

Approved by Library Board of Trustees February 8, 2010

Richmond Memorial Library

Board of Trustees

January 11, 2010

The regular meeting of the Board of Trustees was held on Monday, January 11, 2010. President of the Board Rosemary Surowka called the meeting to order at 6:35 pm.

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

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

Approval of Minutes

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

All members voted yes. Motion carried.

Report of the Librarian

2010 Calendar Revision

Because the Christmas holiday partially occurs on a weekend in 2010, the library will be closed Friday, December 24 and Saturday, December 25. The staff is entitled to two holidays during this time period. Even though the library will be closed for two days, one of those days would be a normal day off for the staff because the library is open 6 days per week. Therefore, staff are entitled to an additional compensatory day in 2010.

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to revise the 2010 calendar to reflect this additional compensatory day.

All members voted yes. Motion carried.

Meeting Room Policy

Now that there will be two meeting rooms, a new policy has been developed rather than revising the current one. Upon the motion of J. McGee and seconded by B. Stich, it was resolved to accept the new Meeting Room Policy as presented.

All members voted yes. Motion carried.

Custodial Agreement

A rough draft of the Custodial Agreement was distributed at the meeting. The Board will review at the February meeting.

Long Range Plan

The Long Range Plan has been completed for the year 2009. The staff will be meeting to plan what activities will be tackled in 2010 and if there are activities that need to be dropped or added.

The following activities were completed in December

Construction was completed on the new Book Sale/Community Room.

The Friends of the Library paid for new flooring in the room.

The Children's Room created and promoted a Mitten Tree.
 The Children's Room worked with various organizations including: Encore! Theater Arts, Inter-Agency Council and the library knitting and crochet groups.
 Art prints were auctioned as a capital reserve fundraiser.
 A Kiwanis survey was completed for GRO program support.
 Discussions begins concerning a joint cultural events project with GO Art and Holland Land Office.
 An AmeriCorps application was submitted to help with the GRO program.
 Adult computer classes were extensively advertised and have begun with excellent participation.

Library Statistics

Materials circulation	December 2009	not available
Internet usage	December 2009	2986
Attendance	December 2009	12,928 / 539 average per day
Web page site access	December 2009	2265

Report of Committees - none

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes, seconded by D. Charters, it was resolved to accept the proposed January invoice payments for \$44,460.47 on warrant 27.
 All members voted yes. Motion carried.

Upon the motion of J. McGee, seconded by T. Stokes, it was resolved to pay supplementary warrants 21, 26 and 28.
 All members voted yes. Motion carried.

November 2009 Summary of Revenues and Appropriations

Upon the motion of D. Charters, and seconded by B. Stich it was resolved to accept the November Summary of Revenues and Appropriations.
 All members voted yes. Motion carried.

Capital Reserve

Disbursements:

A motion was made by T. Stokes, and seconded by D. Charters to use \$14,450 from the Capital Reserve fund to pay V. J. Gautieri Contractors and Suburban Electric.

All members voted yes. Motion carried.

Income:

Motion was made by T. Stokes, seconded by D. Charters that \$150.40 received from auctioned art prints be added to the Capital Reserve fund.

All members voted yes. Motion carried.

Marshall Fund

Upon the motion of T. Stokes, and seconded by B. Stich it was resolved to accept a payment of \$20,000 for the second half of the year from the Marshall Grant. All members voted yes. Motion carried.

Communications

None

Unfinished Business**GRO Program**

Because we have never received money from NYS to continue the GRO Grant cuts will need to be made. Staff has decided to limit the number of story programs done at Head Start. Instead of weekly morning and afternoon visits K. March will do once per month for program for morning classes and another for afternoon classes.

Microfilm

Newsbank is now microfilming the Daily News. The cost to the library is a substantial increase from what it was in the past. It will cost \$1369 for the filming of March – December 2009 and \$1715 for filming in 2010. Also D. Wyrwa received a call from Beils who currently hold the old film. Richmond Library has always paid the vault charge for this service. Beils will currently not release the film to anyone without the library's permission.

New Business**Dedication of New Book Sale/ Community Room**

February 3, 2010 the Friends of the Richmond Library will dedicate the new room to Dorothy Wilber.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 7:45pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees March 8, 2010

Richmond Memorial Library

Board of Trustees

February 8, 2010

The regular meeting of the Board of Trustees was held on Monday, February 8, 2010. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm.

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

Also present: Colleen Brudz, Diana Wyrwa, Sandra Gillard

Excused: Gail Stevens

Approval of Minutes

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to accept the minutes of the meeting January 11, 2010.

All members voted yes. Motion carried.

Request to move to Executive Session

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to move to Executive Session at 6:32pm.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to end the Executive Session at 7:43pm.

All members voted yes. Motion carried.

Report of the Librarian

Resolutions Appointing Elections Inspectors and Noticing Meetings

RESOLUTION APPOINTING BOARD OF REGISTRATION

UPON THE MOTION OF T. Stokes

seconded by B. Stich

All members voted yes. Motion carried.

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.

By the order of the Board of Trustees
Richmond Memorial Library
Dated: February 8, 2010

Diana Wyrwa, Clerk
Of Richmond Memorial Library

**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 T. Stokes
seconded by B. Stich
All members voted yes. Motion carried.
the following the resolutions were adopted:

BE IT RESOLVED, that the said Board of Registration is hereby directed to meet at Richmond Memorial Library, 19 Ross Street, Batavia, New York for the purpose of preparing the registers for the forthcoming special district meeting on April 13, 2010 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 13th of April, to wit, on March 30 and April 6 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 13, 2010 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."

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 08, 2010

Diana Wyrwa, Clerk
of Richmond Memorial Library

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 T. Stokes
seconded by B. Stich
All members voted yes. Motion carried.
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 4, 2010 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 20 and April 27, 2010 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 4, 2010.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 08, 2010

Diana Wyrwa, Clerk
of Richmond Memorial Library

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

UPON THE MOTION OF T. Stokes
seconded by B. Stich
All members voted yes. Motion carried.
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 4, 2010, which dates of publication shall be on March 9, March 16, March 23 and March 30 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 4, 2010 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 2010-2011 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, 2010 and ending June 30, 2015, as a result of the expiration of the term of office presently held by Rosemary Surowka; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 4, 2010, 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 12, 2010 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 26, 2010 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 13,

2010 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 14, 2010 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 20, 2010 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 3, 2010 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 4, 2010, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 4, 2010.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 08, 2010

Diana Wyrwa, Clerk
of Richmond Memorial Library

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

UPON THE MOTION OF T. Stokes
seconded by B. Stich
All members voted yes. Motion carried.
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 4, 2010 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.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 08, 2010

Diana Wyrwa, Clerk
of Richmond Memorial Library

Custodial Staff Agreement

The Custodial Staff Agreement was tabled until the March 2010 meeting.

TSA

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to accept The Legend Group to manage the Richmond Library employee TSAs.

All members voted yes. Motion carried.

Census Request

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to allow the U.S. Census Bureau to use the library between March 19, 2010 and April 19, 2010 to collect statistics.

All members voted yes. Motion carried.

Library Statistics

Materials circulation	December 2009	19,844
Materials circulation	January 2010	19,670
Internet usage	January 2010	3084

Attendance	January 2010	14,335 / 597 average per day
Web page site access	January 2010	2620

Report of Committees

Finance Committee

The Finance Committee has met with D. Wyrwa and worked on the 2010-2011 budget for the library.

Retirement Incentive

The Finance Committee recommended offering the same retirement incentive that was offered in 2009. The Board discussed the matter and agreed.

Upon the motion of B. Stich and seconded by J. McGee it was resolved to offer an incentive to librarians with at least 30 years of service the amount of \$1200 per full year service to be paid as a TSA in equal payments over 4 years.

All members voted yes. Motion carried.

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes, seconded by D. Charters, it was resolved to accept the proposed February 2010 invoice payments for \$31,051.77 on warrant 32.

All members voted yes. Motion carried.

Upon the motion of T. Stokes, seconded by D. Charters, it was resolved to pay supplementary warrants 31 and 34.

All members voted yes. Motion carried.

December 2009 Summary of Revenues and Appropriations

Upon the motion of T. Stokes, and seconded by D. Charters it was resolved to accept the December 2009 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Capital Reserve

Income

Upon the motion of T. Stokes, seconded by D. Charters that \$128.15 refund received from The Friends of the Library be added to the Capital Reserve fund.

All members voted yes. Motion carried.

Communications

Genesee County Funding

A letter from Jay Gsell informed us that the libraries are scheduled for a review with the Human Services Committee on July 6, 2010. D. Wyrwa will meet with the other library directors before the review.

Nioga – Genesee County Representative

Samuel Leadley, Chairman of the Nominating Committee for the Nioga Board of Trustees sent a letter requesting nominations for a vacancy on the Nioga Board of

Trustees. The vacancy is for a nomination to represent Genesee County and will replace Mr. Leadley because he has served the maximum time allowed under the Nioga Library System By-laws.

Phil Briggs

An Email was sent to D. Wyrwa praising the outstanding work that Phil Briggs does helping the public at the library.

Unfinished Business

Microfilm

Newsbank is holding firm on charging a huge increase for microfilming The Daily News. The Daily News is willing to make a one-time donation of \$500 to help the library defray the cost. With this increase the library will probably be forced to eliminate the online version of The Daily News.

Best Small Library Results

The Richmond Library was not a winner for Library Journal's "Best Small Library in America 2010". The Board was given information about the winners. The library may apply again next year.

New Business – none

Adjournment

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

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees April 12, 2010

Richmond Memorial Library

Board of Trustees

March 8, 2010

The regular meeting of the Board of Trustees was held on Monday, March 8, 2010. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members Present: Dana Charters, John McGee, Beth Stich, Tracy Stokes, Rosemary Surowka

Also present: Colleen Brudz, Diana Wyrwa, Sandra Gillard

Excused: 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 February 8, 2010.

All members voted yes. Motion carried.

Report of Librarian

Personnel

Upon the motion of T. Stokes and seconded by J. McGee, it was resolved to accept the retirement request of Sandra Gillard, Children's Librarian effective June 30, 2010.

All members voted yes. Motion carried.

2009 Annual Report

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to accept the 2009 Annual Report of the Richmond Memorial Library.

All members voted yes. Motion carried.

2010-2011 Resolution Appointing Election Inspectors for Budget Vote/ Trustee Election for May 4, 2010 Budget Vote/Trustee Election

UPON THE MOTION OF T. STOKES, seconded by B. STICH the following resolution was adopted:

RESOLVED: That pursuant to section 2607 of the Education Law this Board of Trustees of Richmond Memorial Library hereby appoints as Inspectors of Election for the Annual Budget Vote/Trustee Election to be held at Richmond Memorial Library on May 4, 2010 the following qualified voters residing in Batavia City School District:

Cynthia Ferrando, Chairperson
Irene Cappiello
Rose DiSalvo
Carrie Henning
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.

Trustee Petitions

Trustee petitions are available. Rosemary Surowka's term will be expiring, but she is interested in running for the Richmond Library Board again for the 2010 – 2015 term of office. Trustee petitions must be filed by 4:00 PM on March 26, 2010 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 (4/11 – 4/17)

Voucher Program

Paula Haven will be coordinating the community voucher partnership again this year. Forms will be forthcoming.

Friend of the Year Reception

The reception will be held April 16 at 3:30pm and RSVP will be the honored "Friend". They have worked closely with the library and provided many volunteers.

Tale for Three Counties

Garth Stein author of *The Art of Racing in the Rain* will be at the library on March 11 at 7pm to discuss his book.

Library Statistics

Materials circulation	February 2010	No data from Nioga
Internet usage	February 2010	3001
Attendance	February 2010	14,396 / 636 average per day
Web page site access	February 2010	2167

Report of Committees

Finance Committee

2010 – 2011 Preliminary Budget

The preliminary budget was distributed at the meeting and discussed. The budget contains a 0% increase in taxes for the next fiscal year.

Upon the motion of D. Charters and seconded by J. McGee, it was resolved to accept the budget proposal for 0% increase in taxes.

All members voted yes. Motion carried.

Budget Proposition

Upon the motion of D. Charters and seconded by J. McGee, it was resolved to accept the budget proposition for 0% increase in taxes and the election of one trustee.

All members voted yes. Motion carried.

Financials

Approval of Invoices for Payment

Upon the motion of J. McGee and, seconded by B. Stich, it was resolved to accept the proposed March 2010 invoice payments for \$12,773.49 on warrant 37.

All members voted yes. Motion carried.

Upon the motion of J. McGee, seconded by B. Stich, it was resolved to pay supplementary warrant 36 for a total of \$569.69.

All members voted yes. Motion carried.

Transfers

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to transfer \$2,300 from L7410.450/00-0414 (Electronic Resources) to L7410.450/00-0413 (Periodicals) and to transfer \$2,000 from L7410.160/00-1800 (Part Time Salaries) to L7410.420/00-0000 (Conferences).

All members voted yes. Motion carried.

January 2010 Summary of Revenues and Appropriations

No report available. Tabled until April meeting.

Capital Reserve

Income

The Friends of the Library will be making payments to the library's Capital Reserve to pay the \$8000 they pledged to the Dorothy Wilber Book Sale/Community Room.

Upon the motion of J. McGee, seconded by B. Stich, it was resolved to accept payments totaling \$8000 from the Friends of the Library to be placed in the Capital Reserve fund.

All members voted yes. Motion carried.

Communications

GRO

The library has received an Email from the NY State Librarian indicating that the funds for the GRO Grant will be forthcoming. The Email dated March 1, 2010 announced the winners including the Richmond Memorial Library, an award of \$26,982 for the application entitled "Eat, Read, Grow".

Daily News

Thomas Turnbull of The Daily News sent a check for \$500 as a one-time donation to help cover the cost of purchasing 2009 microfilm of the Daily News from the new vendor NewsBank. Cost for microfilm has increased substantially since NewsBank has been awarded the microfilming contract.

Unfinished Business**Custodial Agreement**

The Custodial Agreement will be tabled until the April or May meetings.

New Business**Building and Grounds – Library Roof**

The library sustained another major leak that ruined many books. Several sections of shelving had to have books removed and a Tale for Three Counties poster was damaged. The Board has directed D. Wyrwa to contact Superintendent of Schools, M. Puzio and copy communications to Board Liaison, G. Stevens and Buildings and Grounds Supervisor, J. Jacobs about this problem, which has been ongoing. The Board also decided to form a Buildings and Grounds Committee. Tracy Stokes volunteered to be the Board representative on the committee. Diana Wyrwa and Jim Donahue will also serve on the committee. Jim Jacobs, Buildings and Grounds Supervisor for Batavia CSD, will be asked to be part of the committee.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 7:59pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees May 10, 2010

Richmond Memorial Library

Board of Trustees

April 12, 2010

A Public Information Meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 12, 2010. President of the Board, Rosemary Surowka, called the meeting to order at 7:00 P.M. Trustees present: Dana Charters, Beth Stich, John McGee, Michael Tracy Stokes.

Also present were: Colleen Brudz, Sandra Gillard, Kathleen Facer, Paula Haven, Diana Wyrwa.

Welcome

R. Surowka led the Pledge of Allegiance and welcomed all in attendance. R. Surowka introduced the members of the Board of Trustees. She also introduced Colleen Brudz, Batavia's representative to the Nioga Library System Board.

Budget Presentation

R. Surowka reviewed the meeting's agenda and introduced library director Diana Wyrwa. D. Wyrwa reviewed the accomplishments of the past year and outlined the future projects set for 2010-2011. All of these activities are directly related to the library's Long Range Plan that extends through calendar year 2011. D. Wyrwa explained that the library was not increasing taxes this year but still needed to hold an election for the one trustee position that expires in June 2010. Rosemary Surowka is running for re-election as a library trustee.

Public Comment

President of the Board, Rosemary Surowka, asked if anyone present wished to speak. There were no questions from those in attendance.

Conclusion of the Meeting

With no questions asked, Rosemary Surowka thanked those in attendance and concluded the Public Information Meeting.

Continued Business

Following the Budget Information Meeting, R. Surowka called the regular meeting of the Library Board of Trustees to order at 7:12 PM

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

Also present: Colleen Brudz, Diana Wyrwa, 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 March 8, 2010.

All members voted yes. Motion carried.

Report of Librarian

National Library Week (4/11-4/17)

The Board was given a brochure for National Library Week. This is the 3rd year that the library is partnering with local businesses to give patrons the opportunity to get free items or discounts. Those who visit three places on the brochure will also be entered in a drawing for prizes at the library.

Fliers for other programs and services were also given to the Board. They included information about classical guitarist Michael Puleo who will be performing May 11; registering for the online newsletter of library activities; and online services available for children.

Borrowing Materials Policy – Proposed Change

A discussion was held concerning the number of items that are checked out to users and never returned. Ideas were discussed for ways to decrease this from happening and still provide good service. One solution is to limit the number of DVDs that a person can have on their card at one time. Further study of the problem will continue.

Upon the motion of D. Charters and seconded by T. Stokes, it was resolved to amend the Borrowing Materials Policy and limit to 10 the number of DVDs that can be checked out to a person at any one time.

All members voted yes. Motion carried.

Code of Conduct

An amended Code of Conduct was presented to the Board. The code will no longer have a restriction on food and drink in the library. This will prepare the way for the Coffee Bar and more accurately reflects what behavior is currently allowed.

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to accept the amended Code of Conduct.

All Members voted yes. Motion carried.

Special Legislative Grant Update – Assemblyman Hawley/Sentor Ranzenhofer

A Special Legislative Grant request for 2010-2011 was submitted to Assemblyman Stephen Hawley for \$1500 to purchase an LCD Digital Display System for the library lobby. The system will list hours, programs, etc.

Special Legislative Grant Update – Senator Michael Ranzenhofer

A Special Legislative Grant request for 2010-2011 was submitted to Senator Michael Ranzenhofer for \$1500 to purchase 2 new computer workstations with Internet access for placement in the Children's Room.

Special Legislative Project for Summer Reading

The library received permission from the State Education Department to submit a Special Legislative Grant Project for \$5000. The stated purpose of this grant is “Family Summer Programming to Encourage Reading. The grant has been written for two Early Literacy Stations from AWE (Advanced Workstations in Education, inc.) to be placed in the Children’s Room and used to promote literacy as part of the Summer Reading Program.

Library Statistics

Materials circulation	February 2010	19,334
Internet usage	February 2010	3001
Attendance	February 2010	14,396 / 636 average per day
Web page site access	February 2010	2,167
Materials circulation	March 2010	No data from Nioga
Internet usage	March 2010	3,577
Attendance	March 2010	18,516 / 686 average per day
Web page site access	March 2010	2,980

Report of Committees

Buildings and Grounds

The committee will meet April 15 to discuss issues pertaining to the library building and plan for solutions, maintenance, etc.

Jim Jacobs emailed that the recent roof problems are still under warranty, but the original company has gone out of business. Local roofing company, R.A. Haitz, will make current repairs and be compensated through the warranty.

Financials

Transfers

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to transfer \$446.34 from L7410.400/00-0000 (Other) to L9040.800/00-0000 (Workman’s Compensation) and to transfer \$655 from L7410.160/00-1800 (Part-time Salaries) to L7410.200/00-0000 (Equipment).

All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of B. Stich and, seconded by T. Stokes, it was resolved to accept the proposed April 2010 invoice payments for \$48,521.56 on warrant 43.

All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by J. McGee, it was resolved to pay supplementary warrant 40 for a total of \$1,291.47 and supplementary warrant 42 for a total of \$1,319.41.

All members voted yes. Motion carried.

January and February 2010 Summary of Revenues and Appropriations

Upon the motion of B. Stich and, seconded by T. Stokes, it was resolved to accept the January and February 2010 Summary of Revenues and Appropriations as submitted.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa reported that the school district is reviewing any additional accounts that are designated as belonging to Richmond Memorial Library. The district hopes to have these accounts settled and moved to the Library's accounts before the end of this fiscal year. It may be possible to use some of these funds to add to the library's capital reserve. In addition, any PILOT payments owed to the library are being investigated.

GRO Program Budget

The library has received a check from New York State for 90% of the GRO Grant entitled Eat, Read, Grow. This \$11,880.00 is for year one of the grant (2009-2010). Reductions were made from the original proposal.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to accept \$11,880 from the grant.

All members voted yes. Motion carried.

Communications

Letter from Library Development – Library Charter

A letter dated March 19, 2010 was received from Joseph Mattie, Library Development Specialist with the NYS Library, Division of Library Development, indicating that the service area in the 1960 charter is unclear. D. Wyrwa will meet with him to discuss this matter while she is in Albany later this month.

Unfinished Business

Microfilm

No additional information concerning the Daily News microfilm that resides in the vault at Beils. Current film will be purchased from NewsBank, the new vendor that Johnson Newspaper is working with, at the much higher price.

New Business

Copier/Printer for Public Use

The lease for the current copier/printer used by the public ends in May, 2010. Toshiba was contacted because they were awarded the 2008 RFP for the staff color copier/printer. This award is valid for 7 years. An upgraded copier/printer

is available. This will allow for b/w and color copying and printing by the public. Color copying has never been offered to the public. Sending faxes will also remain as a public service. The Board decided to lease rather than purchase the machine. However, additional questions concerning upgrading the coin op. remain. D. Wyrwa will pursue this and bring the updated information to the May Board meeting.

Tale For Three Counties

The Board will send a note of congratulation to the Tale For Three Counties committee for a job well done. Each year the program has grown and this year it was especially well attended. People really enjoyed *The Art of Racing in the Rain* and Garth Stein's talk.

Adjournment

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

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees June 14, 2010

Richmond Memorial Library

Board of Trustees

May 10, 2010

Call to order

The regular meeting of the Board of Trustees was held on Monday, May 11, 2010.

President of the Board Rosemary Surowka called the meeting to order at 6:30 pm.

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

Also present: Colleen Brudz, Diana Wyrwa, Sandra Gillard

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 April 12, 2010.

All members voted yes. Motion carried.

Request to move to Executive Session

Upon the motion of T. Stokes and seconded by B. Stich it was resolved to move to Executive Session at 6:33pm.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by B. Stich it was resolved to return from Executive Session at 7:27pm.

All members voted yes. Motion carried.

Report of Librarian

Personnel

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to accept the resignation request of Susan Briggs, GRO Coordinator effective immediately.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to accept the resignation request of Ashley Kingsley, Library Page effective May 27, 2010.

All members voted yes. Motion carried.

Review of Budget Results/Trustee Election

There was a 0% increase in the 2010 – 2011 library budget so it was no need for it to be included on the ballot. Rosemary Surowka ran unopposed for the Library Board. She was elected with a total of 167 votes (124 walk in votes and 43 absentee).

Marshall Fund/SAGE Program Grant Application

A letter was received from Patricia Campbell, Program Officer for the Marshall Foundation indicating that the SAGE program could apply for \$53,000. An application

for the 2010-2011 SAGE program was prepared by Cathie Plaisted and Diana Wyrwa and submitted electronically before the due date of May 7, 2010.

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to approve the SAGE application to the Community Foundation's Muriel H. Marshall Fund.

All members voted yes. Motion carried.

Library Copier/Printer

A discussion was held concerning the lease of a new copier/printer.

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to lease a Toshiba e-STUDIO 2830C copier with a maintenance agreement from Toshiba Business Solutions for 5 years with a monthly payment of \$152.25 and with the library only paying for copies actually printed for both black/white and color.

All members voted yes. Motion carried.

Long Range Plan

The Long Range Plan was distributed to the Board. A few activities were highlighted for each goal for the year 2010 including the following:

Goal 1:

1. Continuing the implementation of the space study with additional changes made to the main floor of the library.
2. A lecture series, in partnership with other cultural agencies. Topics might include Mary Elizabeth Wood; architecture of the building; the Richmond family, etc.

Goal 2:

1. Promoting technology, especially WiFi services.
2. Refreshing the webpages and adding Flickr to the adult and teen pages.
3. Begin digitizing Local History items (starting with old newspapers)
4. Ebooks, which are now available through Nioga, possibly purchasing for Richmond Library.

Goal 3:

1. Open the Coffee Bar as a new business.
2. Offer workshops by GCC's Small Business Development Center.
3. Continue the National Library Week/Business Partnership program.

Goal 4:

1. Assume responsibility for all funds include payroll.
2. Encourage groups that use the library meeting rooms to "go green".
3. RML will have it's own audit done.
4. Establish a foundation.

Upon the motion of D. Charters and seconded by T. Stokes, it was resolved to accept the revised Long Range Plan for 2007 – 2011.

All members voted yes. Motion carried.

Library Statistics

Materials circulation	April 2010	21,104
Internet usage	April 2010	3,349
Attendance	April 2010	15,246 / 586 average per day
Web page site access	April 2010	2578

Report of Committees

Building and Grounds

Tracy Stokes reported on the Building and Grounds Committee meeting. Committee members toured the library and the grounds with Jim Jacobs. This opened the lines of communication for problem areas that need to be addressed.

Genesee County Funding

June 16th there will be another meeting of the libraries to plan strategy for requesting Genesee County funding. Services to youth will be the thrust of this year's request. Rosemary Surowka is the Board representative to this committee.

Financials

Approval of Invoices for Payment

Upon the motion of B. Stich and, seconded by T. Stokes, it was resolved to accept the proposed 5/6/2010 invoice payments for \$35,719.94 on warrant 37.

All members voted yes. Motion carried.

Transfer of Funds

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to transfer \$884.00 from L7410.450/03-0420 (AV-Marshall Grant) to L7410.400/03-0450 (Other expenses – Marshall Grant) to pay for Conference expenses and a Batavia Newspaper Corp. invoice.

All members voted yes. Motion carried.

Supplemental Warrant

Upon the motion of D. Charters and seconded by B. Stich it was resolved to pay the conference registration request (\$195) for Marshall Grant coordinator on the upcoming supplemental warrant 50. All members voted yes. Motion carried.

Upon the motion of B. Stich, seconded by T. Stokes, it was resolved to pay 4 checks on supplementary warrant 45 for a total of \$2,171.25.

All members voted yes. Motion carried.

March 2010 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by T. Stokes, it was resolved to accept the March 2010 Summary of Revenues and Appropriations as submitted.

All members voted yes. Motion carried.

Capital Reserve

Paula Haven has investigated a company called Book Prospector that pays for old books. The books that would be sold would be rejects from the book sale that are headed to recycling.

Upon the motion of T. Stokes, and seconded by D. Charters, it was resolved to put any money that is made using Book Prospector into the Capital Reserve fund.

All members voted yes. Motion carried.

Communications

Nioga Letter – Construction Grant

A letter dated April 22, 2010 was received from Nioga Executive Director, Tom Bindeman concerning New York State Public Library Construction grants. He is encouraging member libraries to apply because even though the state budget is late, there is a strong possibility that this will be funded.

RSVP Thank you

A letter of thanks was received from Dorian Ely, Coordinator at RSVP of Genesee for being honored by the Friends of the Library. RSVP was selected as Friend of the Year because of the number of library volunteers that come from this agency.

Unfinished Business

Custodial Agreement

The Custodial Agreement is completed but will be presented to the Board in June.

Library Charter

D. Wyrwa met with Joe Mattie, NYS Library Development liaison, while she was in Albany. Changes need to be made to the library charter concerning clarification of the service district. Richmond Library is the last library in the Nioga System to make the needed changes.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:53pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees July 19, 2010

Richmond Memorial Library

Board of Trustees

June 14, 2010

Call to order

The regular meeting of the Board of Trustees was held on Monday, June 14, 2010.

President of the Board Rosemary Surowka called the meeting to order at 6:30 pm.

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

Also present: Colleen Brudz, Diana Wyrwa, Sandra Gillard

Excused: JohnMcGee, Tracy Stokes, Gail Stevens

Approval of Minutes

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to accept the minutes of the May 10, 2010 meeting as submitted.

All members voted yes. Motion carried.

Report of Librarian

2010-2011 Library Board Meeting Calendar

The Board Meeting Calendar was discussed and there was a conflict for some Board Members so it was decided to table the calendar until the July meeting.

Personnel

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to accept Judy Hurlbut as the GRO Coordinator pending Civil Service approval effective July 6, 2010.

All members voted yes. Motion carried.

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to accept Linda Daviau as the part-time Library Clerk for Children's Room effective July 1, 2010.

All members voted yes. Motion carried.

Charter Revision

The proposed amended Charter for the Richmond Memorial Library was presented. Changes included clarifying the service area to include all areas covered by the Batavia City School District and adding IRS dissolution language necessary for tax exempt status under section 501(c)(3).

Upon the motion of B. Stich and seconded by D. Charters it was resolved to accept the Resolution of a Special Meeting of the Board of Trustees of the Richmond Memorial Library regarding the Amendment to the Charter.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters it was resolved to accept the Petition for Amendment of the Charter.

All members voted yes. Motion carried.

Audit RFQ

No affirmative responses were received concerning requests for quotes for audits of the library. The Board instructed D. Wyrwa to contact some of the firms to ask why they had not responded. A second request will be sent after she receives this information.

Coffee Bar RFP

D. Wyrwa is still working on this RFP using Buffalo and Erie County’s as a guide. She expects to have it completed before the next meeting and will personally contact some interested caterers and coffee shop owners. Also a legal ad will be placed in the Daily News.

Summer Reading Program

Brochures for the Children, Teen and Adult Summer Reading Programs were distributed. Program will begin June 28, 2010.

Long Range Plan

The updated Long Range Plan was distributed to the Board.

We The People Grant – Final Report

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to accept the final report for the We The People Grant. All members voted yes. Motion carried.

Library Statistics

Materials circulation	May 2010	19,356
Internet usage	May 2010	2,819
Attendance	May 2010	14,782 / 439 average per day
Web page site access	May 2010	Incomplete data from Millennium Computers

Report of Committees

Genesee County Funding

June 16th there will be another meeting of the libraries to plan strategy for requesting Genesee County funding. Services to youth will be the thrust of this year’s request. Rosemary Surowka is the Board representative to this committee.

Building and Grounds

The next meeting of the Building and Grounds Committee will be held June 24, 2010.

Financials

Approval of Invoices for Payment

Upon the motion of D. Charters and, seconded by B. Stich, it was resolved to accept the proposed invoice payments for 6/10/2010 for 187 invoices for \$90,258.75 on warrant 51. All members voted yes. Motion carried.

Supplemental Warrant

Upon the motion of B. Stich, seconded by D. Charters, it was resolved to pay 5 checks on supplementary warrant 50 for a total of \$2,198.22.
All members voted yes. Motion carried.

April/May 2010 Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by D. Charters, it was resolved to accept the April and May 2010 Summary of Revenues and Appropriations as submitted.
All members voted yes. Motion carried.

Transfer of Funds

Upon the motion of B. Stich and seconded by D.Charters, it was resolved to transfer \$2,110.00 from L9010.800.00.0000 (Retirement Account) to L7410.150.00.0000 (Professional Salaries) to pay for Sandra Gillard’s unused vacation and compensatory days.
All members voted yes. Motion carried.

Capital Reserve

Nothing was deposited or withdrawn.

Trust Funds

Upon the motion of B.Stich and seconded by D. Charters it was resolved to accept the following trust fund monies from the Batavia School District
33,622.19 – Richmond Library
12,363.67 – Richmond Library building
13,175.49 – Adelaide R. Kenney Library
and that these monies be transferred into the Richmond Memorial Library savings account at Five Star Bank.
All members voted yes. Motion carried.

Family Literacy Grant Funds

Upon the motion of B. Stich and seconded by D. Charters it was resolved to approve the Family Literacy Services Grant Program budget as approved by the Library Board of Trustees on April 12, 2010 from 2009-2010 funds into 2010-2011 funds on July 1, 2010.
All members voted yes. Motion carried.

Communications

None

Unfinished Business

Custodial Agreement

Upon the motion of B. Stich and seconded by D. Charters, the Custodial Agreement for 2010 – 2012 was accepted.

All members voted yes. Motion carried.

Toshiba Lease

A discussion was held concerning a change to the lease of the new copier/printer for public use. The scheduled payment was different due to a change in the equipment for the coin operation.

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to lease a Toshiba e-STUDIO 2830C copier with a maintenance agreement from Toshiba Business Solutions and approve a change in the monthly payment from \$152.25 to \$165.58.

All members voted yes. Motion carried.

New Business

Request for Special Meeting

D. Wyrwa requested a short special meeting to approve a final warrant to pay as many invoices as possible out of the budget for the 2009-2010 year. Board members agreed.

A tentative date of June 28 at 3:15pm is being scheduled.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:33pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees July 19, 2010

Richmond Memorial Library

Board of Trustees

June 28, 2010

Call to order

The special meeting of the Board of Trustees was held on Monday, June 28, 2010.

President of the Board Rosemary Surowka called the meeting to order at 3:15 pm.

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

Also present: Diana Wyrwa

Excused: Beth Stich

Report of Librarian

Personnel

Upon the motion of J. McGee, seconded by T. Stokes, it was resolved to approve Lisa Gricius as a substitute librarian for the Richmond Memorial Library beginning July 7, 2010.

All members voted yes. Motion approved.

Audit Update

D. Wyrwa reported that she contacted some of the local firms that received our audit RFQ. All said they no longer perform audits due to increased testing, insurance etc. required by NYS. A firm from Medina, Zelazny & Roush, was recommended by Bill Toal, who works with Tale for Three Counties and our RML Friends Group. He stated that this firm audits Medina's Lee-Whedon Library. D. Wyrwa contacted Zelazny & Roush and discovered that they had ceased performing audits six months ago. Zelazny & Roush do perform reviews (which is what Lee-Whedon has done now). D. Wyrwa contacted Nioga to ask whether RML needs a full audit or not. Nioga is contacting Library Development to determine the answer. Board members suggested waiting for the answer from Nioga and report at the next meeting.

Financials

Transfers

Upon the motion of T. Stokes, seconded by D. Charters, it was resolved to approve the transfer of \$1000 from the AV line (L7410-450-00-0420) to the Book line (L7410-450-00-0410) for additional book payments at year end.

All members voted yes. Motion approved.

Approval of Invoices for Payment

Upon the motion of D. Charters and, seconded by J. McGee, it was resolved to accept the invoice payments for 6/28/2010 for 122 payments for \$21,274.31 on warrant 54.

All members voted yes. Motion carried.

Supplemental Warrant

D. Wyrwa requested a final supplemental warrant for fiscal year 2010-2011 dated June 30, 2010. The June 30, 2010 supplemental warrant would follow the established rules for

supplemental warrants as established by the RML Board of Trustees July 13, 2009 and amended October 19, 2009.

Upon the motion of J. McGee, seconded by T. Stokes, it was resolved to approve the issuing of a final supplemental warrant dated June 30, 2010 adhering to the established rules for supplemental warrants as approved by the RML Board of Trustees.

All members voted yes. Motion carried.

Trust Funds

D. Wyrwa reported that the library received a wire transfer totaling \$59,161.35 for the three trust funds from the Batavia City School District on June 22, 2010. The amount was placed in the library's savings account at Five Star Bank.

2010-2011 Budget

Upon the motion of D. Charters, seconded by T. Stokes, it was resolved to adopt the 2010-2011 Budget commencing on July 1, 2010.

All members voted yes. Motion carried.

Adjournment

With no further business, President Rosemary Surowka, adjourned the meeting at 3:55pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees August 9, 2010

Richmond Memorial Library

Board of Trustees

July 19, 2010

The reorganization meeting of the Board of Trustees was held on Monday, July 19, 2010.

President of the Board Rosemary Surowka called the meeting to order at 3:20 pm.

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

Also present: Colleen Brudz, Diana Wyrwa, and Paula Haven

Swearing in of Board Members

All members of the Board of Trustees were sworn-in by Notary Public, Alice Zito.

Reorganization

Election of President

Upon the motion of J. McGee, seconded by B. Stich, Rosemary Surowka was nominated as President of the Board of Trustees.

All members voted yes. Motion carried.

Election of Vice-President

Upon the motion of B. Stich, seconded by J. McGee, Dana Charters was nominated as Vice President of the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Clerk

Upon the motion of T. Stokes, seconded by R. Surowka, 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 R. Surowka, it was resolved to appoint Paula Haven 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 R. Surowka, 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 R. Surowka, 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 R. Surowka, 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 R. Surowka, 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 R. Surowka, 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 R. Surowka, 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 R. Surowka, it was resolved that Diana Wyrwa be appointed as the Payroll Certifier for Richmond Memorial Library.
All members voted yes. Motion carried.

By-Laws Review

Upon the motion of T. Stokes, seconded by R. Surowka, 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

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to accept the minutes of both the regular meeting of June 14, 2010 and the special meeting of June 28, 2010 as submitted. All members voted yes. Motion carried.

Report of the Librarian

Board Meeting Calendar

Upon the motion of T. Stokes, seconded by J. McGee it was resolved to approve the 2010 – 2011 Library Board of Trustees meeting calendar. All members voted yes. Motion carried.

School Liaison

The Board of Education has decided not to assign someone to be a liaison to the Library Board. Instead, D. Wyrwa has been asked to do an executive summary of the monthly meetings and e-mail them to Bobbi Norton, assistant to Margaret Puzio. This will keep the Board of Education abreast of RML activities and business.

Personnel – Library Pages

A discussion was held concerning that status of Library Pages. In 2009, it was decided to phase out the page positions by developing a corps of volunteers. D. Wyrwa explained that it has met with limited success. Library volunteers are treated as volunteers; they work when they want to and they are not scheduled for a certain number of hours. While helpful, it is creating times when there is a build-up of materials to be put away. Currently, there are three pages working, one page plans to resign to attend college in August. D. Wyrwa recommended that the third position be maintained.

D. Wyrwa recommended that Liz LeFort, who has been an employee of the library for 5 years, and works as a page with circulation duties, be given a 2.5% increase in pay beginning Aug. 1, 2010.

D. Wyrwa recommended that Dan Crofts be trained in circulation duties beginning in September. His salary would be increased by \$.25 per hour after training.

Upon the motion of J. McGee, seconded by R. Surowka, it was resolved to approve maintaining three library page positions and increasing wages for pages as proposed. All members voted yes. Motion carried.

National Grid Proposal

D. Wyrwa reported that Jim Jacobs, Batavia CSD Buildings and Grounds Supervisor, arranged for National Grid to do an assessment as part of their energy conservation program. They would replace all the lights in the building and add 12 occupancy sensors in appropriate areas. The estimated job cost is \$29,201.66; National Grid would contribute \$20,441.16 and the library would contribute \$8,760.50. If the library will pay this in a lump sum, there is an additional 15% discount, bringing the cost to \$7,446.43. The Library would see additional savings in monthly electric bills. B. Stich recommended that the library's contribution be taken from the

utilities budget line because this project, which will save the library money and add to the “green” effort, is an excellent use of taxpayers’ money.

Upon the motion of J. McGee, seconded by T. Stokes, it was resolved to accept National Grid’s proposal for replacement of all the lights and pay the library’s portion from the utilities budget line.

All members voted yes. Motion carried.

Coffee Bar RFP

D. Wyrwa completed the RFP for the library’s proposed coffee bar. It was reviewed by Rick Bald, from FRA Engineering for an architectural viewpoint; Tom Williams, library attorney, for a legal perspective; and Sam Campanella from the BEST (Business and Employee Skill Training) Center at GCC for a business viewpoint. D. Wyrwa said she will be sending it to all caterers in Genesee County, as well as several to the Genesee County Chamber of Commerce, and the BEST Center at GCC on July 22. Legal ads will be placed in the Batavia Daily News on July 23 and 24. Responses will be due on August 24 by 2:00 p.m., and a decision will be made by August 31.

Upon the motion of B. Stich, seconded by D. Charters, it was resolved to accept the Coffee Bar RFP.

All members voted yes. Motion carried.

Digitization Project

20 rolls of microfilm of the earliest local newspapers have been sent to Thomas Tryniski for digitization. Mr. Tryniski contacted the library last year and explained that he digitizes newspapers as a hobby. The only cost to the library is the shipping costs for the film and the external hard drive, where he will load a copy for the library. Once they are done, the library will be able to make them available to patrons from the homepage. There are no copyright issues for the papers from 1822 – 1923; there is a question regarding papers from 1923 – 1978; and papers from 1978 on cannot be digitized as per the Sonny Bono law.

Long Range Plan

The Board reviewed an update of the Long Range Plan through July 2010. It should be noted that for the second year Kelly March and Dan Crofts teamed up to make a Summer Reading Club Promotional Film that is available on the Children’s Room page of the library’s website.

Library Statistics

Materials circulation	June 2010	21,843
Internet usage	June 2010	3466
Attendance	June 2010	15,422 / 593 average per day
Web page site access	June 2010	Incomplete data from Millennium Computers

Librarian Kathy Facer is working with Millennium Computers to correct the problem with the statistics.

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. The presentation focused on youth services provided by the Genesee County libraries including the number of children's programs offered, number of children attending programs, and the total circulation of children's materials at each library.

Board members reviewed a letter from County Manager Jay Gsell concerning county funding requests for 2011. Libraries are planning to ask for a cost of living increase.

Buildings and Grounds

Buildings and Grounds committee met for the second time. A review of completed tasks plus large and small projects for the future were discussed. The library has received a new tractor for lawn mowing. Jim Jacobs would like a full roof replacement in two years, due to the leak that occurred after maintenance was done on the air conditioning vents. There have been new patches put on the roof for the short term. In order to have the roof replaced on the historic part of the building, the library would have to work with the NYS Historic and Preservation Office.

Financials

Approval of Invoices for Payment

Upon the motion of J. McGee, seconded by R. Surowka, it was resolved to approve the 7/14/10 proposed invoices for payment totaling \$4,962.75 on warrant 1.

All members voted yes. Motion carried.

Supplemental Warrant

Upon the motion of T. Stokes, seconded by B. Stich, it was resolved to approve the payment of 9 claims on supplemental warrant 56 for a total of \$6,702.26.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa reported that two deposits were made to the Capital Reserve in June 2010: \$2906 from the Friends of the Library as part of the pledge made to the construction of the Dorothy Wilber Memorial Room and \$2.73 from the books sold to Book Prospector.

Designation of Trust Funds

Following a brief discussion, it was decided to table the designation of Trust Funds until the August meeting.

Marshall Grant Funding 2010 – 2011

D. Wyrwa reported that the library has received the full amount of \$53,000 for Marshall Grant Funding.

On a motion made by T. Stokes, seconded by J. McGee, it was resolved to amend the 2010-2011 budget and accept the Marshall Grant Funding for 2010-2011 as presented.

All members voted yes. Motion carried.

Unfinished Business**Audit Update**

According to Library Development (contacted by NIOGA for RML), the library is not required to have an audit. A review would suffice. However, Library Development and NIOGA suggest an audit for 2009-2010, the first year of financial separation from the school district, would be beneficial. D. Wyrwa stated that she has received names of audit firms from Batavia City School District, NIOGA and Bill Toal, CPA for our Friends of the Library. The Board directed D. Wyrwa to re-issue the RFQ to the auditors on this new list and report at the next meeting.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 5:30 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees September 13, 2010

Richmond Memorial Library

Board of Trustees

August 9, 2010

The regular meeting of the Board of Trustees was held on Monday, August 9, 2009. President of the Board Rosemary Surowka called the meeting to order at 3:20 pm. Members Present: Dana Charters, John McGee, Beth Stich and Rosemary Surowka Also present: Colleen Brudz, Diana Wyrwa, Kathy Facer, and Paula Haven Excused: Tracy Stokes

Approval of Minutes

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to accept the minutes of the meeting July 19, 2010.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to accept Melanie Klimjack's resignation from the position of Page.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to approve Gina Lombardi as a substitute librarian, pending Civil Service approval.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to approve Kevin Conklin as a substitute librarian, pending Civil Service approval.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to approve Tim Balonek as a substitute custodian.

All members voted yes. Motion carried.

AmeriCorps

D. Wyrwa explained that Richmond Library has hosted AmeriCorps members for the past two years. Karissa Guiste has worked with the GRO program and assisted in Children's Room very successfully since summer of 2009, and staff is interested in keeping her on in this position for another term of 300 hours starting in October 2010 with completion by August 30, 2011. The library's contribution for this term would be \$750. D. Wyrwa recommended that the money be taken from the Other Expenses line of the budget, which covers contractual services.

Upon the motion of D Charters, seconded by B. Stich, it was resolved to approve that \$750 may be taken from Other Expenses to fund this position.

All members voted yes. Motion carried.

Family Search Affiliate Library Program

Librarian K. Facer explained that when she attended the Public Library Assoc. Conference this past March, she found out about a new program through the Genealogical Society of Utah/Family Search. The Society has been microfilming genealogical records since the 1930's and has amassed over two and a half million rolls of microfilm. These materials are made available to the public through family history centers located at Latter Day Saints churches, but hours are limited. In order to make these materials available to more people, the Society has instituted an Affiliate Library Program. K. Facer is recommending that Richmond Library apply to become an Affiliate Library. If our library qualifies, patrons would be able to order any non-restricted microfilm from the Society's collection. Microfilms are loaned and available to patrons for 30 days at a cost of \$5.50 per roll which includes shipping and a return shipping label. An additional loan period of 60 days is available to the patron for an additional \$5.50. A third loan period is also available to the patron for \$5.50 at which time the microfilm remains with the library indefinitely. D. Wyrwa pointed out that there is no upfront cost to the library and that the library would charge patrons the \$5.50. Upon the motion of J. McGee, seconded by B. Stich, it was resolved to approve submitting an application to become a Family Search Affiliate Library. All members voted yes. Motion carried.

Digitization Project

Librarian K. Facer said that she has been sending out 30 rolls of microfilm per week since the July Board meeting. They are sent out on Thursday and Mr. Tryniski sends them back the following Tuesday. The films from 1822 – 1922 are almost complete. D. Wyrwa said that she is still not comfortable with filming the papers from 1923 – 1976 due to possible copyright issues, so she will discuss it with the library attorney, Tom Williams.

Commendation Letter

D. Wyrwa read a letter she received from Nancy B. Eddy from Amherst, Massachusetts. Ms. Eddy visited our library on July 24 and wanted to commend the library on its fine local history collection and the excellent service she received from the reference librarian on duty. She included a \$25 donation. D. Wyrwa confirmed that the librarian was K. Facer. The board members congratulated K. Facer for a job well done.

NYS Construction Grant Application

D. Wyrwa reviewed information about the NYS Construction grant. The smallest amount for a grant is \$5000 and the library must put in 50% matching funds. The money would come from the Capital Reserve Fund as it continues the improvement of the building. She is considering writing the grant to replace the two main windows in the Children's Room and possibly the third, to make them safer and more energy efficient. J. McGee recommended that if the project does not cost more than \$6000, D. Wyrwa should write and submit the grant proposal.

Family Literacy Grant (GRO) interim report

D. Wyrwa reviewed the interim report on the Family Literacy Grant that she and Judy Hurlbut, GRO coordinator wrote.

Upon the motion of B. Stich, seconded by J. McGee, it was resolved to approve the interim report of the Family Literacy Grant as written.

All members voted yes. Motion carried.

Long Range Plan

The Board reviewed an update of the Long Range Plan through August 2010. For July 2010, D. Wyrwa added that the Coffee Bar RFP was issued, the Audit RFQ was re-issued and the Children's Summer Reading Club marketing includes a YouTube video. For August, D. Wyrwa added that lights were replaced throughout the library through the National Grid savings program. Over the weekend of August 7th, lights were replaced in the Children's Room and on the main floor, with the exception of the fiction room.

At the current time, lights in the fiction room and non-public areas of the library still need to be replaced as well as installing sensors. This is scheduled to be done within the next week.

Library Statistics

Materials Circulation	July 2010	No data from NIOGA
Internet usage	July 2010	3574
Attendance	July 2010	17, 565/676 average per day
Web page site access	July 2010	2871

Report of Committees

None

Financials

Approval of Invoices for Payment

Upon the motion of B. Stich and seconded by D. Charters it was resolved to approve the payment of \$8676.67 for invoices printed on Warrant 4 .

All members voted yes. Motion carried.

June & July 2010 Summary of revenues and appropriations

The June & July 2010 Summary of revenues and appropriations was tabled because there was no report from treasurer, Barbara Kapperman.

Capital Reserve Fund

D. Wyrwa said that \$3000 dollars has been added to the Capital Reserve Fund. This was a reimbursement from the Friends of the Richmond Library, the last of the \$8000 pledged by the Friends for the construction of the Wilber Room.

Designation of Trust Funds

After some discussion, J. McGee suggested that D. Wyrwa gather some information on possible plans for the trust funds and schedule a meeting of the Finance Committee to

discuss them, so that a recommendation might be made at the September meeting. It was decided to table the designation of the trust funds until September.

Communications

Cheryl Doody has requested the use of the Gallery Room to teach a hand-quilting class. There would be a \$10 cost to the students. Based on the Meeting Room Policy, the board decided it is in the best interest of the community to allow her to do so.

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to approve the request of Cheryl Doody for the use of the Gallery Room.

All members voted yes. Motion carried.

Unfinished Business

Audit RFQ

The firms of Lumsden & McCormick and EFP Rotenberg responded to the RFQ. As the quote from EFP Rotenberg was more in line with the library budget, D. Wyrwa called their references. Every one of them gave very positive commentary. D. Wyrwa recommended that the library hire this company, so that the audit can move forward.

Upon the motion of D. Charters and seconded by J. McGee, it was resolved to approve hiring the firm of EFP Rotenberg.

All members voted yes. Motion carried.

Coffee Bar RFP

The Coffee Bar RFP is out to all caterers and independent coffee bar/café owners in Genesee County. D. Wyrwa reported on her visits to some of these coffee based businesses. She suggested that the RFP be sent to a few other coffee bars located outside the county. She also suggested that the deadline be extended to September 9. Everyone agreed to the extension and expanded distribution.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 5:25 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees October 18, 2010

Richmond Memorial Library

Board of Trustees

September 13, 2010

The regular meeting of the Board of Trustees was held on Monday, September 13, 2010. 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 Paula Haven

Approval of Minutes

Upon the motion of B Stich and seconded by T. Stokes, it was resolved to accept the minutes of the meeting August 9, 2010.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

Upon the motion of J. McGee and seconded by D Charters, it was resolved to accept Dan Crofts' resignation from the position of Page.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by D Charters, it was resolved to hire Marie Barcomb for the position of page, pending Civil Service approval.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by D Charters, it was resolved to hire Colleen O'Donnell for the position of page, pending Civil Service approval.

All members voted yes. Motion carried.

D. Wyrwa read a letter of resignation from Barbara Kapperman, treasurer for the school district and the library. Her resignation is effective November 30, 2010.

NYS Construction Grant Application

D. Wyrwa presented a New York State Construction Grant application written for energy efficient replacement windows in the Children's Room.

Upon the motion of D. Charters; seconded by B. Stich, it was resolved to approve the NYS Construction Grant application for replacement windows in the children's room of the library. All members voted yes. Motion carried.

SAGE

D. Wyrwa reported that SAGE Advisory committee met on August 17 and reviewed grant year 2009 – 2010 and 2010-2011. 2009 – 2010 was a more difficult year due to funding cuts, but 2010 – 2011 is back to full funding.

Changes were made to the meeting schedule of the Advisory Committee. There have never been regular meetings, so it has been decided to meet three times per year. The Advisory Committee is in a state of transition, with two resignations and one pending resignation in December 2010. In a letter, SAGE Coordinator Cathie Plaisted requested that Roger Richardson be added to the committee in the position left open by Joe Zaso. D. Wyrwa brought another request from Cathie that Sam Leadley be added in the position left open by John Hodgins.

Upon the motion of T. Stokes and seconded by J. McGee, it was resolved to approve the appointment of Roger Richardson and Sam Leadley to the SAGE Advisory Committee. All members voted yes. Motion carried.

Barbara Bush Foundation Grant

D. Wyrwa explained that NIOGA is applying for a grant from the Barbara Bush Foundation. NIOGA's proposal is entitled *Music, Movement and Literacy* and would provide education for local preschool teachers and librarians on how to incorporate music in their story times. Richmond Library would be the representative library in Genesee County and would host the workshops.

Upon the motion of D. Charters and seconded by T. Stokes, it was resolved to submit a letter of support for NIOGA's grant application.

All members voted yes. Motion carried

Donation of Excess Materials

During a complete cleaning and reorganization of the storage closet in Children's Room, a small set of 16mm films were found. D. Wyrwa read a letter from Media Librarian Rita McCormack, requesting the films for her husband, Terry, who is a Librarian at the University of Buffalo and adjunct in the School of Library and Information Studies at the University of Buffalo. He would use them as teaching tools in his library classes. D. Charters questioned whether the films could be donated because they were purchased with taxpayer money. J. McGee suggested that they be put on permanent loan to the School of Library and Information Studies, University of Buffalo to be used for instructional purposes.

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to put the 16mm films on permanent loan to the School of Library and Information Studies, University of Buffalo.

All members voted yes. Motion carried.

Summer Reading Report

The final reports from the Adult, Teen and Children's Room Summer Reading Clubs were distributed. B. Stich commented that the Summer Reading Clubs were very well done with compliments to the library staff.

Long Range Plan

The Board reviewed an update of the Long Range Plan through September 2010. Two specific items were discussed.

First, D. Wyrwa discussed the digitization of the local newspapers. The newspapers are digitized through 1922. D. Wyrwa contacted the library attorney, Tom Williams, regarding digitizing the newspapers 1923 – 1976, as she was concerned about the copyright of the Associated Press content of the Daily News. After doing some research, Mr. Williams advised that the library not digitize the newspapers past 1922. Access to all of the digitized newspapers are currently available in-house.

Secondly, computer upgrades for 2010 are complete. They include a new print release computer station; 3 new Internet computers on the main floor; updated PACS in the Children’s Room, which are refurbished adult Internet computers; and a Large Print PAC in the Reading Room. The Large Print Pac was purchased with SAGE funds.

Library Statistics

Materials Circulation	August 2010	24,928
Internet Usage	August 2010	3630
Attendance	August 2010	17,131/659
Website Usage	August 2010	No data from Millennium Computer

There was a slight decrease in Internet Usage. Due to some problems integrating CyberSitter with Envisionware in the Children’s Room, the Children’s Internet computers were down for a month, which would account for this decrease. Kathy Facer is working with Millennium to find the problem with the website usage statistics.

Report of Committees

Genesee County Funding

A copy of the letter requesting funds for the 6 public libraries in Genesee County for 2011 was distributed. An increase of 3% was requested. R. Surowka noted that the request was decided upon by the Genesee County Funding committee that has representation from all public libraries in the county. The public libraries received a 5% decrease in 2010 funding.

Financials

2009-2010 Audit Update

The library’s first independent audit began today, September 13, with three auditors from the firm EFP Rotenberg. D. Wyrwa explained that everything will be done electronically. She is going to ask them for input on the following 3 issues: whether the library should pursue becoming a 501(c)(3); patrons having the option to use debit cards to pay fines; and their recommendation for designation of the Trust Fund Monies. When the audit is complete, the firm will report to the Library Board with their recommendations.

Approval of Invoices for Payment

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$687.19 for invoices printed on Warrant 7. All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$2,195.65 for invoices printed on Warrant 8.
All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$34,842.34 for invoices printed on Warrant 9.
All members voted yes. Motion carried.

July, August Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by B. Stich it was resolved to accept the July and August Summaries of Revenues and Appropriations.

All members voted yes. Motion carried.

Capital Reserve Fund

There was nothing to report.

Designation of Trust Fund Monies

D. Wyrwa spoke to Jane Scott at Five Star Bank. Ms. Scott's recommendation was to take the \$10,000 principle from the Adele Richmond Kinney Fund and put it into a CD that will mature in a year.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to deposit the \$10,000 from the Adele Richmond Kinney Trust Fund into a 12-month CD.

All members voted yes. Motion carried.

Communications

None.

Unfinished Business

Responses to Coffee Bar RFP

Responses to the Coffee Bar FRP were discussed. After a lengthy discussion, the Board decided that D. Wyrwa should contact Sam Campanella from Genesee Community College's BEST Center (Business and Employee Skills Training) and ask if he would consult as she meets with respondents. D. Charters volunteered to be the Board representative at these meetings.

New Business

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:50 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees November 8, 2010

Richmond Memorial Library

Board of Trustees

October 18, 2010

The regular meeting of the Board of Trustees was held on Monday, October 18, 2010.

Board member Beth Stich called the meeting to order at 6:30 pm.

Members Present: John McGee, Beth Stich, Tracy Stokes

Also present: Colleen Brudz, Diana Wyrwa and Paula Haven

Excused: Dana Charters, Rosemary Surowka

Approval of Minutes

B. Stich asked for a correction under Financials 2009-2010 Update. 501(c)(3) was not typed properly.

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to accept the minutes of the meeting September 13, 2010 pending this correction.

All members voted yes. Motion carried.

Report of the Librarian:

Charter Revision

D. Wyrwa reported that the revisions to the charter that were submitted in June 14 were approved by the New York State Board of Regents at their meeting on September 14.

Holiday Calendar

D. Wyrwa prepared different possible Holiday closing calendars for 2011. Questions included how many days to be closed around Christmas, which falls on the weekend; whether the library should close on Veteran's Day; and whether to close on the Saturdays of Memorial Day and Labor Day. The Board asked D. Wyrwa to bring statistics to the next Board meeting regarding the two Saturdays for their further consideration.

Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to accept the 2011 holiday closing calendar that includes closures on Veteran's Day and Monday, December 26, 2011.

All members voted yes. Motion carried.

Tale For Three Counties Announcement

The book for the 2011 Tale for Three Counties is Mudbound by Hillary Jordan.

Code of Conduct Incident – Discussion

On September 13, two Batavia High School students came to the library and vandalized both the Ladies' and the Girls' restrooms. With assistance from the Vice Principal at Batavia High School, the two girls were positively identified from the library's security camera tape. After some discussion, the Board decided that the students' library cards would be de-activated and they would lose their library privileges until March, 2011. If they wish to reinstate their cards, they will need to come to a board meeting with a parent and sign a document stating that they have read and understand the library's code of

conduct and will abide by it. During this period, if they need library materials for schoolwork, they may be interloaned through the high school library.

Long Range Plan

D. Wyrwa noted the following items:

September

The library entered a national Playaway Contest. The winner will receive \$10,000; 2nd and 3rd place will receive \$1000 in playaways for their collections.

The library received the revised charter from NYS.

October

The coffee bar proposals were unsatisfactory. D. Wyrwa suggested that the library proceed with the redesign of the upstairs, and then in January 2011 reissue a revised RFP.

The library now has a Facebook page created and Twitter; both are accessible from the website.

The Mystery Lover's Monday will be meeting off-site at Terry Hills for a wine tasting in conjunction with the book discussion of *The Merlot Murders* by Ellen Crosby.

All the weeding and moving in the adult non-fiction and reference collections necessary for the creation of the coffee bar has been done. A former reference area is currently being used for seasonal displays.

Library Statistics

Materials Circulation	September 2010	20,377
Internet Usage	September 2010	3282
Attendance	September 2010	15,368/615
Website Usage	September 2010	No data from Millennium Computer

Report of Committees

None

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 \$2600.25 for invoices printed on Supplemental Warrant 13.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$890.14 for invoices printed on Supplemental Warrant 16.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$25,654.57 for invoices printed on Warrant 14.
All members voted yes. Motion carried.

September Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by J. McGee it was resolved to accept the September 2010 Summary of Revenues and Appropriations.
All members voted yes. Motion carried.

Capital Reserve Fund

D. Wyrwa explained that \$2000 dollars had been deposited in the Capital Reserve Fund. These funds were from a 2009 Special Legislative Grant through Assemblyman Hawley's office. Funds effectively reimbursed the library for the furniture that was already purchased for the Teen Corner through the Capital Reserve Fund.
Upon the motion of T. Stokes and seconded by J. McGee it was resolved to approve the deposit of the grant monies to the Capital Reserve Fund.
All members voted yes. Motion carried.

Trust Funds

D. Wyrwa reported that the \$10,000 principle from the Adele Richmond Kinney Fund has been put into a 12-month CD. She has asked the auditing firm to make recommendations for the other two trust funds.

Marshall Grant

Upon the motion of T. Stokes and seconded by J. McGee it was resolved to approve the proposed use of the Marshall Grant carryover funds pending the final audit.
All members voted yes. Motion carried.

Communications:

The board reviewed a letter from Kevin J. Keenan, Program Coordinator of Smoke Free NOW, requesting that the library support their initiative to reduce tobacco use in outdoor public facilities. The Board agreed to do so.

Unfinished Business

Audit – Status Reviewed

The audit results will be presented at the November meeting of the Board of Trustees.

Coffee Bar Proposal – Status Reviewed

D. Wyrwa discussed continuing with the redesign of the upstairs, including Fiction, Local History, New Materials and relocation of computers. She will call Rick Bald of FRA Engineering to ask for specific drawings and suggestions to move forward. In January of 2011, a revised RFP for the Coffee Bar will be reissued.

New Business**Health Department Compliance – Discussion**

The Genesee County Health Department contacted staff member Leslie DeLooze regarding the refreshments listed in an ad for the Tale For Three Counties Announcement. In order to be in compliance with the Health Department rules for serving refreshments, the library had to purchase a Mobile Food Service Establishment and Food Cart license that is good for one year. Discretionary funds from the Friends of the Library were used to pay for the license.

Adjournment

There was no further business so, Board Member Beth Stich adjourned the meeting at 8:21 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees December 13, 2010

Richmond Memorial Library

Board of Trustees

November 8, 2010

The regular meeting of the Board of Trustees was held on Monday, November 8, 2010. President of the Board Rosemary Surowka called the meeting to order at 6:35 pm. Members Present: Dana Charters, John McGee, Beth Stich. Also present: Colleen Brudz, Diana Wyrwa, Tom Bindeman, Carol Richardson, Amy Clements, Greg Lighthouse, Bill Friedman and Paula Haven Excused: Tracy Stokes

Approval of Minutes

B. Stich asked for a correction under Financials, Approval of Invoices. Upon the motion of J. McGee and seconded by B. Stich, it was resolved to accept the minutes of the meeting October 18, 2010 pending this correction. All members voted yes. Motion carried.

Audit Presentation – EFP Rotenberg

Amy Clements, Greg Lighthouse and Bill Friedman from the firm of EFP Rotenberg, LLP presented a preliminary audit report for the fiscal year 2009 – 2010. The opinion of the firm is that the Library has excluded certain property and equipment that should be capitalized to conform with accounting principles generally accepted in the United States of America, and those amounts should be depreciated over the estimated useful lives of the assets; namely, an itemized list of the library’s entire collection of materials. After discussion, it was decided that NIOGA Director Tom Bindeman will see if the automation system can generate the raw data necessary for the firm to complete the audit. D. Wyrwa will also check with Scott Rosanski, Batavia City School District Business Manager, for a report the auditors were unable to obtain.

Report of the Librarian:

Affiliate Library – Family Search International

D. Wyrwa recommended tabling this until the December meeting. The Board agreed.

SAGE – Annual Prgram Review 2010

D. Wyrwa and Cathie Plaisted, SAGE coordinator presented the Annual Review to the Muriel Marshall Advisory Committee on the morning of November 8. An overview of the Annual Review was included in the board packet.

Long Range Plan

November and December updates will be reviewed at the December meeting.

Library Statistics

Materials Circulation	October 2010	20,663
Internet Usage	October 2010	3,223
Attendance	October 2010	15,330/613 per day

Approved by Library Board of Trustees January 10, 2011
Richmond Memorial Library
Board of Trustees
December 13, 2010

The regular meeting of the Board of Trustees was held on Monday, December 13, 2010. 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: Diana Wyrwa, Paula Haven, and Samantha Zito
Excused: Colleen Brudz

Approval of Minutes

Upon the motion of B. Stich and seconded by J. McGee, it was resolved to accept the minutes of the meeting November 8, 2010.
All members voted yes. Motion carried.

Report of the Librarian
2011-2012 Budget Calendar

The 2011-2012 Budget Calendar was presented to the Board.
Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to accept the 2011-2012 Budget Calendar.
All members voted yes. Motion carried.

Treasurer

The retirement of Barbara Kapperman, library treasurer, was effective December 1, 2010. Sally Sanford has been hired by the Batavia City School District as B. Kapperman's successor.
Upon the motion of J. McGee and seconded by T. Stokes, it was resolved to approve Sally Sanford as the library's treasurer.
All members voted yes. Motion approved.

Affiliate Library – Family Search International

Kathy Facer, Reference Librarian, came to the August 2010 Board of Trustees meeting to propose that the Richmond Library become a Family Search Center through the Church of Jesus Christ of Latter Day Saints (LDS). D. Wyrwa reviewed the agreement. Patrons will be able to borrow microfilm from LDS for the cost of postage. A film borrowed three times becomes the property of Richmond Library. The library's responsibilities include setting aside a place for a family search area, which is already available in the Local History section of the library. K. Facer will be able to do publicity through the Genesee Area Genealogists, her upcoming genealogy classes, and Genealogy by Appointment, which she offers on Wednesdays from 2 – 4. D. Wyrwa also mentioned that there are several volunteers who are available to assist K. Facer with Genealogy by Appointment.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve that the Richmond Memorial Library become a Family Search Center.

All members voted yes. Motion carried.

Family Literacy Grant 2011-2013

D. Wyrwa gave a history of the Family Literacy Grant at Richmond Library. If the 2011-2013 grant is awarded, it will be the 5th one the library has received. The 2011-2013 as written by Judy Hurlbut, GRO coordinator is entitled Family Book and Dinner Dates, based on current research that families who share frequent dinner times have children who are successful in school, have healthier lifestyles, communicate better, and have stronger family connections. Families participating in the grant programs would come to the library on a monthly basis for a themed dinner. Meals would be provided by local restaurants or caterers, and a program on topics such as eating healthy, container gardening etc. would be presented by staff from cooperating agencies, such as Cornell Cooperative Extension.

Upon the motion of T. Stokes and seconded by B Stich, it was resolved to approve the submission of the Family Literacy Grant 2011 – 2013 .

All members voted yes. Motion carried.

Long Range Plan

December

11,000 new E-Book titles have been added to the NIOGA collection. These were paid for with ALMS monies. A system-wide E-Book selection committee is being formed with a representative from each county. Leslie DeLooze, Adult Services Librarian from Richmond Library will be the Genesee County Representative.

Richmond Library participated in the Holland Land Office Museum's Wonderland of Trees this year.

Early Literacy Stations for the Children's Room have been ordered.

November

Genealogy by Appointment began.

Public hearing for 2011 Genesee County Budget was held. It was attended by 3 Board Members and Director. D. Wyrwa thanked D. Charters for speaking on behalf of libraries.

Library Statistics

Materials Circulation	November 2010	21,606
Internet Usage	November 2010	3157
Attendance	November 2010	15,645
Website Usage	November 2010	2,657

Report of Committees

Buildings and Grounds

The committee discussed the area behind the staff-only door near the SAGE desk. The ceiling was coming down. It has since been repaired.

Habiterra came and measured the ramp. They determined that the new doors are the necessary size; the railing needs to be extended; and one part of the ramp may be too

small. If it is too small, it may be able to be fixed without a total replacement of the ramp.

Finance Committee

The committee discussed the very beginning of the 2011 – 2012 budget.

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 \$4,493.76 for invoices printed on Supplemental Warrant 21.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$593.50 for invoices printed on Supplemental Warrant 25.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$51,653.29 for invoices printed on Warrant 22.

All members voted yes. Motion carried.

October Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by B. Stich it was resolved to accept the October 2010 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Transfers

Upon the motion of T. Stokes and seconded by D. Charters it was resolved to approve the transfer of \$640 from the Salary line (L7410.160-02-1800) to the Supply Line (L7410.450.02-0430); and \$48 from the Benefits line (L9030.800-02-0000) to the Supply Line (L7410.450.02-0430) to purchase additional materials, supplies and 2011 calendars for the Eat, Read, Grow grant.

All members voted yes. Motion carried.

Genesee County Funding

A letter dated December 9, 2010 was received from County Manager Jay Gsell explaining that the Genesee County Legislature approved the \$48, 748 appropriation for the Genesee County Libraries in the 2011 County Budget. This is down from \$57, 351 received in 2010. Manager Gsell also indicated that cuts are likely next year as well.

D. Wyrwa offered her recommendations for the use of the 2010 – 2011 Genesee County Funds.

Upon the motion of T. Stokes and seconded by D. Charters it was resolved to approve the use of Genesee County funds as recommended by D. Wyrwa.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa requested that monies be moved into Capital Reserve for the remodeling of the main floor of the library. She explained that she is working with salespeople from

several different library furniture companies, getting estimates for the necessary furniture to complete the Teen Corner, move computers and expand the Fiction area. D. Wyrwa recommended \$12,363 from the Richmond Memorial Library Building Trust Fund be moved into Capital Reserve and the first PILOT payment of \$24,679 be moved into Capital Reserve.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve to move the money from the Richmond Memorial Library Building Fund and the first PILOT payment into Capital Reserve and allocate \$50,000 of Capital Reserve funds to be used toward further renovations of the main floor of the library.

All members voted yes. Motion carried.

Communications

D. Wyrwa distributed formal written complaints regarding five 8th grade students who regularly attend the library's After School program. The names of these students appear repeatedly in the library's potential problem log for rude and insubordinate behavior. After some discussion, the Board decided that the students' library cards would be deactivated and they would lose their library privileges until June, 2011. During this period, if they need library materials for schoolwork, they may be interloaned through the middle school library. If they wish to reinstate their cards, they will need to come to the June 13, 2011 Board meeting with a parent or legal guardian and sign a document stating that they have read and understand the library's code of conduct and will abide by it.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve that disciplinary action be taken against these five students and any future repeat offenders.

All members voted yes. Motion carried.

Audit Status

D. Wyrwa explained that EFP Rotenberg believes that they can work with seven years of the library's general ledgers and invoices to come up with the data they need to complete the audit and offer an unqualified opinion. This will mean an additional cost to the library.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve whatever additional cost is necessary to complete the audit.

All members voted yes. Motion carried.

Adjournment

There was no further business so, President Rosemary Surowka , adjourned the meeting at 9:15 pm.

Respectfully submitted,
Diana Wyrwa, clerk