

Approved by Library Board of Trustees February 9, 2009

Richmond Memorial Library

Board of Trustees

January 5, 2009

The regular meeting of the Board of Trustees was held on Monday, January 5, 2009. President of the Board Rosemary Surowka called the meeting to order at 6:00 pm. Members Present: Dana Charters, John McGee, Beth Stich, Rosemary Surowka Also present: Colleen Brudz, Gail Stevens, Diana Wyrwa, Sandra Gillard Excused: Tracy Stokes

Approval of Minutes

Upon the motion of B. Stich and seconded by J. McGee, it was resolved to accept the minutes of the meeting December 8, 2008. All members voted yes. Motion carried.

Report of the Librarian

Personnel

D. Wyrwa asked the Board to consider the need for a Circulation Lead Clerk due to new automation system needs. The person in this position would receive additional compensation for extra duties and responsibilities in accordance with the library's clerical agreement.

Review of Library Presentation to Board of Education

The presentation to the Board of Education will be primarily about the Space Study as part of the Long Range Plan. D. Wyrwa will talk about the changes that could be made in the building and services based on the results of the patron survey and borrowing statistics. A Power Point presentation will describe how the physical space of the library might be reconfigured to use it in the best possible way.

Loaning Materials Update

The Board was presented with a new Borrowing Materials Policy. The proposed policy will be a change from the current policy, in that all materials at the Richmond Library with the exception of videos and DVDs, will be a three week loan period. Fines for videos will change from one dollar a day to twenty cents a day with a maximum fine of five dollars. The reason for the video fine change is because we are phasing out the video format. DVD charges will remain the same. This policy will go into effect with the launch of the new library automation system via Nioga.

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to accept the new Borrowing Materials Policy.

All members voted yes. Motion carried

Clerical Agreements

D. Wyrwa presented to the Board a draft of the Clerical Staff Agreement. The draft of the Clerical Agreement will be reviewed at the February Board meeting.

Long Range Plan

Automatic Doors

It will be spring before the automatic doors will be installed.

GRO Banners

High winds have caused banners to come loose from Roxy's Music Store and John Kennedy School. They have been taken down for safety reasons and will not be reattached until spring.

Goals/Activities

In February, the Board will be given the goals and activities accomplished in 2008 and what that the Library's plan for long range activities in 2009.

Library Statistics

Materials circulation	December 2008	22,517
Internet usage	December 2008	2,532
Attendance	December 2008	13,179 / 573 average per day
Web page site access	December 2008	1918

Report of Committees - none

Financials

November 2008 Summary of Revenues and Appropriations

There are accounting inconsistencies in the utilities line and as a result we are running a negative balance. Treasurer B. Kapperman is aware of the issue and looking into the matter. No action taken on the November report at this time.

January 2009 Purchase Orders

Upon a motion of B. Stich, seconded by J. McGee, it was resolved to accept the proposed January 2009 Purchase Orders.

All members voted yes. Motion carried.

Construction Grant

The Construction Grant has been completed and the security cameras have been installed. As directed by the Board, President Rosemary Surowka will sign the report so that it can be filed.

Communications

A letter came from Jay Gsell concerning 2009 Genesee County funding for libraries. The amount will remain at \$60,370 for public library funding across the county in 2009.

Unfinished Business

Performance Evaluation of Library Director, Diana Wyrwa

A motion was made by B. Stich and seconded by R. Surowka at 6:55pm that the Board go into Executive Session.

All members voted yes. Motion carried.

A motion was made by R. Surowka and seconded by J. McGee at 7:15pm that the Board return from the Executive Session.

All members voted yes. Motion carried.

New Business**January Calendar of Events**

The calendar of events for January 2009 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 7:16pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees March 9, 2009

Richmond Memorial Library

Board of Trustees

February 9, 2009

The regular meeting of the Board of Trustees was held on Monday, February 9, 2009. 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, and Rosemary Surowka
Also present: Colleen Brudz, Diana Wyrwa, and Sandra Gillard
Excused: Gail Stevens

Approval of Minutes

Upon the motion of B. Stich and seconded by J. McGee, it was resolved to accept the minutes of the meeting January 5, 2009.
All members voted yes. Motion carried.

Report of the Librarian

2009-2010 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 T. Stokes
the following resolutions were 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 T. Stokes

the following 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 14, 2009 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 14th of April, to wit, on March 31 and April 7 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 14, 2009 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 T. Stokes

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 5, 2009 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 21 and April 28, 2009 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 5, 2009.

All members voted yes. Motion carried.

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

UPON THE MOTION OF J.McGee; seconded by T. Stokes
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 5, 2009, which dates of publication shall be on March 10, March 17, March 24 and March 31 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 5, 2009 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 2009-2010 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, 2009 and ending June 30, 2014, as a result of the expiration of the term of office presently held by John McGee; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 5, 2009, 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 13, 2009 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 27, 2009 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 14, 2009 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 15, 2009 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 21, 2009 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 4, 2009 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 5, 2009, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 5, 2009.

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 T. Stokes
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 5, 2009 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.

We the People Bookshelf Grant Application

Upon the motion of Dana Charters and seconded by Tracy Stokes it was resolved to apply for the We the People Bookshelf Grant. All members voted yes. Motion carried.

New Library Automation System Update

The Nioga Library System has installed a new automation system called Symphony. The Horizon system is no longer being supported so this move was necessary. One of the advantages to this new system is that notices for overdue and reserve materials can be automatically generated. This will save time and money for the library.

Long Range Plan

The Professional Staff met and discussed what was completed of the Long Range Plan during 2008 and what should be worked on during 2009. The fax machine line has been installed and should be available to the public by tax season. The public will only be able to fax out, not receive faxes at the library.

Space Study

Rick Bald was at the library to hear staff suggestions and comments about the Space Study. He will come back with finalized drawings. The first change will probably be to the Book Sale and the Storage areas in the basement. The Reading Room is also cramped for space to house Large Print materials. Magazine shelving may partially be turned back into book shelving with some freestanding shelves for magazines. The public is very interested in the coffee bar so that will be another project to be considered when there are funds. It would be nice to have a three dimensional display for the public to see as plans progress.

Website

The new library website is nearly finished and should be available for the public in the very near future. The staff will now maintain the website but there still may be technical things that need to be done by Barbara Grosh, the web designer.

Library Statistics

Materials circulation	January 2009	no data from Nioga due to new system
Internet usage	January 2009	2,662
Attendance	January 2009	14,848 / 594 average per day
Web page site access	January 2009	2055

Report of Committees

Finance Committee

Capital Reserve

A Capital Reserve Account which will go in the Fund Balance will be established. Any money that is deposited or withdrawn from this account must be approved by the Richmond Library Board.

Nioga Letter

Upon a motion by J. McGee, seconded by B. Stich, a letter from President Rosemary Surowka will be sent to Thomas Bindeman requesting that \$19,330.64 be returned to Richmond Memorial Library. This money had been housed at the Nioga Library System and the money would now go to the Capital Reserve. All members voted yes. Motion carried.

Fund Raising

Upon a motion by J. McGee, seconded by B. Stich it was resolved that the Richmond Library would cooperate in a fund raising effort in cooperation with Pizza Hut and the money would go to the Capital Reserve. All members voted yes. Motion carried.

Sale of the Card Catalog

Upon a motion by J. McGee, seconded by B. Stich it was resolved that the Richmond Library would sell a large Card Catalog unit for \$75 and the money would go to the Capital Reserve. All members voted yes. Motion carried.

2009-2010 Budget Update

Preliminary figures show a 2.75% increase but D. Wyrwa is working toward lowering this even more. Revenues will go down because of the economy so it will be difficult to create a budget with no increase. The budget will be presented to the Board in the March meeting.

Retirement Incentive

Upon a motion by B. Stich, seconded by J. McGee it was resolved to offer Professional Staff with at least 30 years of service a retirement incentive of \$1200 for each full year of credited service in the NYSERS. The incentive will be paid in 4 equal installments over a 4 year period.

All members voted yes. Motion carried.

Financials

February 2009 Purchase Orders

Upon a motion of D. Charters, seconded by T. Stokes, it was resolved to accept the proposed February 2009 Purchase Orders.

All members voted yes. Motion carried.

November 2008 & December 2008 Summary of Revenues and Appropriations

Upon a motion of B. Stich, seconded by J. McGee, it was resolved to approve the July – November 2008 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Upon a motion by D. Charters, seconded by T. Stokes to was resolved to add deferred revenue donations in memory of Mrs. Jill Artman from last fiscal year to current fiscal year, increasing Gifts and Donations revenue by \$1101.50 and Supplies Appropriation by \$1101.50, for the purchase of padded chairs for the Gallery Room.

All members voted yes. Motion carried.

Upon a motion of T. Stokes, seconded by J. McGee, it was resolved to approve the July – December 2008 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Communications

Genesee County Funding

The libraries are currently scheduled to present to the County Legislature on May 4, 2009. They will be meeting in February to plan strategy and discuss options.

GRO Newsletter

The GRO Newsletter was distributed to the Board.

Unfinished Business

Professional Staff Agreement

Upon a motion of B. Stich, seconded by J. McGee, it was resolved to accept the proposed Professional Staff Agreement.

All members voted yes. Motion carried.

Clerical Staff Agreement

Upon a motion of J. McGee, seconded by T. Stokes it was resolved to accept the proposed Clerical Staff Agreement.

All members voted yes. Motion carried.

New Business

February Calendar of Events

The calendar of events for February 2009 was distributed to the Board.

Request to Move to Executive Session

Upon a motion by J. McGee, seconded by T. Stokes it was requested that the Board go into Executive Session at 8:05pm.

All members voted yes. Motion carried.

Upon a motion by R. Surowka, seconded by T. Stokes that the Board adjourn from Executive Session at 9:25 pm.

All members voted yes. Motion carried.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 9:25 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees April 13, 2009

Richmond Memorial Library

Board of Trustees

March 9, 2009

The regular meeting of the Board of Trustees was held on Monday, March 9, 2009. 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, and Rosemary Surowka
Also present: Colleen Brudz, Diana Wyrwa, and Sandra Gillard
Excused: Gail Stevens

Approval of Minutes

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to accept the minutes of the meeting February 9, 2009.

All members voted yes. Motion carried.

Executive Session

Upon the motion of R. Surowka and seconded by J. McGee, it was resolved to go into Executive Session.

All members voted yes. Motion carried.

Upon the motion of R. Surowka and seconded by J. McGee, it was resolved to end the Executive Session.

All members voted yes. Motion carried.

Report of the Librarian

2008 Annual Report

A brochure with highlights from the annual report was distributed to Board Members. This brochure will also be sent to key members of the community who are library supporters. Board members also received a copy of the entire 2008 Annual Report.

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to accept the 2008 Annual Report.

All members voted yes. Motion carried.

2009-2010 Resolutions Appointing Elections Inspectors for May 5, 2009

Budget Vote/Trustee Election

UPON THE MOTION OF T. Stokes, seconded by B. Stich the following resolution was approved:

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 5, 2009 the following qualified voters residing in Batavia City School District:

Cynthia Ferrando, Chairperson
Irene Cappiello
Rose Ferrando
Marge German
Barbara Matarazzo

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.

2009-2010 Preliminary Budget

The proposed budget has an increase of 2.6% to raise \$28,987 in additional taxes. Upon the motion of B. Stich and seconded by T. Stokes to was resolved to accept the proposed 2009-2010 budget.
All members voted yes. Motion carried.

Budget Proposition/Trustee Election

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to approve the following proposition:

Public Library Budget Proposition

Shall the Board of Education of the City School District of Batavia be authorized to raise by tax \$28,987 to increase the annual appropriation from 1,114,885 to 1,143,872 for the benefit of the Richmond Memorial Library?

_____ Yes _____ No

All members voted yes. Motion carried.

Trustee Petitions

Trustee petitions are available. John McGee's term will be expiring, but he is interested in running for the Richmond Library Board again for the 2009 – 2014 term of office. Trustee petitions must be filed by 4:00 PM on March 27, 2009 with the Clerk of the Board of Education with at least 100 signatures from qualified voters in the Batavia City School District.

National Library Week – Friend of the Year

National Library Week is April 13-17. The library will once again be partnering with area businesses. This is the 3rd year for this program. Currently we have 43 partners, which is 8 more than last year.

Joseph Zaso has been selected as this year's Friend of the Year. A reception will be held in his honor in the Gallery Room on April 17 from 3:30-5pm. All Board members are invited to attend.

Tale for Three Counties 2009 Program

This year's book is Separate from the World by Paul Gaus. A book discussion will be held at Richmond Library on Wednesday, March 11 and Mr. Gaus will talk about his writing Thursday, March 12 at 7pm.

Long Range Plan

Website

The new library website is now available for the public. The response to it has been very positive.

Automatic Door

The automatic door is now operating so access to the library should be easier for people with physical limitations.

Library Statistics

Materials circulation	February 2009	no data from Nioga due to new system
Internet usage	February 2009	2,649
Attendance	February 2009	14,552 / 633 average per day
Web page site access	February 2009	1974

Report of Committees

None

Financials

March 2009 Purchase Orders

Upon a motion of J. McGee, seconded by T. Stokes, it was resolved to accept the proposed March 2009 Purchase Orders.

All members voted yes. Motion carried.

January 2009 Summary of Revenues and Appropriations

Upon a motion of B. Stich, seconded by J. McGee, it was resolved to approve the January 2009 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Capital Reserve – fundraiser & Nioga funds

The Richmond Library money that was being housed at Nioga has been returned to the library and will be put in the Capital Reserve fund.

The fundraiser at Pizza Hut will be held on April 7, 2009 from 4-8pm. People must have a coupon in order for the library to be credited with a sale. The money raised will also be deposited in the Capital Reserve Fund and will be put toward the Space Study.

Communications

None

Unfinished Business

Fax for public use

The fax machine for public use is now operational.

Upon a motion by T. Stokes, seconded by J. McGee it was resolved that a charge of \$1/page, excluding the cover and confirmation sheets, will be charged for this service and that the public may send but not receive faxes.

All members voted yes. Motion carried.

New Business

Budget Information Meeting – Monday, April 13

The Budget Informational Meeting will be held in the Gallery Room of the library on April 13 at 7pm. The Board will meet for a brief monthly meeting after the public meeting.

March Calendar of Events

The calendar of events for March 2009 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:08 pm.

Respectfully submitted,
Diana Wyrwa, clerk

**Richmond Memorial Library
Board of Trustees
April 13, 2009**

The regular meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 13, 2009.

President of the Board Rosemary Surowka called the meeting to order at 7:25 pm.

Members Present: John McGee, Beth Stich, Tracy Stokes, and Rosemary Surowka

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

Excused: Dana Charters

Approval of Minutes

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to accept the minutes of the meeting March 9, 2009.

All members voted yes. Motion carried.

**Report of the Librarian
National Library Week**

National Library Week is April 13-17. The library will once again be partnering with area businesses. This is the 3rd year for this program. We have 48 partners. The Board was given the booklet that is to be stamped by the partners. Three stamps will allow participants to enter a basket raffle. This year one basket is available for those who get less than 3 stamps. The library also has a display in the Chamber of Commerce window for 2 weeks starting April 13th.

Marshall Grant Request 2009-2010

Last year the library was awarded \$53,000 in Marshall Grant funds for the SAGE program. This year, due to the economy, all Marshall funded programs will be taking a cut. The library may apply for \$10,808 for a 6 month period. After 6 months, the amount we can apply for may increase depending on the economy. That amount will pay for salary for the program coordinator, Cathie Plaisted, at reduced hours (25 hours to 21 hours). There will be no clerical help, no media purchases and only \$5000 for Large Print Books. The \$5000 will be roll-over funds from the current 2008-2009 Marshall Fund allocation. Alternatives to maintain the level of service for the SAGE program are being investigated. A student from Genesee Community College is interested in the SAGE program as her internship.

Upon a motion of T. Stokes, seconded by B. Stich, it was resolved to accept the proposed grant application to the Marshall Fund for \$10,808 for a 6 month time period.

All members voted yes. Motion carried.

Financial Institutions for Library

D. Wyrwa has started investigating Financial Institutions for the library. Three banks were approached: M&T Bank, Bank of Castile and Five Star Bank. The Board requested more information before making a decision at the May meeting.

Long Range Plan

D. Wyrwa presented the updated Long Range Plan, which included completed 2008 activities and proposed 2009 and 2010 activities. The Board will act upon the updated plan at the regularly scheduled May Board meeting.

Library Statistics

Materials circulation	March 2009	no data from Nioga due to new system
Internet usage	March 2009	3153
Attendance	March 2009	17880 / 688 average per day
Web page site access	March 2009	2174

Report of Committees

None

Financials

April 2009 Purchase Orders

Upon a motion of B. Stich, seconded by T. Stokes, it was resolved to accept the proposed April 2009 Purchase Orders.

All members voted yes. Motion carried.

February 2009 Summary of Revenues and Appropriations

Upon a motion of J. McGee, seconded by B. Stich, it was resolved to approve the February 2009 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Capital Reserve – Fundraiser

The fundraiser at Pizza Hut was held on April 7, 2009 and the library made \$227. Also two people donated a total of \$30 because they supported the cause but were unable to attend. It was seen as a successful fundraiser because there was good community involvement, and everyone had fun.

Special Legislative Grant – Assemblyman Hawley/Senator Ranzenhofer

The library is expecting to receive \$2000 that will be used for furniture in the teen area.

GRO Program Budget Amendment

New York State notified the library that the GRO program will be receiving a decrease of \$128 from the final payment for the current grant.

Communications

Nioga Trustee Events

Information was sent from Tom Bindeman, Nioga Director, that workshops will be sponsored targeting Directors and Trustees. The five workshops will feature Dick Panz.

NYSALB 2009 Trustee Institute

The Institute will be held May 1-2, 2009 in Syracuse. C. Brudz attended last year and felt it was an excellent experience.

Proposal by Jeffrey Ackerman

Jeffrey and Terri-Lynn Ackerman asked the Board to consider putting a candy vending machine in the lobby. This venture is a business for the Ackerman's and they would donate 10% of the earnings to the library. The Board asked D. Wyrwa to get more information about the proposal before they consider it. There were questions about liability insurance and about an actual contract.

Unfinished Business

The Library has been notified that it was awarded the "We the People" grant that the Children's Room applied for.

New Business

April Events

- ❖ Books Sandwiched In begins April 22. The theme this series is "Best Sellers Fiction and Nonfiction through the Decades".
- ❖ Joe Zaso will be honored Friday, April 17, 3:30-5pm as Friend of the Year. The presentation will be at 4pm.
- ❖ Mystery Book Discussion will be held Monday, April 27 at 7pm.

April Calendar of Events

The calendar of events for April 2009 was distributed to the Board.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 9:06 pm.

Respectfully submitted,
Diana Wyrwa, clerk

**Richmond Memorial Library
Board of Trustees
May 11, 2009**

The regular meeting of the Board of Trustees was held on Monday, May 11, 2009. President of the Board Rosemary Surowka called the meeting to order at 6:27 pm. Members Present: Dana Charters, John McGee, Beth Stich, Tracy Stokes, and Rosemary Surowka
Also present: Colleen Brudz, Diana Wyrwa, and Sandra Gillard
Excused: Gail Stevens

Approval of Minutes

Upon the motion of T. Stokes and seconded by J. McGee, it was resolved to accept the minutes of the meeting April 13, 2009.
All members voted yes. Motion carried.

Report of the Librarian

Review of Budget Results

The budget was passed by 81% with 253 voting yes and 59 voting no. This is a 5 to 1 margin, which is similar to last year's vote.
John McGee who ran unopposed was elected for a 5-year term.

Long Range Plan

D. Wyrwa presented the updated Long Range Plan, which included completed 2008 activities and proposed 2009 and 2010 activities.
Upon a motion of J. McGee, seconded by B. Stich, it was resolved to accept the updated Long Range Plan.
All members voted yes. Motion carried.

Space Study

FRA has given the Board plans that have a variety of options as part of the Space Study. The first activity will be changing the Book Sale Room and the storage area. It will mean changing some doors, lighting, and walls. It is hoped that the process can be done quickly so the Friends of the Library will not lose money on their book sales. The Board instructed D. Wyrwa to begin talks with J. Jacobs about these plans.

Reading Room Proposal

A proposal for the Reading Room was presented. More room is needed to expand shelving for Large Print books. Craig Gillard has put together a plan to reduce the number of shelves needed for magazines by putting 5 on each shelf rather than 3. This will mean the shelves need to be reconfigured. Also 2 large shelving units with doors will be constructed to hold back issues. Over the years he has worked for the Friends of the Library on various construction projects for the Summer

Reading program. Other units were investigated but nothing that was pre-made could be found that was appropriate. The funds for this project will be from the Marshall Fund and will create the needed room for more Large Print books.

Library Statistics

Materials Circulation	January 2009	20,182
Materials Circulation	February 2009	20,468
Materials Circulation	March 2009	22,388
Materials circulation	April 2009	22,105
Internet usage	April 2009	2952
Attendance	April 2009	15,390 / 592 average per day
Web page site access	April 2009	2470

Report of Committees

None

Financials

March 2009 Summary of Revenues and Appropriations

Upon a motion of B. Stich, seconded by T. Stokes, it was resolved to approve the March 2009 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Transfer of Funds

Upon a motion of T. Stokes, seconded by D. Charters it was resolved to transfer \$3500 from utilities to equipment; and \$6000 from part-time salaries to supplies; and \$5000 will be transferred from the equipment line of the Marshall grant to other services.

All members voted yes. Motion carried.

May 2009 Purchase Orders

Upon a motion of T. Stokes, seconded by B. Stich it was resolved to accept the proposed May 2009 Purchase Orders.

All members voted yes. Motion carried.

Upon a motion by D. Charters, seconded by B. Stich it was resolved that the Board would give approval to any potential Purchase Orders that might come about before the end of the fiscal year based on the recommendation of the financial committee.

All members voted yes. Motion carried.

Communications

Keenan Letter

A letter came from Laura Keenan asking the library to consider a "Library Museum Pass" program. Leslie DeLooze had already contacted museums because of the art theme for the Adult Summer Reading program. She has received passes from some of the organizations that were contacted. The Children's Department will now try to organize a program with the Rochester Museum of Science and Planetarium, Buffalo Museum of Science, Strong Museum of Play and Genesee Country Village.

Unfinished Business

Presentation by Jeffrey Ackerman

Jeffrey Ackerman spoke to the Board concerning his candy machine proposal. He brought a sample machine with him and explained where other machines had been placed throughout the community. Mr. Ackerman provided the liability insurance information that the Board had requested to D. Wyrwa prior to his presentation. He also noted that the offerings in the library's machine would not include nuts, as per the library's request. The machine would be serviced on a regular basis by Mr. Ackerman and, as stated in the original proposal, 10% of the proceeds would go to the library.

Upon a motion by T. Stokes, seconded by B. Stich it was resolved to approve the placement of the snack vending machine in the lobby of the library for a three month trial period. All members voted yes. Motion carried.

Financial Institutions for Library

D. Wyrwa made further investigation into Financial Institutions for the library. Bank of Castile and Five Star Bank were approached. Five Star Bank submitted a written proposal. The Board discussed the pros and cons of each institution.

Upon a motion by J. McGee, seconded by D. Charters, it was resolved to appoint Five Star Bank as the authorized depository for Richmond Memorial Library.

All members voted yes. Motion carried.

New Business

Painting/Book donation

An anonymous donor was interested in giving the library some paintings and books that were purported to be very valuable. D. Wyrwa contacted T. Williams, the library's lawyer and asked his advise. Mr. Williams recommended getting an appraisal of the items before accepting the donation. D. Wyrwa took them to an art appraiser in Buffalo and it was his opinion that the paintings were not by the original artists. The donor has collected the paintings and will get a second opinion.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:55 pm.

Respectfully submitted,
Diana Wyrwa, clerk

**Richmond Memorial Library
Board of Trustees
June 8, 2009**

The regular meeting of the Board of Trustees was held on Monday, June 8, 2009. President of the Board Rosemary Surowka called the meeting to order at 6:35 pm. Members Present: Dana Charters, Beth Stich, Tracy Stokes, and Rosemary Surowka Also present: Colleen Brudz, Diana Wyrwa, and Sandra Gillard Excused: John McGee and Gail Stevens

Approval of Minutes

The following corrections were made to the May Minutes.

Under **Reading Room Proposal** the following line was added:

The funds for this project will be from the Marshall Fund and will create the needed room for more Large Print books.

Under **Transfer of Funds** the following line was added:

\$5000 will be transferred from the equipment line of the Marshall grant to other services.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to accept the corrected minutes of the meeting May 11, 2009.

All members voted yes. Motion carried.

Report of the Librarian

2009 – 2010 Library Board Meeting Calendar

The Library Board will meet on the second Monday of each month at 6:30pm with two exceptions. The meeting will be held October 19, 2009 because of the Columbus Day holiday and April 12, 2010 after the Public Information Meeting for the Library Budget. The Information Meeting will begin at 7pm and the Board Meeting will be held directly after.

Personnel

Upon the motion of D. Charters and seconded by B. Stich, it was resolved that custodians James Donahue (Senior Custodial Worker) and Peggy George (Custodial Worker) will be transferred from employees of the Batavia City School District to employees of the Richmond Memorial Library as of July 1, 2009.

All members voted yes. Motion carried.

A discussion was held concerning using volunteers in the Page position at the library. D. Wyrwa checked with Civil Service and there is nothing to prevent making this move. The Page positions will be phased out as the current Pages leave. This will be a cost cutting measure by the library that could save nearly \$30,000.

Grants

The GRO program funding ends June 30, 2009. Several measures have been taken to keep the program going. Karissa Guiste has been hired as an Americorps worker to aid with the program. She will not cost the library any money because the funds are from the federal stimulus package and are coming through the Genesee County Youth Bureau. The Friends of the Library have also agreed to commit \$3000 to contract with S. Briggs to continue working as the coordinator. This will give the library staff time to find other funding sources. New York State just announced that libraries may apply for the Family Literacy Grant. New grants must be submitted by June 19, 2009. S. Gillard and S. Briggs have a grant already written in hopes that funding will be forthcoming. Upon the motion of D. Charters and seconded by T. Stokes it was resolved to approve submitting the "Eat, Read, Grow" proposal for NYS Family Literacy grant. All members voted yes. Motion carried.

Paula Haven has prepared a grant seeking funds to redecorate the Teen area when it is moved, as part of the Long Range Plan.

Upon the motion of T. Stokes, seconded by B. Stich it was resolved to submit a grant to Demco Library Interiors for \$10,000 to buy furniture and equipment for the new Teen Corner.

All members voted yes. Motion carried.

The first one-quarter of the funds have arrived for the \$1500 Legislative Grant. These funds are for new projection equipment that will be installed in the ceiling of the Gallery Room. This is another accomplishment for activities on the Long Range Plan.

Summer Reading

Materials were distributed concerning the Adult, Teen and Children's programs. An Ice Cream Social and Sidewalk Book Sale will be held on Monday, June 22, 2009 to kickoff the programs. As a way to advertise our new Booklist Alerts, adults will be given an extra raffle ticket if they register for one of the lists.

Long Range Plan

The first card catalog was sold for \$75 and this money will go toward other Long Range Plan projects.

D. Wyrwa has been talking with Jim Jacobs about plans for moving the Book Sale Room. The project will not need to go out to bid but we will need to solicit quotes. The Friends of the Library have also pledged to help with the expenses of this renovation. They have put a cap of \$8000 on this commitment.

Library Statistics

Materials circulation	May 2009	20,160
Internet usage	May 2009	2703
Attendance	May 2009	14,343 / 574 average per day
Web page site access	May2009	2450

Report of Committees

Financial Committee

The Finance Committee and Staff including B. Stich, J. McGee, D. Wyrwa, and C. Richardson met with Scott Rozanski and Barbara Kapperman to discuss the way finances will be handled starting July 1, 2009.

D. Wyrwa reported on the progress of the financial changes at Richmond Library. The library will need to buy into EduTech's Finance Manager as we change the way we are managing our finances. The Board will now approve payment of checks rather than purchase orders. The payroll checks will be issued as Richmond Memorial Library instead of Batavia City School District. The library will need an Employee Retirement Location Number. The pay schedule will remain the same as the School District at the current time. In the future we may change the time periods to reflect the actual hours of the library (open on Saturday unlike the schools). A filing must be done for Federal and New York State withholding taxes. The federal form is online but the state form must be done as a paper copy. Tax Sheltered Annuities will no longer be available for library employees through the School District. Joining other TSAs will be investigated such as New York State Library Association, Chamber of Commerce, etc.. The library is registered with Unemployment. The library will remain with the school district for health insurance and flex plans.

Upon the motion of D. Charters, seconded by T. Stokes it was resolved that Diana Wyrwa be named to the positions of Purchasing Agent (to approve Purchase orders) and Payroll Certification. The position of Deputy Treasurer will be B. Stich and J. McGee (they would be able to sign checks if Treasurer Barbara Kapperman cannot). Barbara Kapperman will remain treasurer as required by Public Library Law. All members voted yes. Motion carried.

Financials

April 2009 Summary of Revenues and Appropriations

Upon a motion of B. Stich, seconded by T. Stokes, it was resolved to approve the April 2009 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Transfer of Funds

Upon a motion of T. Stokes, seconded by B. Stich it was resolved to transfer \$100 from the book line to the magazine line. All members voted yes. Motion carried.

June 2009 Purchase Orders

Upon a motion of B. Stich, seconded by T. Stokes it was resolved to accept the proposed June 2009 Purchase Orders with the exception of the Elan Financial

Services. A separate payment will be made to Elan Financial Services for accrued charges.

All members voted yes. Motion carried.

Marshall Grant Funding

Upon the motion of T. Stokes, seconded by B. Stich it was resolved to accept the 2009 – 2010 (6 months) money for the Marshall Grant.

All members voted yes. Motion carried

Communications

None.

Unfinished Business

None.

New Business

None.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:57 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees August 10, 2009

Richmond Memorial Library

Board of Trustees

July 13, 2009

The reorganization meeting of the Board of Trustees was held on Monday, July 13, 2009. 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, Gail Stevens, Diana Wyrwa, and Sandra Gillard

Swearing in of New Board Member

John McGee, re-elected member to the Board of Trustees, was sworn-in by Notary Public, Alice Zito.

Reorganization

Election of President

J. McGee nominated Rosemary Surowka as President; B. Stich seconded the nomination.

All members voted yes. Rosemary Surowka elected as Board President for 2009-2010.

Election of Vice-President

R. Surowka nominated Dana Charters as Vice President; J. McGee seconded the nomination.

All members voted yes. Dana Charters elected as Board Vice President.

Appointment of Clerk

Upon the motion of T. Stokes, seconded by J. McGee, 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 T. Stokes, seconded by J. McGee, it was resolved to appoint Barbara Kapperman as Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Deputy Treasurer

Upon the motion of T. Stokes, seconded by R. Surowka, it was resolved to appoint Beth Stich and John McGee as Deputy Treasurers to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Purchasing Agent

Upon the motion of T. Stokes, seconded by J. McGee, it was resolved to appoint Diana Wyrwa as Purchasing Agent 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 attorney of record to represent the Richmond Memorial Library.

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 Memorial Library.

All members voted yes. Motion carried.

Official Newspaper

Upon the motion of T. Stokes, seconded by J. McGee, it was resolved that The Daily News be the Richmond Memorial Library's official newspaper.

All members voted yes. Motion carried.

Designation of Official Bank Depository

Upon the motion of T. Stokes, seconded by J. McGee, it was resolved that Five Star Bank be the Official Bank Depository for Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Bank Signatories

Upon the motion of T. Stokes, seconded by R. Surowka, it was resolved that Barbara Kapperman, Beth Stich and John McGee be appointed as the Bank Signatories for Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Payroll Certifier

Upon the motion of T. Stokes, seconded by J. McGee, it was resolved that Diana Wyrwa be appointed as the Payroll Certifier for Richmond Memorial Library.

All members voted yes.

By-Laws Review

Upon the motion of T. Stokes, seconded by J. McGee, it was resolved to accept the By-Laws for the Richmond Memorial Library as they are written.

All members voted yes. Motion carried.

Approval of Minutes

The following correction was made to the June 8, 2009 minutes:

Under Library Statistics the month was corrected to read May instead of April.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to accept the corrected minutes of the June 8, 2009 meeting.

All members voted yes. Motion carried.

Budget

Adoption of 2009-2010 Budget

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to adopt the 2009-2010 Budget.

All members voted yes. Motion carried.

2008-2009 Budget Status

Final payments from the 2008-2009 budget have been made. Year end numbers will be available after the audit takes place. Purchase Orders for 2009-2010 are being issued under the library's new financial procedures.

Report of the Librarian

Family Literacy Library Services Grant (GRO) – Year 2 Final Report

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to accept the Family Literacy Library Services Grant (GRO) Year 2 Final Report. All members voted yes. Motion carried.

New Financial Procedures

Procedures for paying invoices were reviewed. Upon the motion of J. McGee; seconded by T. Stokes the following conditions were added.

In the absence of a quorum at a regularly scheduled board meeting, invoices for payment may be approved by the President or Vice President and one board member of the finance committee. Formal approval made at the next board meeting.

Pre-audit approval of payments may be made for the following items:

Utility bills

Payroll related obligations

Time payments including credit card and lease agreements

Any other additional payments must be approved by the President or Vice President and one board member of the finance committee.

These payments would be issued with the second payroll of each month.

Formal approval made at the next board meeting.

All members voted yes. Motion carried.

Long Range Plan

The library is continuing to work on the Long Range Plan. Starting from the library's website, board members were shown a short instructional video about registering for the Children's Summer Reading Program. The film was made by Kelly March and Dan Crofts and put on You Tube. Using technology to reach more young people is the library's goal. In addition, registration for teen summer reading programs this year was done exclusively online. The You Tube clip was shown using the new ceiling mounted projection equipment that has been installed in the Gallery Room.

Cathie Plaisted is working with UMMC Hospital volunteer coordinator to create a lending library for patients and eventually staff. This will be similar to what “Candy Strippers” did in the past. Volunteers will take books on a cart to rooms throughout the hospital for patients to borrow.

Don Burkle of BID had contacted the library about using Jackson Square for a program. A Talent Show was one suggested possibility. The Board decided that there was not enough library staff to coordinate this project.

Library Statistics

Materials circulation	June 2009	22,503
Internet usage	June 2009	3226
Attendance	June 2009	16,335 / 628 average per day
Web page site access	June 2009	2623

Report of Committees

Genesee County Funding

D. Wyrwa reported that the Genesee County libraries presented their annual review of the state of the county libraries to the Human Services subcommittee of the county legislature. Presentation stressed the need for continued county funding in 2010 with no additional reductions.

Board members reviewed a letter from County Manager Jay Gsell concerning county funding requests for 2010. Libraries are planning to ask for the same amount of funding as received this current year.

Nioga sent a report about the distribution of Genesee County funding for 2009. The Richmond Memorial Library will be receiving less county funding for 2009. RML’s materials purchasing fell below maintenance of effort levels. The distribution is based on a formula that divides funds among the 6 county libraries based on population, average materials expenditure for the past three years, and circulation.

Financials

May 2009 Summary of Revenues and Appropriations

On a motion made by J. McGee, seconded by B. Stich, it was resolved to approve the May 2009 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon a motion of J. McGee, seconded by B. Stich, it was resolved to approve the July Invoices for payment. All members voted yes. Motion carried.

Marshall Grant Funding 2009 – 2010

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

Paula Havens contacted Oliver's to see if prizes could be purchased for a dollar from the candy store for Teen prizes. A letter from Bob Pacer, manager of Oliver's, indicates that he will match each dollar spent by the Teen Reading Program.

Unfinished Business

None

New Business

Teen librarian Paula Havens asked for a Board member to volunteer as a judge in the Teen Iron Chef program to be held on Thursday, July 30. Tracy Stokes volunteered.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:23pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees September 14, 2009

Richmond Memorial Library

Board of Trustees

August 10, 2009

The regular meeting of the Board of Trustees was held on Monday, August 10, 2009.

President of the Board Rosemary Surowka called the meeting to order at 6:38 pm.

Members Present: Dana Charters, John McGee, Tracy Stokes, and Rosemary Surowka

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

Excused: Beth Stich, Gail Stevens

Approval of Minutes

Upon the motion of D. Charters and seconded by T. Stokes, it was resolved to accept the minutes of the meeting July 13, 2009.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

Upon the motion of T. Stokes and seconded by J. McGee, it was resolved to accept Nicole Bundrock's resignation from the position of Page.

All members voted yes. Motion carried.

Books for Babies Grant

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to submit to the American Library Association, a proposal requesting \$500 with matching library funds of \$1000, for the Books for Babies Grant.

All members voted yes. Motion carried

NYS Construction Grant Application

D. Wyrwa reviewed information about the NYS Construction grant. We may not be able to meet the deadline to apply this year. D. Wyrwa has contacted Jim Jacobs about information concerning turning the Magazine Room into a Book Sale/Meeting Room. A quote is needed from a contractor to complete the application. If the information is obtained quickly enough Diana will write the grant application and submit it to Nioga.

Hospital Outreach

Sage Coordinator, Cathie Plaisted has been working with Reverend Kenneth Comer, Chaplain Associate at UMMC to create a lending library for patients and staff. The first delivery of books for patients went to the hospital on July 27, 2009. A volunteer will be responsible for this collection that will rotate every 2 weeks. It is anticipated that the collection of books to circulate to staff will be on August 12, 2009. This collection will rotate every 4 weeks.

Long Range Plan

Saturday Hours

The Long Range Plan is progressing with one of the notable activities being the fact that the library is now open Saturdays all year. People have been pleased with this development and attendance has been quite good.

Space Renovation and Redesign Update

Specifications for Phase 1 & 2 of the Space Study have been received from FRA Engineering. The 2 big projects that will be happening immediately are the renovation of the Book Sale/Meeting Room and the new Teen space. Diana Wyrwa, Paula Haven, and Kelly March visited libraries in Rochester (Webster and Pittsford) and Geneva to look for ideas for the Teen space. The Teen area is being worked on so that it will be habitable by September when school opens.

The coffee bar is also being investigated. Diana Wyrwa visited libraries in Buffalo (“Fables Café” at Buffalo & Erie County Central Library and Audubon Library plus Daemen College) to get information concerning coffee bars in libraries. Buffalo & Erie County Public Library shared their RFP for their café.

The Reading Room is being redesigned with new magazine units and 2 cabinets for storage of back issues of periodicals. The magazine units will house 5 magazines per shelf rather than 3. This will allow more shelves for Large Print books.

The padded chairs for the Gallery Room have arrived.

Two volunteers are now actively shelving materials as part of the Page to volunteer movement.

A milestone has been reached concerning Internet usage. For the first time visitor Internet uses exceeded 500 in one month.

Library Statistics

Materials Circulation	July 2009	No statistics
Internet usage	July 2009	3888
Attendance	July 2009	18,707 / 748 average per day
Web page site access	July 2009	2773

Nioga is investigating circulation statistics for the new software. It looks like the reports may have not been accurate.

Report of Committees

None

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by J. McGee it was resolved to approve the payment of \$12,163.05 for invoices printed on Warrant 5 with the exception of \$1,179.83 to Gaylord.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters it was resolved to approve the Supplemental Warrants for a total of \$768.05.

All members voted yes. Motion carried.

June & July 2009 Summary of revenues and appropriations

The June & July 2009 Summary of revenues and appropriations was tabled because there was no report from the Batavia City School District.

Capital Reserve Fund

Upon a motion of T. Stokes, seconded by J. McGee it was resolved to deposit all vending machine money proceeds and soda pop can deposit proceeds into the Capital Reserve Fund account. All members voted yes. Motion carried.

As of 6/30/09 there is a total of \$29,662.68 in the account.

D. Wyrwa told the Board about plans for the new Teen area. A game table with 2 chairs, a round table with 4 chairs, and 4-6 comfortable chairs are possible items to purchase. The furniture will have a modern look with chrome as part of the design. Also a grate from the ceiling is being looked at to define the Teen space.

Upon the motion of T. Stokes and seconded by D. Charters it was resolved to commit \$4000 from the Capital Reserve Fund for furniture and needed items for the new Teen area.

All members voted yes. Motion carried.

Communications

Adult Summer Reading Newsletter

D. Wyrwa shared the newsletter that was written by Leslie DeLooze and distributed to all members of the Adult Summer Reading Program.

Michael H. Ranzenhofer

A letter was sent to the library by NY State Senator Ranzenhofer awarding the library a grant for \$5000 for the purpose of encouraging reading in the Family Summer Reading Program.

Unfinished Business

None

New Business

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:45 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees October 19, 2009

Richmond Memorial Library

Board of Trustees

September 14, 2009

The regular meeting of the Board of Trustees was held on Monday, September 14, 2009. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm.

Members Present: Dana Charters, Beth Stich, Tracy Stokes, and Rosemary Surowka

Also present: Colleen Brudz, Barbara Kapperman, Carol Richardson, Diana Wyrwa and Alice Zito

Excused: Sandra Gillard, John McGee, Gail Stevens

Approval of Minutes

Upon the motion of D. Charters and seconded by T. Stokes, it was resolved to accept the minutes of the meeting August 10, 2009.

All members voted yes. Motion carried.

Financial Report

2008-2009 Year End Review

R. Surowka asked for a change in the agenda to allow Barbara Kapperman, library treasurer, to present the 2008-2009 year end review. B. Kapperman provided Board members with an overview of the past fiscal year and recommendations for the next fiscal year. The library's unappropriated fund balance at the end of 08-09 is \$541,239, which includes the \$30,000 marked as capital reserve. Ms. Kapperman suggested designating a portion of the fund balance to be put in an accrued employee benefits reserve. This would allow the library to safely budget for upcoming retiree health benefits. Overview of 2008-2009 grant monies was also reviewed. B. Kapperman explained that the 08-09 final report does not show any encumbrances due to the fact that the library began its new accounting system at that time. B. Kapperman also noted that the 2009-2010 monthly reports are being prepared in a new format with comparative data being supplied quarterly rather than monthly.

June 2009 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by T. Stokes it was resolved to approve the 2009 Summary of Revenues and Appropriations as presented.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to accept Karissa Guiste's resignation from the position of Page.

All members voted yes. Motion carried.

Karissa Guiste will continue to work with the library through the Americorps program assisting the GRO program and children's room for the rest of 2009.

Erin Richley will be returning through Americorps to help with the After School program.

Lindsey Sullivan, GCC student, has started her internship with Cathie Plaisted in the SAGE department.

Page to Volunteer Movement

There are currently 2 volunteers actively shelving books and 3 more that could. A couple of these volunteers could train future volunteers to perform the page duties. Approximately 20-30 volunteers would be needed to replace the library's current page staff.

Summer Reading Club

The final reports from the Adult, Teen and Children's Room Summer Reading Clubs are in. The Teens were polled about seasonal programming. There is a Ghost Walk scheduled in October.

Long Range Plan

Space Renovation and Redesign Update

Teen Corner and Storage room have been worked on. The Teen Corner has been in use since the first day of school, which means the Gallery Room is now available for community groups during this timeframe.

In the Reading Room, Craig Gillard has built the renovation pieces and they were installed recently. There is now more room for the large print collection.

Construction Piece

Converting the storage room to the book sale/2nd meeting room is a bigger job than anticipated. The construction workers will need to be paid prevailing wages as the library is a school district building. Bids were mailed to 14 contractors and 4 bid packets will be kept in the director's office for walk-ins.

To date, two contractors have looked at the space. On Thursday, September 24th at 3:00pm the bids will be opened; bid awarded by September 29. The construction is scheduled begin on Wednesday, October 7. The November book sale will be held in the Gallery Room, and the December sale has been postponed for 1 week. It is anticipated that the December sale will be held in the newly renovated space.

Library Statistics

Materials Circulation	August 2009	23,377
Internet usage	August 2009	3,925
Attendance	August 2009	16,968 / 653 average per day
Web page site access	August 2009	2,865

Nioga has recalculated the circulation statistics for January through August due to new automation system.

Report of Committees

Genesee County Funding

2010 Funding Request

The county public libraries are asking for the same amount. Now is not the time to ask for more.

2009 County Funds

Upon the motion of D. Charters and seconded by T. Stokes, it was resolved to amend the 2009-2010 library budget to include Genesee County Funding of \$24,313.

All members voted yes. Motion carried.

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by B. Stich it was resolved to approve the payment of \$23,688.25 for invoices printed on Warrant 8.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to approve the Supplemental Warrants for a total of \$1902.46.

All members voted yes. Motion carried.

Capital Reserve Fund

D. Wyrwa told the Board another table with 4 chairs will be ordered for the teen corner with the grant money. There are more opportunities for fundraisers, i.e. Pizza Hut.

Financial Institution

Upon the motion of T. Stokes and seconded by D. Charters it was resolved to add John McGee and Elizabeth Stich to the signature accounts at 5 Star Bank. All members voted yes. Motion carried.

Tax Payment

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to accept the tax payment in one check from the Batavia City School District the first week in November. All members voted yes. Motion carried.

Marshall Funds – SAGE Program

Upon the motion of T. Stokes and seconded by D. Charters it was resolved to use the additional Marshall Fund balance towards areas cut recently in salary and benefits. Specifically, add more hours to the SAGE coordinator's work week and add back 1 hour of clerical assistance. All members voted yes. Motion carried.

Conference Funds

D. Wyrwa will be attending the NYLA conference in Niagara Falls. Nioga will reimburse most of the cost of attending. Kathy Facer and D. Wyrwa would both like to

attend the Public Library Association national conference in Portland, Oregon in March 2010. D. Wyrwa will investigate the costs involved and report back at the October meeting.

Communications

Family Literacy Grant

D. Wyrwa shared the news that the library has received unofficial notice from NYS indicating that we will be awarded a two year Family Literacy Grant. The official notice is delayed “pending final approval of various control agencies.” If we do receive final approval this grant will allow the GRO program to continue with funding for two more years. This will be the third consecutive Family Literacy Grant awarded to RML’s GRO program.

Books for Babies

D. Wyrwa received an email from Books for Babies saying they received our application.

Novel New York

D. Wyrwa asked to repeat for another 3 years as a member of the statewide NOVEL Database Steering Committee.

New Business

Tale for Three Counties will have a special announcement party on Monday, September 21st. The new book title for 2010 will be revealed.

L. Delooze has said patrons are requesting more craft classes. On September 28 & October 5 there will be a Knit a Felt Purse course offered. The Books Sandwiched In series is set to begin September 23rd. There will not be a Music Sandwiched In series this fall.

Need to get a vendor for the coffee bar before it is put in. Caterers need to be contacted to see if they would be interested. They will rent the space initially, then possibly pay a percentage of the profits in the future. Community groups who use the Gallery Room and have food catered could use the library’s new coffee bar instead.

D. Wyrwa noted that the library custodians need to be added to one of the library’s work agreements. She suggested reopening the clerical agreement to include and accommodate the custodial staff, since all are hourly workers. Board members agreed.

November 9th will be the regular board meeting. November 16th is the joint board meeting with the Board of Education.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:23 pm. Board members toured the new teen area and redesigned Reading Room space.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees November 9, 2009

Richmond Memorial Library

Board of Trustees

October 19, 2009

The regular meeting of the Board of Trustees was held on Monday, October 19, 2009. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members Present: John McGee, Beth Stich, Tracy Stokes, and Rosemary Surowka Also present: Colleen Brudz, Sandra Gillard, and Diana Wyrwa Excused: Dana Charters, Gail Stevens

Approval of Minutes

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to accept the minutes of the meeting September 14, 2009.

All members voted yes. Motion carried.

Report of the Librarian:

Personnel – Custodial Substitute List

A discussion was held concerning establishing a Custodial Substitute List. Now that custodians are employed by the library, there is no one to fill in if one of the custodians is out for an extended time. The Board directed D. Wyrwa to check with Civil Service about any regulations that must be followed to establish such a list and to move forward toward that goal.

Holiday Calendar

D. Wyrwa asked the Board to consider adjusting the days the library will be closed for the Christmas holiday. In the current calendar the library will be open on Saturday, December 26th. This would mean the Saturday staff would need to take a compensatory day at a later time. If the library is closed on December 26 it will give everyone a long weekend and avoid having to cover for compensatory days.

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to close the library on December 26, 2009.

All members voted yes. Motion carried.

Long Range Plan

Space Renovation and Redesign Update

The storage room continues to be worked on and is nearly empty. The Teen Corner opened on the first day of school. New furniture has been added and the shelving has new tops. The Teen Librarian's desk is now in the area.

Construction Bids for Book Sale/Community Room

A total of 5 new bids were submitted for the Book Sale/Community Room project. The bid is now divided into general construction and electrical projects with more specifics as to what the responsibilities of the contractors are. Three bids were submitted for the general construction and two for electrical. The

general construction job will go to V. J. Gautieri Constructors LLC for \$14,450 and the electrical bid will go to Suburban Electric for \$4,690. The flooring is not included in these projects. The Friends of the Library have pledged \$8000 toward the project. Part of the pledge from the Friends will directly pay for the flooring. Upon the motion of T. Stokes, seconded by J. McGee it was resolved to award the general construction bid to V.J. Gautieri Constructors LLC and the electrical bid to Suburban Electric.

All members voted yes. Motion carried.

Completion of Reading Room Project

The storage units that were built for magazines need to be redesigned to make them more easily accessible for browsing. SeaJay's Custom Creations has submitted a proposal to install doors on the backside of the cabinets. The cost of the project will be for \$459 for materials, the labor will be donated. \$5000 was committed to this project and payments made through the Friends of the Library. Not all of the money was spent.

Upon a motion by T. Stokes, and seconded by J. McGee it was resolved to take the necessary funds from the Capital Reserve that will be needed to complete the project after the remainder of the \$5000 is spent.

All members voted yes. Motion carried.

Library Statistics

Materials Circulation	September 2009	20,986	
Internet usage	September 2009	3,253	
Attendance	September 2009	15,455	618 average per day
Web page site access	September 2009	2,634	

Report of Committees:

Genesee County Funding 2009

A memorandum was received from County Manager, Jay Gsell indicating that a 5% reduction should be expected in county funding for 2010.

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by B. Stich it was resolved to approve the payment of \$22,561.30 for 39 invoices printed on Warrant 14.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to approve the Supplemental Warrants for a total of \$2,174.95.

All members voted yes. Motion carried.

A discussion was held concerning putting Petty Cash in the supplemental warrants. The New York Times must be purchased with Petty Cash and it depletes the money quickly.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to put Petty Cash in Supplemental Warrants.
All members voted yes. Motion carried.

July and August Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by J. McGee it was resolved to accept the July and August 2009 Summary of Revenues and Appropriations.
All members voted yes. Motion carried.

Capital Reserve Fund

Another fundraiser will be held at Pizza Hut November 17, 2009 to raise money for the Capital Reserve.

Some rare books and art prints have been found in storage that could be sold to add to our Capital Reserve Fund. D. Wyrwa will be going to Geneva, NY to an auction house to get information about the value of these objects and to arrange for selling them.

Communications:

Books for Babies

The grant for \$500 for Books for Babies has been approved so now the library will need to supply matching funds of \$1000 to complete the purchases for the grant.

Unfinished Business:

UMMC Outreach Update

Cathy Plaisted has continued to work on establishing a library presence at UMMC. It has been decided that only materials that are disposable will be taken to patients. The concern about transferring germs makes this a better solution than using library materials that must be returned.

Conference Requests

D. Wyrwa asked the Board to consider combining the \$1500 designated for conference expenses and the \$1500 for mileage to give more flexibility in reimbursement. Kathleen Facer and Diana Wyrwa are planning in attend PLA in Oregon this year and this would give more leeway for covering expenses.

The Nioga Library System will reimburse the library \$250 toward expenses for NYLA in Niagara Falls this year.

New Business:

Library Journal Application

An application is being written for the Library Journal grant for the "Best Small Library Award". The winning library will be given \$15,000, a feature story in Library Journal, and money to send 2 people to PLA. The application must be submitted by November 2, 2009 and the winner will be announced in December.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:00 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees December 14, 2009

Richmond Memorial Library

Board of Trustees

November 9, 2009

The regular meeting of the Board of Trustees was held on Monday, November 9, 2009. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members Present: John McGee, Beth Stich, Tracy Stokes, Dana Charters, and Rosemary Surowka

Also present: Sandra Gillard, and Diana Wyrwa

Excused: Colleen Brudz, Gail Stevens

Approval of Minutes

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to accept the minutes of the meeting October 19, 2009.

All members voted yes. Motion carried.

Report of the Librarian:

Retirement/Legend Group

The Legend Group made a presentation to interested staff about TSA options that will be available. This is a group that works with small organizations and is used by the libraries in LeRoy and North Tonawanda. They will also work with staff who want to move the money they had in TSAs in the Batavia City School District to new accounts with the Legend Group.

We are no longer able to use the School District's Retirement ID Number and must establish one for the library. Paper work has been received that must be completed and returned to the state. Although the library submitted paperwork in July requesting the ID number, the state is just acting upon it. Resolutions must be passed as part of the application.

2010 Calendar

The calendar of closings, compensatory days, and early closings was presented to the Board.

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to accept the 2010 calendar.

All members voted yes. Motion carried.

Best Small Library Application

The Board was given the application for "Best Small Libraries in America 2010 Award" which was submitted in November. The winner will be announced in December.

Library Presentation to Board of Education

The library will host the Board of Education on November 16 and D. Wyrwa will do a presentation on the accomplishments that are part of the Long Range Plan. They will also get a tour of the new Teen area.

Long Range Plan

General Updates

A phone has been added to the Teen Corner
The staff had a training webinar for Bookletters
The director attended NYLA in Niagara Falls.
New programs were presented for children and teens in October.

Construction Updates

V.J. Gautieri Constructors, Inc. and Suburban Electric were awarded the bids for the new Book Sale/Meeting Room. A pre-construction meeting was held; actual construction will begin tomorrow, Nov. 10. The Friends of the Library will be paying for flooring in the new room. Will's Carpet has been awarded the flooring contract from the Friends since they had the lowest quote. Everything should be completed so that the January Book Sale can be held in the new room. It will be dedicated as the Dorothy Wilbur Room in memory of Dorothy for all of her commitment to the Friends of the Library and their book sale.

Jim Jacobs is attempting to get new low energy lights at no cost for the library through NYSERTA.

Future Plans

It is nearly time to start a new Long Range Plan. Some of the things we look forward to include changes to our webpage. We hope to have "text only" available so that people can connect with their mobile phones. Kelly March presented information at the latest staff meeting about Web 2.0. The staff will be starting an internal blog. Other applications like a RSS feed will be worked on in the future.

Library Statistics

Materials Circulation	October 2009	22,467	
Internet usage	October 2009	3,594	
Attendance	October 2009	15,587	600 average per day
Web page site access	October 2009	2,568	

Report of Committees:

Genesee County Funding

A letter was received from County Manager, Jay Gsell indicating that there has been a 5% reduction in county funding for in the proposed Genesee County 2010 Budget. This will mean the libraries will be going from \$60,370 to \$57,351. A public hearing is scheduled for November 9 at 7pm at the Office for the Aging.

Financials

Taxes

The 2009-2010 library taxes have been received from the Batavia City School District.

Approval of Invoices for Payment

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$46,908.32 for 99 invoices printed on Warrant 19.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by B. Stich it was resolved to approve the Supplemental Warrants for a total of \$1,908.13.

All members voted yes. Motion carried.

September Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by B. Stich it was resolved to accept the September 2009 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Capital Reserve Fund

Another fundraiser will be held at Pizza Hut November 17, 2009 to raise money for the Capital Reserve.

D. Wyrwa will be going to Geneva, NY to the Hessney Auction House to deliver the books that will be sold for the Capital Reserve Fund.

Other books will be sold by Dennis Seekins on the Internet. They may take longer to sell but we will be assured of getting a fair price for them.

Marshall Fund

There is still \$7619 in rollover funds in the Marshall Fund that should be spent.

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to use \$5501 for the coordinator and clerical salaries and benefits and \$2118 be used for equipment.

All members voted yes. Motion carried.

Communications:

None

Unfinished Business:

Candyman Vending – Crossroads House

The Ackerman family has turned the candy vending machine that is in the library lobby over to Crossroads House. Mr. Penepento, a representative from Crossroads House requested that the library continue to have the machine in the lobby. He would like to put a small label on the machine indicating that the funds benefit Crossroads. The Board decided to keep the machine and no longer collect 10% of the donations. All the proceeds would benefit Crossroads House.

New Business:

Printing Costs

There is concern that many copies are being printed from the Reference Desk and not being paid for. Starting in January the Board decided that all copies will be charged for whether the patron or staff prints them. This will make it fair for all patrons. The exception to this will be Tax Forms. Also the Batavia City School District will not be charged if they hold a meeting at the library and need copies.

The Board decided to make library volunteers “fine free” in appreciation for their work.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 7:49 pm.

Respectfully submitted,
Diana Wyrwa, clerk

**Richmond Memorial Library
Board of Trustees
November 16, 2009**

The special meeting of the Board of Trustees was held on Monday, November 16, 2009. President of the Board Rosemary Surowka called the meeting to order at 6:45 pm.

Members Present: John McGee, Beth Stich, Tracy Stokes, Dana Charters, and Rosemary Surowka

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

NYS and Local Employees' Retirement System

The following resolution was made by Dana Charters and seconded by Tracy Stokes.

BE IT RESOLVED: that the Board of Trustees of the Richmond Memorial Library does hereby elect to participate as an employer in the New York State and local Employees' Retirement System and approves inclusion of its officers and employees in such system, in accordance with any and all of the laws governing such participation as set forth in the Retirement and Social Security Law, as presently or hereafter amended, together with any administrative rule, regulation or directive governing same.

BE IT FURTHER RESOLVED: that the effective date of such shall be the 16th, day of November, 2009.

All 5 members voted yes. Resolution carried.

The following resolution was made by Dana Charters and seconded by J. McGee.

BE IT RESOLVED: that the Board of Trustees of the Richmond Memorial Library does hereby elect to provide the additional pension benefits of Sections 75-c, 75-e, 75-g and 75-I of the Retirement and Social Security Law, as presently or hereafter amended.

BE IT FURTHER RESOLVED: that the effective date of such shall be the 16th, day of November, 2009.

All 5 members voted yes. Resolution carried.

Board of Education Presentation

D. Wyrwa outlined the information that will be presented at the joint meeting of the Library Board and the Board of Education of the Batavia City School District.

Adjournment

President Rosemary Surowka, adjourned the meeting at 7:00 pm so Board Members could attend the joint meeting of the Library Board of Trustees and the Board of Education of the Batavia City School District.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees January 11, 2010

Richmond Memorial Library

Board of Trustees

December 14, 2009

The regular meeting of the Board of Trustees was held on Monday, December 14, 2009. President of the Board Rosemary Surowka called the meeting to order at 6:33 pm.

Members Present: John McGee, Beth Stich, Tracy Stokes, Dana Charters, and Rosemary Surowka

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

Excused: Gail Stevens

Approval of Minutes

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to accept the minutes of the meeting November 9, 2009.

All members voted yes. Motion carried.

Report of the Librarian:

2010 – 2011 Budget Calendar

The 2010-2011 Budget Calendar was presented to the Board.

Upon the motion of B. Stich and seconded by J. McGee, it was resolved to accept the 2010-2011 Budget Calendar.

All members voted yes. Motion carried.

AmeriCorps

Karissa Guiste who has spent 300 hours at the library as an AmeriCorps worker is interested in participating in a second project. The library will submit a proposal for the year 2010 for help in the Children's Room and for the GRO grant. The Genesee County Youth Bureau will continue to support this project with stimulus money so there will be no additional cost to the library. Erin Manning who is also an AmeriCorps worker is continuing in her position helping staff with After School @ Your Library.

GRO Status

Although the GRO program was approved for two more years of funding under the New York State Family Literacy Grant, the library has not received the funding that should have started in July 2009. Sue Briggs, coordinator of the program has been working since July without pay. The Friends of the Library have pledged \$3000 toward Sue's salary for 1 day per week from July – December 2009. Sue had hoped the NYS money would come through and the Friends money could be used for other projects. The project is now left without a coordinator and decisions must be made about which parts of the program can be continued. The Green Bookshelves and the Birthday Books program can be continued using library staff and volunteers. However, storytimes at HeadStart will not be able to continue at the level they are currently done (7 per week with about 75 children participating). Parent and teacher workshops are also at risk. The library staff will continue to look for funds from grants, community organization like Kiwanis, and

area businesses like Target, 5 Star Bank, etc. D. Wyrwa asked the Board for input and ideas to continue the good work that has been accomplished in bringing early literacy skills to preschoolers by GRO.

Books for Babies Grant

The materials for Books for Babies have arrived. The Family Center at the Jerome Center is very interested in participating. S. Gillard will be contacting Batavia pediatricians and distributing the packets in the first quarter of 2010.

SAGE Program/Funding Update

The Board was given a copy of the SAGE Annual Program Review for 2009. The program is continuing to flourish even with cuts in funding. However an Email was received from the Marshall Foundation indicating that \$20,000 will be given to the program for expenses for January 1, 2010 – June 30, 2010. This was more than what was expected so salaries can be covered and additional materials can be purchased.

Long Range Plan

General Updates

Construction has begun on the Book Sale/Community Room.

An internal blog for staff communication has been introduced and utilized.

Marketing of the new Book Sale Room has begun.

Money was raised for the capital reserve through a Pizza Hut fundraiser and by auctioning old books.

SAGE received increased funding for the 2nd half of the fiscal year.

Construction Updates

The new Book Sale/Meeting Room is almost finished. Doors have arrived and the electricity has been completed. Hanging the doors and the ceiling tiles should be completed by the end of this week. The flooring is scheduled to be installed December 22. Jim Donahue has been refinishing tables that will be used in the room. The January 2010 book sale will be held in the room. The Friends of the Library have not yet set a date for the January book sale. They also plan to hold a ceremony dedicating the room to Dorothy Wilber and a members only book sale. People will be able to become members of the Friends group at the door.

Library Statistics

Materials Circulation	November 2009	20,940	
Internet usage	November 2009	3,438	
Attendance	November 2009	14,360	598 average per day
Web page site access	November 2009	2,521	

Report of Committees:

Genesee County Funding

A letter dated December 2, 2009 was received from County Manager, Jay Gsell indicating that there has been a 5% reduction in county funding in the approved Genesee

County 2010 Budget. This will mean the libraries will receive \$57,351. Manager Gsell also indicated that cuts are likely next year as well.

Financials

Approval of Invoices for Payment

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$42,296.22 for 239 invoices printed on Warrant 23.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters it was resolved to approve the Supplemental Warrants for a total of \$362.33.

All members voted yes. Motion carried.

October Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by J. McGee it was resolved to accept the October 2009 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Capital Reserve Fund

The Capital Reserve Fund has increased \$254.42 from the Pizza Hut fundraiser and \$1155.20 from the books that were auctioned in Geneva. The atlas sold for \$750. The total of all the books combined was \$1444.00 minus \$288.20 charged by the Hessney Auction House.

Communications:

Gillam-Grant Community Center Library

A letter dated November 3, 2009 came from Nioga Director, Tom Bindeman concerning the timeline for the closing of the Gillam-Grant Community Center Library. The library will be completely closed December 31, 2009 but the Byron-Bergen Public Library will remain operational. Cards issued by Gillam-Grant will continue to be honored by all libraries within the Nioga System.

NYSALB Membership

D. Wyrwa provided the Board with information about the New York State Association of Library Boards. This is an organization that supports and advocates for libraries at the state level. They also provide information about issues that affect libraries and provide training to trustees.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to pay \$225 to join the NYSALB.

All members voted yes. Motion carried.

Unfinished Business:

None

New Business:**Custodial Agreement**

There are now two custodial workers who are employed by the library but have no custodial agreement. Currently there is a professional and a clerical agreement. D. Wyrwa informed the Board that she will begin working on an agreement for custodians.

Microfilm

D. Wyrwa mentioned that a new company, Newsbank, has taken over the microfilming of The Daily News. The library was not aware of this until recently. The cost quoted for microfilm beginning with the March 2009 date is a substantial increase from our current budgeted cost. D. Wyrwa has asked for another price quote from this company. She supplied a copy of an invoice from the former company, ProQuest, to show the difference in price. Board members suggested D. Wyrwa contact The Daily News for additional information.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:19 pm.

Respectfully submitted,
Diana Wyrwa, clerk