Election Inspectors for May 6, 2008 Budget Vote/Trustee Election

UPON THE MOTION OF J. McGee, seconded by M. Carragher the following resolution was adopted:

RESOLVED: That pursuant to section 2607 of the Education Law this Board of Trustees of Richmond Memorial Library hereby appoints as Inspectors of Election for the Annual Budget Vote/Trustee Election to be held at Richmond Memorial Library on May 6, 2008 the following qualified voters residing in Batavia City School District:

Cynthia Ferrando, Chairperson
Mary Bellucci
Helen Doody
Gloria Neubert
Henrietta Szydowski

And the clerk is hereby directed to give written notice of the appointment to the persons so appointed, and

BE IT FURTHER RESOLVED: That the compensation of each inspector is hereby fixed at \$75.00 and \$140.00 for the Chairperson.

All members voted yes. Motion carried.

2008 – 2009 Preliminary Budget

Upon a motion by M. Carragher, seconded by B. Stich it was resolved to accept the proposed 2008-2009 preliminary budget. Motion approved.

Budget Proposition/Trustee Election

Upon a motion by B. Stich, seconded by J. McGee it was resolved to have The Board of Education of the City School District of Batavia raise taxes by \$39,086 so that the annual appropriations would increase from 1,075,799 to 1,114,885 for the benefit of the Richmond Memorial Library. Motion carried.

Trustee Petitions

It was with regret that the Board of Trustees learned that Michael Carragher will not be running for reelection. Petitions must be submitted to the Board Office by March 28, 2008 with 100 signatures from qualified voters in the Batavia School District from any person that is interested in running.

SAGE Program Funding for 2008-2009

An application for \$53,000 will be submitted to the Marshall Committee for the SAGE grant.

National Library Week – Friend of the Year

Theresa Mondo has been selected as the 2008 Library Friend of the Year. A reception in her honor will be held April 18, 2008 at 4pm.

Tale for Three Counties 2008 Program

Thomas Mullen, author of The Last Town of Earth, will be at the Richmond Library on March 13 at 7pm to speak about his book. Also a book discussion will be held on March 12 at 7:45am. Information about additional programs may be found on the Tale for Three Counties website.

Long Range Plans

April 2 at 1:30 the students from Alfred State College will present their ideas for the Space Study. The Board is invited to attend.

D. Wyrwa has talked with two individuals about submitting quotes for redesign of the library's website.

J. Jacobs is contacting the Buildings and Grounds Committee about hanging GRO banners on each of the elementary schools in the district.

Library Statistics

Materials circulation	February 2008	24,221
Internet usage	February 2008	2,547
Attendance	February 2008	14,417 / 601 average per day
Web page site access	February 2008	1,761

Report of Committees

None

Financials

January/February 2008 Summary of Revenues and Appropriations unavailable as none were sent to the library.

Communications

None

Unfinished Business**Library Policies/Procedures**

There was a trustee training workshop hosted by Nioga that several people attended. Based on the information from this workshop and other concerns, D. Wyrwa will form a committee to look at areas where new policies should be developed or revised.

Color Copier/Printer

The Toshiba NYS Contract number will not work for purchasing a new color copier/printer because it must be purchased and paid for in a lump sum, not over a 5 year period. We could purchase from Xerox, which is much more expensive, or put the contract out for bid. It was decided to ask for bids.

2007 – 2008 Construction Grant Update

The library has been awarded a NYS Construction Grant for the 4 security cameras. The Friends of the Library will supply matching funds.

New Business**Budget Information Meeting**

A Budget Information Meeting will be held Monday, April 14, 2008. The public vote will be conducted May 6, 2008.

March Calendar of Events

The calendar of events for March 2008 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:07pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees May 12, 2008

Richmond Memorial Library

Board of Trustees

April 14, 2008

A special budget meeting of the Richmond Memorial Library Board of Trustees was held on Monday April 14, 2008. President of the Board, Rosemary Surowka, called the meeting to order at 7:00 PM. Trustees present included Dana Charters, Beth Stich and Michael Carragher.

Also Present were: Kathleen Facer, Sandra Gillard, Anne Engel, Edward Wyrwa, Cathie Plaisted, Dorothy Coughlin, Tracy Stokes, Kathy Zipkin, Carol Richardson, Rita McCormack.

Welcome

R. Surowka led the Pledge of Allegiance and welcomed all in attendance. Mrs. Surowka introduced the members of the Board of Trustees as well as the Batavia Board of Education library liaison, Gail Stevens, and Vice-President of the Friends of the Library, Kathy Zipkin.

Budget Presentation

R. Surowka reviewed the meeting's agenda and explained the purpose of the meeting, that being to review last year's accomplishments and introduce future plans and proposed budget for the upcoming fiscal year. R. Surowka introduced library director, Diana Wyrwa, presented the 07-08 review and 08-09 plans and budget outline. Items highlighted for the upcoming budget year included a second full time custodian, the completion of a space study and a redesigned web page. The budget proposition for 2008-2009 asks for an increase of \$39,086 to increase the annual appropriation from \$1,075,700 to \$1,114,855. Tracy R. Stokes is running for election to the library board to replace current trustee Michael Carragher who is not running for re-election.

Public Comment

President R. Surowka asked if anyone wished to speak, but all present declined.

Conclusion of the Budget Meeting

With no additional questions or comments, R. Surowka thanked those in attendance and reminded all to vote on May 6.

Continued Business

Following the Public Information Meeting, President of the Board Rosemary Surowka called the library board of trustees meeting to order at 7:45 pm.

Members Present: Mike Carragher, Dana Charters, Beth Stich

Also present: Gail Stevens, Diana Wyrwa, and Sandra Gillard

Approval of Minutes

Upon the motion of D. Charters, seconded by M. Carragher, it was resolved to accept the minutes of the March 6, 2008 meeting. All members voted yes. Motion carried.

Report of the Librarian
National Library Week

To celebrate National Library Week there will once again be a contest in cooperation with area businesses. Patrons will be given a form when they checkout materials during National Library Week. The form gives discounts or giveaways at Batavia stores and restaurants. If the patron visits 3 businesses they can enter a drawing for a variety of prize baskets. Also there is a library display in the Chamber of Commerce window. Theresa Mondo has been selected as the Friend of the Year and will be honored at a reception on Friday April 18 at 4pm.

Marshall Grant Request for 2008-2009

Upon a motion by M. Carragher, seconded by B. Stich it was resolved to submit an application for \$53,000 to the Rochester Community Foundation’s Muriel H. Marshall Fund for the SAGE grant.

All members voted yes. Motion carried.

Library Lawyer

D. Wyrwa suggested the Board of Trustees select a lawyer to represent the library if the need arises. The firm might be on retainer or used for individual problems or projects. The Board directed D. Wyrwa to make contact with local attorneys.

Long Range Plans

Space Study

Students from Alfred State College have compiled their ideas for the Space Study. They left CDs for the Board so members can see some of the ideas they presented.

Upon a motion by M. Carragher, seconded by D. Charters it was a resolved to accept the FRA proposal for a sum not exceeding \$5,950 to finish CAD drawings and submit ideas for the Space Study.

All members voted yes. Motion carried.

Library Statistics

Materials circulation	March 2008	25,394	
Internet usage	March 2008	3,241	
Attendance	March 2008	16,701	/ 642 average per day
Web page site access	March 2008	1,961	

Report of Committees

None

Financials

January/February/March 2008 Summary of Revenues and Appropriations were approved on a motion by B. Stich, seconded by D. Charters.

All members voted yes. Motion carried

Auditor Findings

The Board reviewed a report from the auditor indicating minor problems with financial reporting and the corrective actions taken.

Communications**GRO Program**

Susan Briggs, Coordinator of the GRO program, submitted library forms that have been translated into Spanish. We hope to aid Spanish-speaking parents in their use of the library and teach them about early literacy.

Unfinished Business**Color Copier/Printer**

Treasurer Barbara Kapperman, will assist D. Wyrwa in preparing a request for bids on a color copier/printer.

New Business**Nioga Library System Annual Dinner**

Nioga's Annual Dinner is scheduled for May 21 and will be held in Batavia at Terry Hills. The program this year will deal with Local History and feature Pat Weissend from the Holland Land Office Museum.

Staff Recognition

This year Kathleen Facer and Anne Engel will be honored at the Staff Recognition Event. It will be held at Bohn's Restaurant on Friday, May 30 at 5:30pm

April Calendar of Events

The calendar of events for April 2008 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:35pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees June 9, 2008

Richmond Memorial Library

Board of Trustees

May 12, 2008

The regular meeting of the Board of Trustees was held on Monday, May 12, 2008. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members Present: Mike Carragher, Dana Charters, John McGee, Beth Stich, Rosemary Surowka
Also present: Colleen Brudz, Diana Wyrwa, and Sandra Gillard

Approval of Minutes

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to accept the minutes of the April 14, 2008.
All members voted yes. Motion carried.

Report of the Librarian

Review of Budget Results

Budget passed with 246 yes votes to 52 no votes. 284 votes were cast for Tracy Stokes as library trustee for a five year term. This year's vote was one of the lowest voter turnouts ever (2002 was the lowest,) but 83% of the people voted yes. The vote margin was approximately 5 to 1.

Long Range Plan

Budget

Due to the budget passing, a second night time custodian will be hired in July, 2008. This will be a Civil Service position with an entry level starting salary.

GRO Banners

The GRO banners have started to go up on buildings in Batavia. Many comments have been made about how nice they look. The one that was placed on Robert Morris School is difficult to see because it is behind a tree. D. Wyrwa will check about having the location changed.

Space Study

Using input from library staff and the board, D. Wyrwa will submit some of the ideas that are highest on the consideration list to FRA.

Web Page

After meeting with several web page designers, Barbara Grogan looks like a good candidate. She is an author who has done 3 other libraries. Her price is in line with what we can afford to pay and the site will be able to be updated by library staff.

Library Statistics

Materials circulation	April 2008	25,435	
Internet usage	April 2008	3,162	
Attendance	April 2008	16,382	/ 630 average per day
Web page site access	April 2008	1,989	

Report of Committees

None

Financials

April 2008 Summary of Reviews and Appropriations

None were submitted.

Transfer of Funds

There were two requests for transfer of funds.

Marshall funds to be transferred as follows:

\$905 from **Periodicals** line to **AV (560) and Materials & Supplies (345)** lines.

\$1000 from **Other** line to **Book** line.

\$5000 from **Salary** line to **Equipment** line.

Family Literacy Funds (GRO program) to be transferred as follows:

\$140.87 from **Books** line to **Materials** line.

On a motion made by J. McGee, seconded by B. Stich, it was resolved to approve these transfers. Motion carried.

Communications

Letter from Theresa Mondo, Friend of the Year

Theresa Mondo sent a letter of thanks to the Board for the honor of being selected as Friend of the Year.

Assemblyman Hawley

The library has received a \$1500 Special Legislative Grant via Assemblyman Hawley. The money will be used towards mounted projection equipment and a retractable screen in the Gallery Room. These improvements are part of the technology upgrade to the Gallery Room as found in our Long Range Plan.

Unfinished Business

Color Copier/Printer Bid Status

Letters went out to 5 vendors concerning bids for a color/printer copier. It was also advertised in the Daily News. Bids are due back May 22, 2008. D. Wyrwa and B. Kapperman will open them on that date.

Library Lawyer

D. Wyrwa contacted Gerald and Tom Williams concerning becoming lawyers to represent Richmond Memorial Library if the need arises. They are interested and will get back to Diana concerning the financial obligations etc.

New Business

NYSALB Conference – Colleen Brudz

C. Brudz reported on a conference she attended in Saratoga Springs. She visited a “green library” in Clifton Park that was made from recycled materials. It was part of a NYSERDA grant. The building cost \$10 million dollars and the total project was \$14 million. Energy usage is constantly being monitored. Other workshops concerned making your library or Friends Group nonprofit (501 C3). Our Friends group now has nonprofit status, but the library does not. Colleen also reported on having a Used Book Store in the library.

May Calendar of Events

The calendar of events for May 2008 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 7:48pm.

Respectfully submitted,
Diana Wyrwa, clerk

Report of Committees

None

Financials

April 2008 Summary of Reviews and Appropriations

Upon a motion of M. Carragher, seconded by J. McGee, it was resolved to accept the April 30, 2008 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Transfer of Funds

There was a request for transfer of funds from other expenses line to postage. On a motion made by J. McGee, seconded by D. Charters, it was resolved to approve this transfers. All members voted yes. Motion carried.

Marshall Grant Funding 2008 – 2009

The library will again be accepting \$53,000 from the Marshall Fund for the SAGE Program.

Communications

Leslie DeLooze – International Students

A program has been started for people who cannot borrow materials from Richmond Library because of their residency status. This group includes students from out of the country that work at Darien Lake and Muckdog players. Leslie DeLooze has collected paperback books and magazines that can be borrowed without checking them out. They are then returned when the borrower is finished with them. This is an important additional service to temporary members of our community.

Unfinished Business

Color Copier/Printer Bid Status

On May 22, 2008 at 2pm Diana Wyrwa and Barabara Kapperman opened bids for a color copier/ printer from three companies. The bids came from Tosiba Business Solutions; Garlock Office Systems (Xerox); and Duplicating Consultants (Lanier). It was noted that Garlock Office Systems did not include a company history or references. The bids were presented to the Board. Toshiba had the lowest bid and also had good references. Upon a motion by D. Charters, seconded by J. McGee it was resolved to buy the copier/printer from Tosiba with a cost of \$321.25/month and a yearly cost of \$3855. All members voted yes. Motion carried

Library Lawyer

D. Wyrwa had contacted Gerald and Tom Williams concerning becoming lawyers to represent Richmond Memorial Library if the need arises. They are willing to represent the Richmond Library with no retainer and a cost of \$75/hour. We will start by consulting them on purchasing policies and starting a foundation.

New Business

June Calendar of Events

The calendar of events for June 2008 was distributed to the Board.

Adjournment

This being the last meeting for trustee Michael Carragher, Mrs. Surowka, Board President, on behalf of the library board and library staff, thanked Mr. Carragher for his ten years of service to the library.

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:05pm.

Respectfully submitted,
Diana Wyrwa, clerk

**Richmond Memorial Library
Board of Trustees
July 14, 2008**

The reorganization meeting of the Board of Trustees was held on Monday, July 9, 2008. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm.
Members Present: John McGee, Tracy Stokes, Rosemary Surowka
Also present: Colleen Brudz, Diana Wyrwa, and Sandra Gillard

Swearing in of New Board Member

Tracy Stokes, new member to the Board of Trustees, was sworn-in by Notary Public, Alice Zito.

Reorganization

It was decided to leave the election of President and Vice President to the August meeting when all Board members could attend.

Appointment of Clerk

Upon the motion of J. McGee, seconded by T. Stokes, it was resolved to appoint Diana Wyrwa as Clerk to the Board of Trustees.
All members voted yes. Motion carried.

Appointment of Deputy Clerk

Upon the motion of T. Stokes, seconded by J. McGee, it was resolved to appoint Sandra Gillard as Deputy Clerk to the Board of Trustees.
All Members voted yes. Motion carried.

Appointment of Treasurer

Upon the motion of J. McGee, seconded by T. Stokes, it was resolved to appoint Barbara Kapperman as Treasurer to the Board of Trustees.
All members voted yes. Motion carried.

Library Attorney

Upon the motion of T. Stokes, seconded by J. McGee, it was resolved that the Williams Law Firm (Thomas & Gerald Williams) be the attorneys of record to represent the Richmond Memorial Library.
All members voted yes. Motion carried.

Official Newspaper

Upon the motion of J. McGee, seconded by T. Stokes, it was resolved that The Daily News be the Richmond Library's official newspaper.
All members voted yes. Motion carried.

Petty Cash

Upon the motion of T. Stokes, seconded by J. McGee, it was resolved to approve a Petty Cash amount of \$200 for the Richmond Library and \$100 for the SAGE Program.
All members voted yes. Motion carried.

Approval of Minutes

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to accept the minutes of the June 9, 2008.

All members voted yes. Motion carried.

Budget

Adoption of 2008-2009 Budget

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to adopt the 2008-2009 Budget.

All members voted yes. Motion carried.

2007-2008 Budget Status

The budget is still in the process of being closed out. The final report will probably be available for the September meeting.

Report of the Librarian

Family Literacy Library Services Grant (GRO) – Year 1 Final Report

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to accept the Family Literacy Library Services Grant (GRO) Year 1 Final Report .

All members voted yes. Motion carried.

Long Range Plan

The Space Study is well underway. An in-house survey of people who use the library was conducted starting the middle of June and completed in mid July. This will be compiled for the next Board Meeting and will be sent to architect Rick Bald. D. Wyrwa has also met with Mr. Bald twice to discuss the Space Study. It is hoped that R. Bald will present his final product at the September Board meeting.

Peggy George has started as the new custodian. She is working from 2:30pm –11pm giving the library evening coverage.

Crafting Links is starting work on the library's website.

The ramp by the Ross Street door has been removed by the School District. There were complaints that it was unsightly and since it was only meant to be temporary that it should be removed. We still do not have a contract for automatic doors because bids have been too high. Access to the library will need to be reconsidered while the doors are being installed.

The security cameras should be installed in August.

The indoor signs for the main floor of the library are finished and will be hung soon.

Library Statistics

Materials circulation	June 2008	22,622	
Internet usage	June 2008	2,938	
Attendance	June 2008	15,175	/ 660 average per day
Web page site access	June 2008	2101	

Report of Committees

None

Financials**July 2008 Purchase Orders**

Upon a motion of J. McGee, seconded by T. Stokes, it was resolved to accept the July 2008 Purchase Orders. All members voted yes. Motion carried.

May 2008 Summary of Revenues and Appropriations

On a motion made by J. McGee, seconded by T. Stokes, it was resolved to approve the May 2008 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Marshall Grant Funding 2008 – 2009

On a motion made by J. McGee, seconded by T. Stokes, it was resolved to amend the library budget to accept the Marshall Granting Funding for 2008-2009 . All members voted yes. Motion carried.

Communications

None

Unfinished Business

None

New Business**July Calendar of Events**

The calendar of events for July 2008 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 7:15pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees September 8, 2008

Richmond Memorial Library

Board of Trustees

August 11, 2008

The regular meeting of the Board of Trustees was held on Monday, August 11, 2008. President of the Board Rosemary Surowka called the meeting to order at 6:35 pm. Members Present: Beth Stich, Tracy Stokes, Rosemary Surowka
Also present: Colleen Brudz, Gail Stevens, Diana Wyrwa, and Sandra Gillard

Approval of Minutes

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to accept the minutes of the July 14, 2008.

All members voted yes. Motion carried.

Election of President/Vice President

It was decided to wait until there is a full Board in attendance before electing the offices of President and Vice President. This will be put on the September Agenda.

Report of the Librarian

Telephone Agreement

It was decided to table the telephone agreement for a future meeting.

Professional Progress Review – Library Director

Director, Diana Wyrwa presented her goals and objectives for the July 2008- June 2009 year in a Professional Progress Report. The Board approved of the report and directed President Rosemary Surowka to sign it. It was also decided to look at the procedures that Nioga has in place for reviewing their director.

Long Range Plan

- * The front steps have been marked with yellow tape for depth perception.
- * The Space Study information has been tabulated and D. Wyrwa shared comments and statistics with the Board. It has been forwarded to Mr. Bald.
- * Crafting Links is working on the library's website and logo.
- * The security cameras will be installed on August 14. We have upgraded to 8 cameras. Inside cameras will be installed in the lobby, in Children's Room facing toward the entry door, and one near the SAGE desk facing the Ross Street entrance. The next cameras added will be outdoor cameras to increase security outside the building.
- * The indoor signs for the main floor of the library are finished and have been hung.
- * The lobby signage will be added soon.
- * The Gallery will be painted by the end of August.
- * Teen Services is adding a program for August called Wii Love Wednesdays.

- * The Adult Summer Reading Program sent a newsletter via Email for the first time this year.
- * The Public Internet wireless backbone is being strengthened.
- * We need to have a Wi-Fi sign on the front door because the survey indicated many people do not know about this service.
- * The Chamber of Commerce is giving the community a 5 foot tall terra cotta warrior to be displayed in the library. This is a gift from China because of the visits to China that the Chamber of Commerce arranged.
- * A Cultural Events Committee is being formed in the fall. Agencies such as the Holland Land Office Museum, Go-Art, the City Historian, and the Richmond Library will plan a joint project for the community.
- * Two new groups will be using the Gallery Room on a monthly basis. The groups are the Alzheimer's Support Group and Compassionate Friends (for people who have lost children).
- * Investigation into forming a Library Foundation will be starting.

Library Statistics

Materials circulation	July 2008	29,609
Internet usage	July 2008	3,520
Attendance	July 2008	16,685 / 795 average per day
Web page site access	July 2008	2008

Statistics gained in all areas from July of last year and circulation of materials was particularly impressive with a circulation gain of 2090.

Report of Committees

Library Policy

D. Wyrwa presented a rough draft of Financial Policies for the library and copies of the law concerning these policies. A discussion of how laws have changed concerning the way finances are handled was had. However, the library's procedures have not changed with the laws.

Financials

August 2008 Purchase Orders

Upon a motion of T. Stokes, seconded by B. Stich, it was resolved to accept the August 2008 Purchase Orders. All members voted yes. Motion carried.

Family Literacy Grant Budget

On a motion made by B. Stich, seconded by T. Stokes, it was resolved to approve the budget for the NYS Family Literacy Grant which included a 2% cut. All members voted yes. Motion carried.

Friends of the Library Donation

On a motion made by T. Stokes, seconded by B. Stich, it was resolved to amend the library budget to accept the gift of \$3400 for the security cameras from the Friends of the Library and to expend this same amount. All members voted yes. Motion carried.

Communications

Genesee County Funding

There will be a committee meeting at the Richmond Memorial Library at 7pm on August 13 concerning Genesee County Funding. The county will be asked in a letter from the committee chair for an increase in funds.

Unfinished Business

None

New Business

August Calendar of Events

The calendar of events for August 2008 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:40pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees October 20, 2008

Richmond Memorial Library

Board of Trustees

September 8, 2008

The regular meeting of the Board of Trustees was held on Monday, September 8, 2008. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members Present: Dana Charters, John McGee, Beth Stich, Tracy Stokes, Rosemary Surowka

Also present: Colleen Brudz, Diana Wyrwa, Scott Rozanski, and Sandra Gillard

Approval of Minutes

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to accept the minutes of the August 11, 2008.

All members voted yes. Motion carried.

Financial Report

2007-2008 Year End Review

Business Administrator, Scott Rozanski gave a report about the library's financial picture for July 1, 2007 - June 30, 2008. Some corrections need to be made to the report but the library is financially healthy. Tabled until changes are made.

Election of President/Vice President

Upon the motion of D. Charters and seconded by J. McGee, Rosemary Surowka was nominated to be President of the Board.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by J. McGee, Dana Charters was nominated to be the Vice President of the Board.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

Upon the motion of J. McGee and seconded by D. Charters it was resolved to accept the resignation of two Pages, Alyxandra Richards and Marie Barcomb, and to approve the return of Daniel Crofts as a library Page.

All members voted yes. Motion carried.

AmeriCorps

A request was made by Teen Librarian, P. Meyer to fund an AmeriCorps student to help with the After School @ Your Library program. The library would be responsible for \$1000 of the student's stipend. Erin Manning, a volunteer at the library is interested in the position.

Upon the motion of D. Charters and seconded by T. Stokes it was approved that \$1000 can be taken from part-time salaries to fund this position.

Summer Reading Report

Leslie DeLooze, Paula Meyer and Sandra Gillard submitted reports about the 2008 Summer Reading Program. All three groups had successful registration and program attendance.

After School @ Your Library

P. Meyer submitted a brochure and letter that will be distributed to parents of students who attend this program.

Long Range Plan

Space Study – R. Bald, FRA Engineering, will do a presentation of Space Study ideas in October.

Web Page – D. Wyrwa showed the Board the basic design planned for the web page. Paul Freeman will be taking pictures of areas within the building that will appear on the designated area's page.

Library Statistics

Materials circulation	August 2008	24,414
Internet usage	August 2008	3,346
Attendance	August 2008	16,220 / 772 average per day
Web page site access	August 2008	1959

Report of Committees

Genesee County Funding

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to accept the \$33,000 from Genesee County Funding.

All members voted yes. Motion carried.

Library Policy

Library Policy

Financial Drafts

D. Wyrwa presented a rough draft of Financial Policies for the library and copies of the law concerning these policies. A discussion of how laws have changed concerning the way finances are handled was had. The draft will be sent to Williams Law Firm for a legal opinion.

June 2008 Summary of Revenues and Appropriations

This was tabled until corrections can be made to the report.

July 2008 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by T. Stokes the July 2008 Summary of Revenues and Appropriations was approved.

All members voted yes. Carried.

September 2008 Purchase Orders

Upon a motion of T. Stokes, seconded by B. Stich, it was resolved to accept the September 2008 Purchase Orders. All members voted yes. Motion carried.

Communications

Batavia Muckdogs

A letter of thanks was sent to the library from Sarah Groom of the Muckdogs thanking us for participating in their "Camp Days".

Thank you notes

The Board asked R. Surowka to sign thank you notes to Porter Farms and Belladessas for their donations to the Teen Summer Reading program.

Unfinished Business

None

New Business

September Calendar of Events

The calendar of events for September 2008 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:58pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees November 10, 2008

Richmond Memorial Library

Board of Trustees

October 20, 2008

The regular meeting of the Board of Trustees was held on Monday, October 20, 2008. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members Present: Dana Charters, John McGee, Beth Stich, Tracy Stokes, Rosemary Surowka

Also present: Colleen Brudz, Diana Wyrwa, Sandra Gillard, Rick Bald (FRA Engineering), Jill Crocker, Karen Crupi, Leslie DeLooze, James Donahue, Kathleen Facer, Donald Fox, Rita McCormack, Catherine Plaisted, Carol Richardson, and Roger Richardson

Approval of Minutes

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to accept the minutes of the September 8, 2008.

All members voted yes. Motion carried.

Report of the Librarian

Long Range Plan

Space Study

R. Bald, of FRA Engineering, presented Space Study ideas to the Board, interested staff and community members. The ideas were in part a reflection of the space study done by the Alfred students and a survey conducted in the library. R. Bald reiterated that this plan contained suggestions that could be accepted or rejected by the Board. He left a copy of the power point presentation and the blue print plans for the Board and Staff to consider. The Board directed D. Wyrwa to consult with the Staff and suggest timetable priorities and what new ideas they feel would be most beneficial to the library and the community.

Web Page

The Homepage has nearly been completed with a couple of minor changes yet to be made. Staff is working on additional pages depending on their area of responsibility.

Library Statistics

Materials circulation	September 2008	23,774
Internet usage	September 2008	3,091
Attendance	September 2008	15,059 / 602 average per day
Web page site access	September 2008	2027

Financials

2007 – 2008 Year End Report

Upon the motion of J. McGee, and seconded by D. Charters, it was resolved to accept the 2007-2008 Year End Report.

All members voted yes. Motion carried.

June 2008 Summary of Revenues and Appropriations

Upon the motion of J. McGee, and seconded by D. Charters, it was resolved to accept the June 2008 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

August 2008 Summary of Revenues and Appropriations

Upon the motion of J. McGee, and seconded by T. Stokes, it was resolved to accept the August 2008 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

October 2008 Purchase Orders

Upon a motion of T. Stokes, seconded by B. Stich, it was resolved to accept the October 2008 Purchase Orders.

All members voted yes. Motion carried.

Marshall Grant

Upon a motion of T. Stokes, seconded by B. Stich, it was resolved to approve \$9334 in carryover funds in the Marshall Grant with these fund used in the following way:

\$ 1000 Salaries

\$ 80 Social Security

\$ 104 Retirement

\$ 7000 Equipment

\$ 1150 Supplies

All members voted yes. Motion carried.

Capital Fund

A discussion was held concerning starting a Capital Fund that would be used to implement changes to the library based on the Space Study. RML money that Nioga is currently holding and a member item check from Senator Rath would be deposited in this new Capital Fund.

Tax Change

Upon a motion by T. Stokes, seconded by D. Charters, it was resolved to accept a change of \$9.42 less in reported tax revenues.

All members voted yes. Motion carried.

Communications

GRO Newsletter

Board members received the latest edition of the GRO Newsletter.

Martinez letter

A proposed letter was read that would suspend library privileges for Maria Martinez who has been an after-school problem patron for a lengthy period of time, repeatedly violating the library's code of conduct. Attempts have been made by library staff to correct the situation, but all have failed. D. Wyrwa has requested that the Board revoke Maria's library privileges for the 2008-2009 school year. Maria would still be able to request materials by using the Middle School Media Center. In July 2009, her privileges would be restored to give her access to library materials during the summer. The Board directed President, R. Surowka to sign the letter to this effect and send it to Maria's home.

Unfinished Business**Update on Financial Policies**

Attorney T. Williams reviewed the proposed Financial Policies and advised D. Wyrwa that they were legal and acceptable.

Upon a motion by T. Stokes, seconded by B. Stich it was resolved to accept the updated Financial Policies.

All members voted yes. Motion carried.

New Business**October Calendar of Events**

The calendar of events for October 2008 was distributed to the Board.

Meeting with Batavia BOE

January 5, 2009 has been selected as the date for the joint meeting between the Library Board and the Board of Education.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 9:03pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees December 8, 2008

Richmond Memorial Library

Board of Trustees

November 10, 2008

The regular meeting of the Board of Trustees was held on Monday, November 10, 2008. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members Present: Dana Charters, John McGee, Beth Stich, Tracy Stokes, Rosemary Surowka

Also present: Colleen Brudz, Diana Wyrwa, Sandra Gillard

Approval of Minutes

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to accept the minutes of the October 20, 2008.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

People are going to be interviewed this week to fill the 6th Page position.

2009 Calendar

D. Wyrwa presented two calendars for 2009 indicating what days the library will be closed. The Board discussed the options of whether to close Saturdays during the summer. The public would clearly like those Saturday hours available. Upon a motion by J. McGee and seconded by B. Stich it was resolved to accept the calendar in which the library will be open Saturdays in July and August.

Long Range Plan

Space Study

D. Wyrwa met with some of the librarians about ideas concerning the Space Study. Moving the book sale and storage areas was one of the first projects that was recommended. Also, creating a coffee bar was another item that should be worked on because the survey showed it was very important to our public. More staff meetings will take place to discuss ideas and timelines.

Web Page

A mock-up of the Homepage of the library's website was shown to the Board. Staff is working on additional pages depending on their area of responsibility. The timetable will be to have the site launched in January at the same time Nioga begins using the new Symphony program for circulation and searching.

Library Statistics

Materials circulation	October 2008	24,529
Internet usage	October 2008	2,898
Attendance	October 2008	16,199 / 623 average per day
Web page site access	October 2008	2122

Report of Committees

Genesee County Funding

D. Charters spoke at the Genesee County meeting, and it appears that the funding will remain the same.

Financials

September 2008 Summary of Revenues and Appropriations

Upon the motion of D. Charters, and seconded by J. McGee, it was resolved to accept the September 2008 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

November 2008 Purchase Orders

Movie Licensing USA was added to the list of November requisitions sent to the Board.

Upon a motion of T. Stokes, seconded by D. Charters, it was resolved to accept the November 2008 Purchase Orders with the one addition.

All members voted yes. Motion carried.

Unfinished Business

Financial Policies/Capital Fund Update

The Library Board directed D. Wyrwa to open a new account for Capital Funds and to deposit the check from Senator Mary Lou Rath.

D. Wyrwa met with M. Puzio and S. Rozanski concerning the library's financial policies. The Batavia City School District will continue to write payroll checks. B. Kapperman must, by NYS law, continue to be Treasurer for Richmond Memorial Library, but the library will have its own warrant. The library will no longer be covered under the School District's bi-weekly audit. The Richmond Memorial Library Board will be responsible for all the financials and may need to hire someone for a yearly audit.

It was suggested that a subcommittee be formed that will be a Financial Committee. B. Stich volunteered to serve on this committee.

Communications - No report

New Business

November Calendar of Events

The calendar of events for November 2008 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:17pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees January 5, 2009

Richmond Memorial Library

Board of Trustees

December 8, 2008

The regular meeting of the Board of Trustees was held on Monday, December 8, 2008. President of the Board Rosemary Surowka called the meeting to order at 6:33 pm. Members Present: Dana Charters, John McGee, Beth Stich, Tracy Stokes, Rosemary Surowka

Also present: Colleen Brudz, Gail Stevens, Diana Wyrwa, Sandra Gillard

Approval of Minutes

Upon the motion of D. Charters and seconded by J. McGee, it was resolved to accept the minutes of the November 10, 2008.

All members voted yes. Motion carried.

Report of the Librarian

2008-2009 Budget Calendar

D. Wyrwa reported that Cindy Ferrando has agreed to be the Election Inspector for the 2009 budget vote.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to accept the 2008-2009 Budget Calendar as presented.

All members voted yes. Motion carried.

New Year's Eve Early Closing Request

After a discussion about closing the library earlier on New Year's Eve it was decided to remain consistent with past years and leave the closing time at 5pm.

Upon a motion by J. McGee and seconded by D. Charters it was resolved to have the library close at 5pm on December 31, 2008.

All members voted yes. Motion carried.

Personnel

As an informational piece, D. Wyrwa informed the Board that there are new circulation duties with the new Symphony automated system. There is special training that is limited by Nioga to one staff member. The Board may want to consider examining these duties and decide if a clerical job description should be reworked with additional compensation.

Upon a motion by D. Charters and seconded by B. Stich it was resolved to hire Ashley Kingsley for the position of Page.

All Members voted yes. Motion carried.

Professional and Clerical Agreements

D. Wyrwa presented to the Board a draft of the Professional Staff Agreement. The Board wanted D. Wyrwa to give the professional staff copies of the agreement to examine.

Board and staff could come back with comments. Since the January Board meeting includes the joint meeting with the Batavia Board of Education, the agreement will be

reviewed at the February 2009 Board Meeting A draft of the Clerical Agreement is not yet ready, however, that too should be reviewed at the February Board meeting.

Computer Policy

Due to changes in technology it is important to update policies periodically.

Upon a motion by D. Charters and seconded by J. McGee it was resolved to accept the revised "Internet Use Policy".

All members voted yes. Motion carried.

Long Range Plan

Public Fax

Toshiba has presented a purchase price of \$700 for the Fax Module for e-Studio 350. They have the NYS Contract #PC59471.

Web Page

A portion of the Homepage of the library's website was shown to the Board. Staff is working on additional pages depending on their area of responsibility. The timetable is to have the site launched in January at the same time Nioga begins using the new Symphony program for circulation and searching. Overall we are pleased with how the site looks but minor changes are being made.

Space Study

Activities for 2008 of the Space Study are still in the process of being completed. In January, at the joint meeting of the Board of Education and the Library Board the Space Study and the Website will be highlighted.

Library Statistics

Materials circulation	November 2008	23,468
Internet usage	November 2008	2,875
Attendance	November 2008	14,327 / 600 average per day
Web page site access	November 2008	2016

Report of Committees

Finance Committee

D.Wyrwa met with B. Kapperman to discuss changing the way the financials are handled by the Batavia City School District. The changes will not take place until the start of the new fiscal year.

A financial sub-committee consisting of D. Wyrwa, B. Stich, J. McGee, and C. Richardson will meet to oversee the new system.

Financials

October 2008 Summary of Revenues and Appropriations

Upon the motion of T. Stokes, and seconded by J. McGee, it was resolved to accept the October 2008 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

November 2008 Purchase Orders

Upon a motion of J. McGee, seconded by D. Charters, it was resolved to accept the November 2008 Purchase Orders.

All members voted yes. Motion carried.

Transfers

Two budgetary transfers were proposed.

Upon a motion by B. Stich and seconded by T. Stokes, it was resolved to transfer \$1000 for the Americorp payment from budget code L7410-160-00-1800 to code L7410-400-00-0450 and to transfer \$700 from code L7410-450-00-0414 to code L7410-200-00-0000 for the fax module.

All members voted yes. Motion carried.

Communications

Parent Child Grant Status from NYS

An Email was submitted to the Board that GRO director Susan Briggs received from Elaine Baker, Consultant for the Adult Literacy and Family Literacy Grant Programs. It concerns the final 10% payment of the Family Literacy project. Because of financial constrains at the state level the amount of this final payment may be cut.

Department of Transportation – Library Sign

David C. Goehring, Regional Traffic Engineer, has denied the library's request to put the Richmond Memorial Library sign back on the corner of Ross Street and Main Street. The office will still consider a standard green and white library sign for this location.

Unfinished Business

None

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New Business

December Calendar of Events

The calendar of events for December 2008 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:27pm.

Respectfully submitted,
Diana Wyrwa, clerk