

Approved by the Board of Trustees February 13, 2012

Richmond Memorial Library

Board of Trustees

January 9, 2012

The regular meeting of the Board of Trustees was held on Monday, January 9, 2012.

President of the Board Rosemary Surowka called the meeting to order at 6:00 pm.

Members present: Dana Charters, Deborah Rider, Beth Stich, Tracy Stokes, 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 approve the minutes of the regular meeting of December 12, 2011.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

Carol Richardson, Library Clerk has submitted her resignation. D. Wyrwa recommended that her resignation as a full-time employee be accepted, but that she continue as a part-time employee assisting with creation of purchase orders, warrants, accounts payable only. Mrs. Richardson currently has clerical financial duties assigned to her as well as circulation duties.

Upon the motion of D. Charters and seconded by B. Stich it was resolved to approve the resignation of Carol Richardson as a full-time employee but retain her as a part-time employee.

All members voted yes. Motion carried.

Nioga Library Representative

D. Wyrwa reviewed a letter from Jonathan Incho, Chair of the Nominating Committee of the Board of Trustees of the Nioga Library System, recommending Ms. Colleen Brudz to serve a second term as the Trustee for the City of Batavia. Ms. Brudz has served on several key committees of the Nioga board, and is currently Vice President.

Upon the motion of D. Charters, seconded by D. Rider, the following resolution was adopted: **Resolution to nominate a candidate for trustee of the NIOGA Library System**

Whereas, the trustees of the Richmond Memorial Library in Batavia, a participating library in the Nioga Library System, desire to nominate a candidate to fill the vacancy on the Board of Trustees of the Nioga Library System, and

Whereas, the Nioga Board of Trustees has requested that such nomination be made by resolution of the nominating Board of Trustees:

Now, therefore, be it resolved that the Board of Trustees of the Richmond Memorial Library, Batavia hereby nominate Colleen Brudz, 20 Kingsbury Avenue, Batavia, NY 14020 as a candidate to the Board of Trustees of the Nioga Library System, and

Be it further resolved that this resolution be attached to and made part of the minutes of the regular meeting of the Board of Trustees of the Richmond Memorial Library held on this date.

All members voted yes. Motion carried.

NYS Construction Grant Status

The new windows have been installed in the Children's Room. Once payment is made and D. Wyrwa submits the final report, the grant is complete.

Review of presentation to Batavia School District Board of Education

The library Board of Trustees left the meeting at 6:55 pm to present to the Batavia School District Board of Education. After D. Wyrwa introduced the library board, she passed around a 1919 Batavia high yearbook with a unique picture of the high school, and a 1920 class photo that was taken on the front steps of Richmond Memorial Library. She then discussed the Top Ten Library Accomplishments 2011, which ended with the Board visiting Best Sellers Café, the top accomplishment on the list, for refreshments. The library Board reconvened at 7:35 pm.

Long Range Plan

- Media area redesign begins
- Windows replaced in Children's Room – NYS Construction Grant

D. Wyrwa included a draft of a letter to be sent to the original members of the Long Range Plan Core Committee.

Library Statistics

Materials circulation	December 2011	19,426
Internet usage	December 2011	2,410
Attendance	December 2011	13,962
Website usage	December 2011	3,222

Report of Committees

Finance Subcommittee – Budget Preparation

D. Wyrwa met with B. Stich and D. Rider to begin preparation for the 2012-2013 budget. Due to New York State's new 2% tax cap, there are no firm numbers available at this time. They reviewed personnel issues with several possible scenarios.

Financials

Transfers

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the transfer of \$176.00 from the Health Insurance High Deductible Line to the Health Insurance Admin Costs Line to cover administrative Health Insurance costs for September – January. These costs are to the previous health insurer for Flex benefits extended through school district.

All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the payment of \$519.58 on Supplemental Warrant 90.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the manual check on Summary Warrant 91. The amount of \$4,789.39 was received by P & A Administrative Services for December health care costs.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the payment of \$2,004.12 on Supplemental Warrant 93.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the payment of \$148,979.75 on Warrant 92.

All members voted yes. Motion carried.

Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the November 2011 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Bank Reconciliation

Sally Sanford, library treasurer, put together a Bank Reconciliation Report. From this point forward, she will provide this report on a monthly basis. It contains four sections that will require Board approval.

Capital Reserve

D. Wyrwa went over the draft document that shows all Capital Reserve Fund Appropriations and Disbursements from the creation of the fund in 2008 with S. Sanford, All records are now in agreement.

Communications - None

Unfinished Business

New Business

Employee Handbook

D. Wyrwa is planning to write an Employee Handbook. Although each staff member will have a separate salary/benefits agreement, all staff members will refer to the Employee Handbook for an explanation of working conditions. This should be completed by the end of this fiscal year.

Adjournment

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

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees March 12, 2012

Richmond Memorial Library

Board of Trustees

February 13, 2012

The regular meeting of the Board of Trustees was held on Monday, February 13, 2012. President of the Board Rosemary Surowka called the meeting to order at 6:35 pm.

Members present: Dana Charters, Deborah Rider, Beth Stich, Tracy Stokes, Rosemary Surowka

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

Approval of Minutes

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the minutes of the regular meeting of January 9, 2012.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

D. Wyrwa explained that Judy Hurlbut, who was the coordinator of the library's Giving Reading Opportunities grant, is still listed as an employee at Civil Service. Her name was maintained because she had submitted another grant proposal, and had it been approved, she would have been in place to coordinate again. As the grant was not approved, D. Wyrwa recommended removing her name from the employee list.

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to approve the removal of Judy Hurlbut from the library's Civil Service Employee list.

All members voted yes. Motion carried.

Revised Budget Calendar

Due to the Budget Hearing being moved to a week later than usual to avoid the Easter Holiday, D. Wyrwa needed to move two items on the Budget Calendar to meet the legalities.

Upon the motion of D. Charters and seconded by D. Rider, it was resolved to approve the changes to the Budget Calendar.

All members voted yes. Motion carried.

Tax Cap/2012-2013 Budget Vote Update

As this is the first year of the Tax Cap as mandated by New York State, D. Wyrwa recommended that the Board vote to override the cap as a failsafe measure.

Upon the motion of D. Charters, seconded by T. Stokes, the following resolution was adopted.

One hundred percent of the Board voted yes. Motion carried.

Whereas, the adoption of the 2012-2013 budget for the Richmond Memorial Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Richmond Memorial Library voted and approved to exceed the tax levy limit for 2012-2013 by at least the sixty percent of the board of trustees as required by state law on February 13, 2012.

Resolutions Appointing Elections Inspectors and Noticing Meetings

RESOLUTION APPOINTING BOARD OF REGISTRATION

UPON THE MOTION OF D. Charters and seconded by D. Rider the following resolutions were adopted.

All members voted yes. Motion carried.

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 \$185.00.

By the order of the Board of Trustees
Richmond Memorial Library
Dated: February 13, 2012

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 D. Charters and seconded by D. Rider the following resolutions were adopted.

All members voted yes. Motion carried.

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 17, 2012 which day is hereby fixed for the purpose, during the hours of 9:00 o'clock AM 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 17th of April, to wit, on April 3 and April 10 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 17, 2012 from 9:00 o'clock AM 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 13, 2012

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 D. Charters and seconded by D. Rider the following resolution was adopted.

All members voted yes. Motion carried.

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 Richmond Memorial Library, 19 Ross St., 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 1:00 o'clock PM and 2:00 o'clock PM to 5:00 o'clock PM in each week day other than Saturday from date of the notice up to May 1, 2012 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 17 and April 24, 2012 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 Richmond Memorial Library and notice is further given that said registers will continue to be on file at the Richmond Memorial Library, 19 Ross St., and will be open for inspection from the hours of 9:00 o'clock AM to 1:00 o'clock PM, and 2:00 o'clock PM to 5:00 o'clock PM in each week day other than Saturday from the date hereof up to the date of annual meeting to wit: May 1, 2012.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 13, 2012

Diana Wyrwa, Clerk
of Richmond Memorial Library

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

UPON THE MOTION OF D. Charters and seconded by D. Rider the following resolution was adopted.

All members voted yes. Motion carried.

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 1, 2012, which dates of publication shall be on March 6, March 12, March 20 and March 27 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 1, 2012 during the hours of 9:00 o'clock AM 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 2012-2013 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, 2012 and ending June 30, 2017, as a result of the expiration of the term of office presently held by Elizabeth Stich; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 1, 2012, the polls will be open between the hours of 9:00 o'clock AM 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 16, 2012 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 Richmond Memorial Library, 19 Ross Street, Batavia, New York, not later than Friday, March 30, 2012 which petitions shall be filed between the hours of 9:00 o'clock AM to 1:00 o'clock PM and 2:00 o'clock PM to 5:00 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 Richmond Memorial Library, 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 17, 2012 between the hours of 9:00 o'clock AM 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 Richmond Memorial Library, 19 Ross Street, 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 1:00 o'clock PM, and 2:00 o'clock PM to 5:00 o'clock PM, prevailing time, on and after April 18, 2012 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 Richmond Memorial Library, 19 Ross Street between the hours of 9:00 o'clock AM to 1:00 o'clock PM, and 2:00 o'clock PM to 5:00 o'clock PM. Such application must be received by the Clerk of the Richmond Memorial Library by 4:00 o'clock PM on April 24, 2012 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on April 30, 2012 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 Richmond Memorial Library on each of the five (5) days prior to May 1, 2012, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 1, 2012.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 13, 2012

Diana Wyrwa, Clerk
of Richmond Memorial Library

Long Range Plan

D. Wyrwa mailed the letters to the original Long Range Plan committee members. Four people responded yes, one responded no, and one did not respond. Discussion ensued regarding some possible new committee members. D. Wyrwa explained that the last time the Long Range Plan was formulated, the library hired a facilitator. It was agreed that having a paid facilitator was beneficial. The Board instructed D. Wyrwa to once again search for a qualified facilitator and report back.

Library Statistics

Materials Circulation	January 2012	20,602
Ebook/Audio	January 2012	487
Internet Usage	January 2012	2284
Literacy Stations	January 2012	450
Attendance	January 2012	14,888
Website Usage	January 2012	4015

Report of Committees - none

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$615.25 on Supplemental Warrant 95.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the manual check on Summary Warrant 97. The amount of \$7,210.72 was received by P & A Administrative Services for January health care costs.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$2,730.59 on Supplemental Warrant 99.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$27,494.97 on Warrant 98.

All members voted yes. Motion carried.

Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the December 2011 and January 2012 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Bank Reconciliation

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the December 2011 and January 2012 Bank Reconciliation.

All members voted yes. Motion carried.

Communications

Genesee County Funding – Annual Review Date

D. Wyrwa received a letter from Jay Gsell, County manager with the 2012 department/agency program review schedule. The library will present to its committee of jurisdiction on July 30th.

Genesee County Legislature – Petition

The Genesee County Legislature requested that the library allow them to place a petition in the library for the public to sign. After some discussion, the board decided that this was similar to solicitation and therefore, against library policy.

Unfinished Business

New Business

Buildings and Grounds

There will be a Buildings and Grounds meeting on Wednesday, February 15. Some of the items for discussion are the roof, the carpet and windows. D. Wyrwa announced that

the Friends of the Library have agreed to set aside funds from each book sale to pay for new carpet for the Reading Room.

Adjournment

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

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees April 16, 2012
Richmond Memorial Library
Board of Trustees
March 12, 2012

The regular meeting of the Board of Trustees was held on Monday, March 12, 2012. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members present: Dana Charters, Deborah Rider, Beth Stich, Tracy Stokes, Rosemary Surowka
Also present: Colleen Brudz and Diana Wyrwa
Excused: Paula Haven

Approval of Minutes

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the minutes of the regular meeting of February 13, 2012.
All members voted yes. Motion carried.

Report of the Librarian

Personnel

D. Wyrwa submitted part time library clerk Philip Briggs' resignation letter effective March 3, 2012. D. Wyrwa explained that due to the short notice she had contacted civil service to make the appropriate inquiries for the following proposal. Elizabeth LeFort, a library page with circulation training, will move into the part time library clerk position vacated by Philip Briggs. Ms. LeFort's hourly wage would increase from \$7.69 per hour to \$9.00 per hour. Jean Pettit, a current volunteer with shelving training, will move into Ms. LeFort's page position. Ms. Pettit's hourly rate would be at minimum wage (\$7.25).

In addition, as previously discussed, Colleen O'Donnell, another current library page, will be trained on the circulation desk and have her pay increased as of July 1 from \$7.25 to \$7.50 per hour.

Upon the motion of T. Stokes, seconded by D. Charters it was resolved to accept the resignation of Philip Briggs and the new appointments of Elizabeth LeFort, Jean Pettit and Colleen O'Donnell as proposed. All members voted yes. Motion passed.

2011 Annual Report

Upon the motion of D. Charters, seconded by T. Stokes, it was resolved to accept the 2011 Annual Report of the Richmond Memorial Library as presented.
All members voted yes. Motion carried.

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

UPON THE MOTION OF B. Stich and seconded by T. Stokes the following resolution was adopted.
All members voted yes. Motion carried.

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 1, 2012 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: March 12, 2012

Diana Wyrwa, Clerk
of Richmond Memorial Library

RESOLUTION APPOINTING ELECTION INSPECTORS FOR MAY 1, 2012 BUDGET VOTE/TRUSTEE ELECTION

Upon the motion of B. Stich, seconded by T. Stokes the following resolution was adopted:
All members voted yes. Motion carried.

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 1, 2012 the following qualified voters residing in Batavia City School District:

Cynthia Ferrando, Chairperson
Harold Harloff
Carrie Henning
Sandra Kosciolk
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 \$135.00 and \$185.00 for the Chairperson.

By order of the Board of Trustees
Richmond Memorial Library
Dated: March 12, 2012

Diana Wyrwa, Clerk
of Richmond Memorial Library

Petitions for Library Trustee

D. Wyrwa reported that, in accordance with this year's budget calendar, petitions for library trustee have been available since March 5, 2012. Beth Stich is running for re-election and has picked up her petitions. Petitions must be returned to the library by 5:00 PM on March 30, 2012.

National Library Week

D. Wyrwa announced that the library would be participating in National Library Week festivities this year. The library will use the theme *Libraries – The Heart of Every Community*. Bookmarks with this slogan will be distributed to patrons. Events planned for the week include a free blood pressure clinic, healthy refreshments featured at Best Sellers Café, a children's craft program, and a romance readers' book raffle. The annual Friend of the Year Reception will be held on Friday April 13 at 3:30 PM. This year's Friend of the Year award is being presented to the Tale for Three Counties Committee for 10 years of successful programming. Friends of the Library are sponsoring all National Library Week events.

Long Range Plan

No additional developments at this time. D. Wyrwa reported that she is still looking for a facilitator and additional community members interested in participating in the core group.

Library Statistics

Materials Circulation	February 2012	19,761
Ebook/Audio	February 2012	440
Internet Usage	February 2012	2,416
Literacy Stations	February 2012	486
Attendance	February 2012	14,990
Website Usage	February 2012	3,369

Report of Committees

Finance Committee

2012 – 2013 Preliminary Budget

The preliminary budget was distributed at the meeting and discussed. The budget contains a flat 2% tax increase that would be equal to \$23,335 in additional taxes. Under the New York State Tax Cap calculations, the library would have been able to increase taxes by approximately 2.74% and still been within the allowable tax levy.

Budget Proposition

Upon the motion of D. Rider and seconded by D. Charters it was resolved to approve the following proposition:

Public Library Proposition

Shall the Board of Education of the City School District of Batavia be authorized to raise by tax \$23,335 to increase the annual appropriation from 1,166,749 to \$1,190,084 for the benefit of the Richmond Memorial Library?

_____Yes _____No

All members voted yes. Motion carried.

Building and Grounds Committee

T. Stokes and D. Wyrwa reviewed the four topics (roof, restrooms, carpet and windows) discussed at the February 15, 2012 B&G meeting. No time frame has been decided upon about the roof. Jim Jacobs, Superintendent of B& G for Batavia City Schools would like to replace the entire roof. Updating of restrooms should begin soon. Firm was hired to clean the carpet in a high traffic area. Results were not as good as expected. Carpet will eventually need to be replaced. The library may apply for replacement windows through a NYS construction grant.

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$99.37 on Supplemental Warrant 102.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$1,580.51 on Supplemental Warrant 103.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the manual check on Summary Warrant 104. The amount of \$5,212,22 was received by P & A Administrative Services for February health care costs.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$27,602.13 on Warrant 106.

All members voted yes. Motion carried.

Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the February 2012 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Bank Reconciliation

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the February 2012 Bank Reconciliation.

All members voted yes. Motion carried.

Certificate of Deposit

Treasurer Sally Sanford has been looking into CDs through Five Star Bank. The CD rates are higher than any interest rate we can receive on any of our bank accounts. Ms. Sanford recommended placing \$500,000 in a 3 or 6 month CD. Discussion ensued.

Upon the motion of T. Stokes, seconded by B. Stich, it was resolved to approve moving \$500,000 to a 3 month CD at Five Star Bank.

All members voted yes. Motion carried.

Capital Reserve

No change

Communications

The Board reviewed a letter and newspaper article provided by Tom Bindeman, Nioga Executive Director, concerning the situation at Middleport Public Library.

New Business

Senior Blue Cross/Blue Shield Plan

D. Wyrwa reviewed a plan that could be offered to library retirees aged 65 or over. This plan would act as a supplemental plan to Medicare and was recommended by Jeremy Higgins of the Stahlka Agency, the library's current health care broker. A group of two is needed for this plan to be offered. D. Wyrwa believes that there will be at least two, possibly three participants by the beginning of July. This plan would be offered to current retirees who still have unused leave time from the library that is paying for their health care costs and for current employees who qualify when they retire and reach age 65. Specifics of the plan will be disseminated through Jeremy Higgins, Stahlka Agency on behalf of the library.

Upon the motion of D. Charters, seconded by D. Rider, it was resolved to offer the Senior Blue Cross/Blue Shield Plan at the 2012 Out of Network cost of \$253 monthly as a supplement to library retirees age 65 and over.

All members voted yes. Motion carried.

Request from Knit One Read Too and Wednesday Crochet Group

Upon the motion of D. Charters, seconded by D. Rider, it was resolved to approve the request from Knit One Read Too and Wednesday Crochet Group to purchase a booth on their own at Picnic in the Park to promote their groups and list Richmond Memorial Library as their meeting place.

All members voted yes. Motion carried.

Adjournment

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

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees May 14, 2012

Richmond Memorial Library

Board of Trustees

April 16, 2012

A Public Information Meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 16, 2012. President of the Board, Rosemary Surowka, called the meeting to order at 7:03 pm. Trustees present: Dana Charters, Deborah Rider, Beth Stich. Also present were: Diana Wyrwa, Kathleen Facer, Colleen Brudz, Dianne Boeheim, Leslie DeLooze, Alice Zito, John D. Cascell, Gerald O'Geen, Kelly March, Carol Richardson, Roger Richardson, Susan Dickinson, Theresa Slivinski, Linda Norton, Marjorie Godfrey, Tammy Schmidt, Mark Schmidt, Jim Donahue, Paula Haven.

Welcome/Introduction of Trustees

R. Surowka welcomed all attendees, led the Pledge of Allegiance, and introduced the members of the Library Board of Trustees. She then introduced library director, Diana Wyrwa to present this year's program.

Library Review/Budget Presentation

D. Wyrwa presented the budget overview, which consisted of a review of the four Major Goals of the Long Range Plan. She focused on each of the library's major accomplishments in relationship to the Major Goal it supported. After giving an overview of the 2012 – 2013 proposed budget, she also discussed Governor Cuomo's 2% Tax Cap, explaining that while the library could have asked for a 2.74% increase according to the Governor's formula, the library trustees decided to ask only for a flat 2% increase.

Public Comment

Dianne Boeheim, John D. Cascell, and Marjorie Godfrey signed up to speak. Ms. Boeheim spoke on behalf of the Friends of the Library. She said that in her opinion the tax increase is appropriate and well controlled, and encouraged everyone to come out and vote positively. Mr. Cascell explained that he had been a frequent user of an automotive repair database he found on the library's website. He was disappointed that the database had been dropped and asked that the library reinstate it. Ms. Godfrey, a resident of Corfu, commented that as American Citizens, freedom of information is one of our Constitutional rights and encouraged everyone to come out and vote positively on behalf of the library. She referenced the fact that Buffalo and Erie County closed a number of their libraries several years ago, and said she would hate to see that happen here. She called the Richmond Library a "gem in the community."

D. Wyrwa addressed the loss of the automotive repair database, explaining that it had been purchased by NIOGA Library System, and subsequently dropped by the system. However, knowing that it has been so well used, it is something the library would consider purchasing.

Theresa Slivinski asked to speak and told how the library has helped her expand her horizons. After attending the library's Mystery Book Discussion, she found a whole new genre to enjoy. As a regular attendee of Knit One, Read Too, she has made friendships with people she would otherwise have never met. Mr. Cascell spoke again and commented how valuable the library's computer classes have been, and asked that they continue to be offered.

Adjournment

With no further questions, R. Surowka thanked all for attending and concluded the Public Information Meeting at 7:45 p.m.

Continued Business

The regular meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 16, 2012. President of the Board Rosemary Surowka called the meeting to order at 8:05 pm.

Members present: Dana Charters, Deborah Rider, Beth Stich, Rosemary Surowka.

Also present: Colleen Brudz, Diana Wyrwa and Paula Haven

Excused: Tracy Stokes

Approval of Minutes

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to approve the minutes of the regular meeting of March 12, 2012.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

Gina Lombardi, substitute librarian, requested that she be removed from the Civil Service list of librarian substitutes. D. Wyrwa recommended that her request be granted as this frees up a place on the list.

Upon the motion of D. Rider, seconded by B Stich, it was resolved to approve Gina Lombardi's request to be removed from the Civil Service list of librarian substitutes.

All members voted yes. Motion carried.

United Way Day of Caring

Richmond Library will be a recipient organization in United Way's Day of Caring. Volunteers will paint the outside railing. D. Wyrwa will meet with Jane Scott of Five Star Bank, who is coordinating the event.

National Library Week Results

P Haven reported on the events from National Library Week. The theme used was *Libraries – the Heart of Every Community*. Vinise Campanella, Children's Librarian provided a make-and-take craft. Children decorated cardstock hearts, which were hung on the display wall in the Children's Room. The library hosted its first ever blood pressure clinic provided by nursing students from Genesee Community College. 58 people came in to have their blood pressure taken. For the Romance Readers, a drawing was held for two gift baskets; 92 tickets were entered. The Friend of the Year Award was

given to the Tale for Three Counties Committee on Friday, completing the week's activities.

Long Range Plan

D. Wyrwa is still working on putting the Long Range Plan committee together. No one has volunteered for the committee, but Children's Room staff has suggested several people who might be interested. Mary Zangerle, retired Medina Library Director, is a possible candidate for the facilitator.

Library Statistics

Materials Circulation	March 2012	21,111
Ebook/Audio	March 2012	546
Internet Usage	March 2012	2,554
Literacy Stations	March 2012	434
Attendance	March 2012	16,425
Website Usage	March 2012	3,428

Report of Committees

Buildings and Grounds Update

Work will start on the restrooms this week. The ladies room will be remodeled first with new sinks and automatic faucets. The men's room remodel is more extensive as the floor must be replaced. D. Wyrwa is going to look into getting some high fencing around the dumpster to improve the look of the area. She also suggested getting a picnic table for use by staff and patrons, which she recommended putting in the Literary Garden.

Financials

Transfers

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the transfer of \$1000 from the Utilities line to the Periodicals line to provide additional funds needed for periodical subscription renewals.

All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the payment of \$2,434.67 on Supplemental Warrant 110.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the manual check on Summary Warrant 109. The amount of \$5,842.81 was received by P & A Administrative Services for March health care costs.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the payment of \$8,476.31 on Supplemental Warrant 112.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the payment of \$20,930.83 on Warrant 113.
All members voted yes. Motion carried.

Summary of Revenues and Appropriations

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the March 2012 Summary of Revenues and Appropriations.
All members voted yes. Motion carried.

Bank Reconciliation

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the March 2012 Bank Reconciliation.
All members voted yes. Motion carried.

Capital Reserve

No change

Communications

None

Unfinished Business

None

New Business

D. Wyrwa discussed two web-based products that she saw demonstrated at the Public Library Association Conference, Freegal Music and Freading. If purchased by the library, Freegal Music would allow patrons to download three songs per week and retain them. Freading would allow patrons access to more eReading materials.

Adjournment

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

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees June 11, 2012

Richmond Memorial Library

Board of Trustees

May 14, 2012

The regular meeting of the Board of Trustees was held on Monday, May 14, 2012.

President of the Board Rosemay Surowka called the meeting to order at 6:33 pm.

Members present: Dana Charters, Beth Stich, Tracy Stokes

Also present: Colleen Brudz, Diana Wyrwa and Paula Haven

Excused: Deborah Rider

Approval of Minutes

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to approve the minutes of the meeting April 16, 2012.

All members voted yes. Motion carried.

Report of Librarian

Review of Budget Vote Results/Trustee Election

The budget was passed by 80% with 253 voting yes and 63 voting no. This is a 4 to 1 margin, which is an improvement over last year. Beth Stich, who ran unopposed, was elected for a 5-year term.

Initial information on voting procedures for next year

D. Wyrwa explained that Cindy Ferrando, who has been the Chairperson of the library's vote inspectors for a number of years, has started looking into the voting procedures for next year. The library was able to use the old voting machines this year, under the extension granted to school districts. If this extension is not granted for next year, the library either has to use the new machines or paper ballots. Using the new machines would require the library to purchase 3 ballots for every registered voter in the city school district; the cost would be approximately \$18,000. The board is in agreement that the cost for using the new machines is prohibitive, so the library will most likely use paper ballots if the current machines cannot be used.

Marshall Fund/SAGE Grant Application

D. Wyrwa explained that the Marshall Fund has done very well financially in the past year. Because of this, the Rochester Foundation, who oversees the money, asked that the programs supported by the Fund write a visioning piece. D. Wyrwa and Cathie Plaisted, SAGE Coordinator, feel that the SAGE program's greatest need is for outreach. In order for this to be accomplished, a part-time clerk needs to be added to SAGE staff. They have written a proposal that raises the budget from \$58,000 to \$62,500 to accommodate the salary and benefits of a 15-hour per week position.

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to approve the SAGE Program Grant Application.

All members voted yes. Motion carried.

Workers Compensation 2013

In order for the library staff to be covered under Genesee County Workers Compensation Plan, D. Wyrwa was asked to write a resolution requesting the library's participation. B. Stich felt that the resolution as written was unclear, so after some discussion, it was amended.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the Resolution Requesting Participation in Workers Compensation Through Genesee County as amended.

All members voted yes. Motion carried.

Van Usage

D. Wyrwa informed the Board of a meeting that took place to discuss the use of the Coalition van. There were representatives from GCASA, Genesee Youth Bureau, Friends of Richmond Library and Richmond Library Children's Department. A tentative schedule from May through September has been created.

Long Range Plan

D. Wyrwa has had nine community members who have volunteered to serve on the Long Range Planning Committee. Mary Zangerle, retired Medina Library Director, is interested in facilitating. D. Wyrwa will meet with M. Zangerle to discuss compensation and set up meetings.

Library Statistics

Materials Circulation	April 2012	20,266
Ebook/Audio	April 2012	434
Internet Usage	April 2012	2,442
Literacy Stations	April 2012	453
Attendance	April 2012	14,731
Website Usage	April 2012	3,186

Report of Committees

Buildings and Grounds – work progress/fence proposals

The work on the men's room is complete. New flooring and a sink with an automatic faucet have been installed; the walls have been repaired and painted. The ladies' room is in progress, and once it is complete, work will begin in the Children's Room restrooms.

D. Wyrwa reported that all three lights on the walkway from St. Joseph's parking lot to the library were broken. When it was reported to the police, they said that many public buildings had been vandalized on the same weekend. The lights will be replaced.

D. Wyrwa requested quotes for fencing costs from 3 local fence companies: H & S Fence, Batavia Fence Co., and Excel Fence Co. Excel did not respond. D. Wyrwa recommended working with Batavia Fence Co., and taking the payment from the Materials and Supplies line. The Board agreed. The fencing will camouflage the dumpster; extend the current reading garden to the end of the garage; and act as a barrier between the grass area and the loading dock driveway.

Financials

Transfers

Upon the motion of T. Stokes and seconded by B. Stich it was resolved to approve the transfer of \$41.50 from the Utilities line to Health 105H admin costs line, and \$822.94 from the Utilities line to the Health Insurance line.

All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the payment of \$2114.32 on Supplemental Warrant 117 paid on 04/27/2012.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the manual check on Summary Warrant 115. The amount of \$3,578.16 was received by P & A Administrative Services for April Health Care Costs and covered the period from 04/01/12 – 04/30/12.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the payment of \$1004.17 on Supplemental Warrant 119 paid on 05/11//2012.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the payment of \$30,273.78 on Warrant 120.

All members voted yes. Motion carried.

April 2012 Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the April 2012 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Bank Reconciliation

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the April 2012 Bank Reconciliation.

All members voted yes. Motion carried.

Capital Reserve

Two more special funds that belong to the library will be released by the School District: \$625 from E.G. Richmond, and \$4744 from Adelaide Richmond Kinney. D. Wyrwa recommended that it be deposited into the library's Fund Balance at this time. This money, in addition to other private funds given, would potentially allow for the start of a Library Foundation or could be put into capital reserve if needed.

New Business**Bylaws – Discussion**

D. Wyrwa recommended that “Public to Be Heard” be added to the Board’s monthly agenda, and that Officers of the Board of Trustees have limited terms. Both of these recommendations would require the Bylaws to be amended. D. Wyrwa will write the amendments for the Board’s review at the June meeting.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:20 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees July 9, 2012
Richmond Memorial Library
Board of Trustees
June 11, 2012

The regular meeting of the Board of Trustees was held on Monday, June 11, 2012. President of the Board Rosemary Surowka called the meeting to order at 6:33 pm. Members present: Dana Charters, Deborah Rider, Beth Stich, Tracy Stokes. 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 approve the minutes of the meeting May 14, 2012.
All members voted yes. Motion carried.

Report of the Librarian

2012-2013 Library Board Meeting Calendar

The Library Board will meet on the second Monday of the month at 6:30 with four exceptions. The October meeting will be the third Monday due to the Columbus holiday; the November meeting will be the third Monday due to Veteran's Day. The Board will meet at 6:00 pm in January in order to accommodate the joint meeting with the Board of Education at 7:00. In April, the meeting will start at 7:00 for the Public Hearing. Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the 2012 – 2013 Board Meeting Calendar.
All members voted yes. Motion carried.

Proposed By-Law Changes

As discussed at the May meeting, D. Wyrwa proposed two changes to the By-Laws in order to increase compliance with the Governor's Sunshine Laws. The changes are in Article V, Section 4; and Article VII, Section 5. The vote for possible approval will be taken at next month's meeting, in order for the Board to have them for review for the next 30 days.

Personnel

Request to move to Executive Session

Upon the request of B. Stich and seconded by D. Charters, it was resolved to move to Executive Session at 6:40 pm.
All members voted yes. Motion carried.
Upon the motion of D. Charters and seconded by T. Stokes, it was resolved to end Executive Session at 7:00 pm.
All members voted yes. Motion carried.

BJ's Membership

Library staff often shops for program supplies at B.J.'s Wholesale Club, using personal membership cards. The process for tax-exemption is cumbersome, requiring the purchase be made with the tax added, and then going to the service desk to get the tax

refunded. D. Wyrwa has explored different options for the library to become a member at BJ's, and she recommended a Business Membership. An initial \$40 fee would cover fourteen months, and would provide two library cards and eight additional cards. The two library cards would go to D. Wyrwa and Jim Donahue, Library Custodian. The remaining cards would be available to staff and/or Board members at a cost of \$20.00 for the first fourteen months.

After a brief discussion, the Board agreed and asked D. Wyrwa to pursue the BJ's Business Members for the library.

Marshall Grant/SAGE Program 2012-2013

The increased budget totaling \$62, 500 requested by D. Wyrwa and Cathie Plaisted, SAGE Coordinator, was approved by The Rochester Area Community Foundation. D. Wyrwa will work with Civil Service to create the part-time clerical position, and she would like to have the person hired by September 2012.

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to approve the 2012-2013 SAGE Program Budget.

All members voted yes. Motion carried.

Summer Reading

Fliers from the Children's, Teen, and Adult Summer Reading Clubs were given to the Board members.

Long Range Plan

D. Wyrwa plans to have the first meeting of the Long Range Plan committee in late August. Mary Zangerle, retired director of Lee-Whedon Library, has agreed to facilitate. D. Wyrwa will meet with her to create a meeting schedule and a proposed budget.

Library Statistics

Materials Circulation	May 2012	20,312
Ebook/Overdrive Usage	May 2012	474
Internet Usage	May 2012	2,479
Literacy Stations	May 2012	235
Attendance	May 2012	14,970
Website Usage	May 2012	3,437

Report of Committees

Buildings and Grounds

The three fences and upstairs restrooms are complete. The restrooms in the Children's Room are scheduled for September.

At Jim Donahue's recommendation, black mulch was purchased for the library landscaping. The initial purchase has been put in, but more needs to be purchased to complete the entire area. Jim and Peggy George, Library Custodian, will be working to improve the look of the slope seen from the Children's Room window.

The library's participation in the United Way Day of Caring was very beneficial. The workers completed the planned painting, as well as some cleaning.

Genesee County Funding Update

Genesee County public libraries will present to the Human Services Subcommittee of the Genesee County Legislature on June 30. The presentation will focus on technology. D. Wyrwa would like to see Richmond's Genesee County funds used to purchase more e-books, and has looked into a Freading subscription as a possible purchase.

Financials

Transfer of Funds

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the transfer of \$2,400.00 from the Utilities line to the Materials and Supplies line; \$1,427.00 from the Conference Expenses line to the Materials and Supplies line; \$3,300 from Part time Salaries to Clerical Salaries; \$300 from Part time Salaries to Clerical Salaries and \$1,430.00 from Part time Salaries to Custodial Salaries.

All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$859.60 on Supplemental Warrant 123 paid on 5/25/2012.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the manual check on Summary Warrant 121. The amount of \$3,645.30 was received by P & A Administrative Services for May Health Care Costs and covered the period from 5/01/12 – 5/31 12.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$1,808.53 on Supplemental Warrant 124 paid on 6/08/12.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$38,542.19 on Warrant 125.

All members voted yes. Motion carried.

May 2012 Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the May 2012 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

May Bank Reconciliation

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the May 2012 Bank Reconciliation.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa recommended that the following monies be deposited in the Capital Reserve fund: \$20.65 from bottle/can refunds; a \$75 check from NIOGA for nominating the 2012 Outreach Award winner; and selected memorial donations. Substantial memorial donations were received in 2011-2012, especially in the month of June. Library staff needs time to find appropriate memorials for these donations.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the deposit of the refund, outreach and designated memorial monies to the Capital Reserve Fund.

All members voted yes. Motion carried.

Communications

Batavia Historic Preservation Committee

Sharon Burkel wrote a note to D. Wyrwa and Kathy Facer, Reference Librarian to thank them for the library's participation in National Preservation Month.

Landmark Society

Laurie L. Ultramari wrote a note to D. Wyrwa to thank her for allowing the Landmark Society to use the library to display the 4th Grade Architectural Drawing Contest, and the large, glass case in the library lobby for their "May is Preservation Month" display.

Michele Balonek, Head Circulation Clerk, went to a circulation meeting at NIOGA on June 6. NIOGA is going to begin to send out Pre-Overdue notices via e-mail starting on Monday, June 18, 2012. Notices will be sent out two days before the item is due, and will only be sent if the loan period is greater than or equal to seven days.

Unfinished Business

D. Wyrwa has begun to write the Employee Handbook and plans to have it finished by the August Board meeting.

New Business

Request for Special Meeting – approval of additional invoices for current fiscal year

D. Wyrwa requested that there be a second meeting in June to approve the final invoices for fiscal year 2011-2012. After some discussion, the Board agreed to meet on Monday, June 25 at 5:00 pm.

NYS Construction Grant 2012 – 2015

D. Wyrwa is interested in applying for a NYS Construction Grant to replace windows on the main floor of the library. Priority will be given to the window in Teen Corner.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:04 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees July 9, 2012
Richmond Memorial Library
Board of Trustees
June 25, 2012

The special meeting of the Board of Trustees was held on Monday, June 25, 2012. President of the Board Rosemary Surowka called the meeting to order at 5:13 pm. Members present: Deborah Rider, Tracy Stokes, Rosemary Surowka
Also present: Diana Wyrwa and Paula Haven
Excused: Dana Charters, Beth Stich

Personnel

D. Wyrwa read a resignation letter from substitute custodian Timothy Balonek. Upon the motion of D. Rider and seconded by T. Stokes, it was resolved to approve the resignation of substitute custodian Timothy Balonek effective July 6, 2012. All members voted yes. Motion carried.

Financials

Approval of Invoices for Payment

Upon the motion of D. Rider and seconded by T. Stokes, it was resolved to approve the payment of \$15, 646.85 on Warrant 131. All members voted yes. Motion carried.

Approval of Supplemental Warrant Items

D. Wyrwa requested approval to run and pay supplemental warrants on June 29, 2012 and July 6, 2012. Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve supplemental warrants on June 29, 2012 and July 6, 2012. All members voted yes. Motion carried.

June Revenue Information

D. Wyrwa informed the board that the library is still waiting on PILOT (Payment In Lieu of Taxes) and E-Rate funds. The Marshall Grant check in full has arrived and will be deposited in July for the 2012-2013 fiscal year. A three-month CD was cashed in and earned an additional \$383.00.

Adoption of the 2012-2013 Budget

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to adopt the 2012-2013 Budget. All members voted yes. Motion carried.

Adjournment

With no further business, President Rosemary Surowka adjourned the meeting at 5:27 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees August 13, 2012
Richmond Memorial Library
Board of Trustees
July 9, 2012

The reorganization meeting of the Board of Trustees was held on Monday, July 9, 2012.
President of the Board Rosemary Surowka called the meeting to order at 6:30 pm.
Members Present: Dana Charters, Deborah Rider, Tracy Stokes, Rosemary Surowka
Excused: Beth Stich, Paula Haven
Also present: Colleen Brudz, Alice Zito and Diana Wyrwa

Swearing in of Board Members

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

Reorganization

Election of President and Election of Vice-President

Upon the motion of T. Stokes, and seconded by D. Rider, Dana Charters was nominated as President of the Board of Trustees.

All members voted yes. Motion carried.

Upon the motion of T. Stokes, and seconded by D. Rider, Beth Stich 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 D. Rider, it was resolved to appoint Diana Wyrwa as Clerk to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Assistant Clerk

Upon the motion of T. Stokes, seconded by D. Rider, it was resolved to appoint Paula Haven as Assistant Clerk to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Treasurer

Upon the motion of T. Stokes, seconded by D. Rider, it was resolved to appoint Sally Sanford 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 Deborah Rider as Deputy Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Purchasing Agent

Upon the motion of T. Stokes, seconded by D. Rider, it was resolved to appoint Diana Wyrwa as Purchasing Agent to the Board of Trustees.
All members voted yes. Motion carried.

Designation of Library Attorney

Upon the motion of T. Stokes, seconded by D. Rider, 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.

Designation of Auditing Firm

Upon the motion of T. Stokes, seconded by D. Rider, it was resolved that EFP Rotenberg be the auditing firm for the Richmond Memorial Library.
All members voted yes. Motion carried.

Designation of Official Bank Depository

Upon the motion of T. Stokes, seconded by D. Rider, 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 Sally Sanford, Beth Stich and Deborah Rider 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 D. Rider, it was resolved that Diana Wyrwa be appointed as the Payroll Certifier for Richmond Memorial Library.
All members voted yes. Motion carried.

Designation of Petty Cash Funds

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

Designation of Official Newspaper

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

By-Laws Review

D. Wyrwa reviewed the changes made to the by-laws. Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the revision to the library's bylaws.

Approval of Minutes

Upon the motion of T. Stokes and seconded by R. Surowka, it was resolved to accept the minutes of both the regular meeting of June 11, 2012 and the special meeting of June 25, 2012.

All members voted yes. Motion carried.

Report of the Librarian

Personnel

Approval was given to hire a SAGE Clerk at 15 hours per week. D. Wyrwa needs to create the position and looking to fill the position in the fall.

Health Care Update

The new year begins in September 2012 with open enrollment in August 2012. There will approximately be a 12% increase in cost. Jeremy Higgins from the Stalka Agency will be here on Wednesday, July 25 at 8am to meet with staff. The library will no longer give \$500 flex, but staff has the ability to opt into the program on their own using pre-tax dollars. The library will continue to pay for the high deductible and 90% of health care cost.

Best Seller's Cafe

D. Wyrwa announced she received notification that Mark and Tammy Schmidt, owners of Best Seller's Café, will not renew their lease which ends on September 30, 2012. As of July 10th, they are closed for business, but will pay the rent through the end of the lease. D. Wyrwa will contact the Williams Firm regarding the library's options. D. Wyrwa also will contact Sam Campanella, Genesee Community College, Genesee County ARC and SCORE to explore possible opportunities with them. D. Wyrwa will prepare the staff on how to best answer the questions to come from the public regarding the closing of the cafe.

Long Range Plan

Mary Zangerle has agreed to be the facilitator for a contractual fee of \$1200 to start late August or early September. Most of the community committee member from before will return as well as a few new members. The plan is to present to the Board in December 2012. Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to accept Mary Zangerle as facilitator with a facilitation fee of \$1200.00 from August 2012 through December 2012. Payment will be made in full upon completion of the Long Range Plan at the December Board Meeting. All members voted yes. Motion carried.

Library Statistics

Materials circulation	June 2012	20,855
Ebook/Overdrive usage	June 2012	469
Internet usage	June 2012	2,646
Literacy Stations	June 2012	483
Attendance	June 2012	14,696
Web page site access	June 2012	3,354

Report of Committees

Genesee County Funding

D. Wyrwa reported that the Genesee County funding committee has met for a second time. As previously reported, electronic resources (including ebooks and online databases) will be the focus for this year's presentation. Also discussed was to include the original reason for the funding and visually show the areas of the county that do not pay any direct support to a library. The map of this is found on the New York State Library Development website. Nioga is working on the handouts. Another meeting is scheduled for July 23. Presentation to the Human Resources subcommittee of the Legislature is scheduled for July 30.

Buildings and Grounds

D. Wyrwa gave an update from the Batavia City School District regarding the replacement of the library's roof. They are looking at RFPs for architectural assistance and the possibilities of receiving grants. Progress is being made.

Financials

Transfers

Upon the motion of D. Rider, and seconded by T. Stokes, it was resolved to approve the transfer of \$12.76 to custodial payroll to correct a negative balance.
All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of D. Rider, and seconded by T. Stokes, it was resolved to approve the payment of \$651.72 on Supplemental Warrant 129.
All members voted yes. Motion carried.

Upon the motion of D. Rider, and seconded by T. Stokes, it was resolved to approve the payment of \$3,633.46 on Supplemental Warrant 130.
All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by T. Stokes, it was resolved to approve the manual check on Summary Warrant 126. The amount of \$1,826.54 was received by P & A Administrative Services for June Health Care Costs and covered the period from 6/01/12 – 6/30/12.
All members voted yes. Motion carried.

Upon the motion of D. Rider, and seconded by T. Stokes, it was resolved to approve the payment of \$7,620.15 on Supplemental Warrant 1.
All members voted yes. Motion carried.

Upon the motion of D. Rider, and seconded by T. Stokes, it was resolved to approve the payment of \$13,040.01 on Warrant 3.
All members voted yes. Motion carried.

June Bank Reconciliation

Upon the motion of D. Rider, and seconded by T. Stokes, it was resolved to approve the June Bank Reconciliation.

All members voted yes. Motion carried.

2011-2012 Budget Status

D. Wyrwa reported there are only 8 open purchase orders. The library received the PILOT money and E-Rate reimbursement. A total of \$1,561.01 from the Flex program through the Batavia City School District was returned to the library. This amount represents unused funds from staff.

Capital Reserve

D. Wyrwa reported that the total amount of memorials moved to capital reserve funds is \$2199: \$565 in memory of Monica Raphael, \$1401 in memory of Gasper Mortellaro, \$233 remainder of donations in memory of Angeline Wyrwa.

This was approved by the Board at the June 11 meeting but since memorials were still arriving no final amount was available at that time.

Communications

Resurrection Parish Parade

A. Zito read a letter from Resurrection Parish thanking the library for having the Community Coalition Van in the Resurrection Parish Parade.

Knit One, Read Too

A. Zito read an email from Teresa Slivinski addressed to P. Haven with the results of the afghan raffle at the July 4th event at Centennial Park. \$80 will be given to the library to purchase knitting books.

Unfinished Business - none

New Business

Lending Policy

D. Wyrwa asked the Board to have something set in place that she can refer to when patrons ask for assistance in paying for fines they have incurred. Sometimes these fines are from extenuating circumstances (i.e. hospitalizations, death in the family). D. Wyrwa has spoken with other libraries on how they handle these requests. Some have a sliding scale, some reduce the amount by a percentage. The board agreed 50% sounds reasonable with supporting evidence of the extenuating circumstances, but a policy needs to be put in place. D. Wyrwa will look at amending the current Borrowing Materials Policy.

Adjournment

There was no further business so, President Dana Charters, adjourned the meeting at 8:15 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees September 10, 2012

Richmond Memorial Library

Board of Trustees

August 13, 2012

The regular meeting of the Board of Trustees was held on Monday, August 13, 2012. Vice President of the Board Beth Stich called the meeting to order at 6:30 pm.

Members present: Deborah Rider, Beth Stich, Tracy Stokes, Rosemary Surowka.

Also present: Colleen Brudz, Alice Zito, Diana Wyrwa, Paula Haven

Excused: Dana Charters

Swearing in of Board Member

Beth Stich was sworn in by Notary Public, Alice Zito. Upon completion, Alice left the meeting.

Approval of Minutes

B. Stich asked for a correction under By-Laws Review.

Upon the motion of T. Stokes, seconded by R. Surowka, it was resolved to approve the minutes of the regular meeting of July 9 pending this correction.

All members voted yes. Motion carried.

Public to be Heard – None

Report of the Librarian

Personnel – Request to move into Executive Session

Upon the request of D. Rider, and seconded by T. Stokes, it was resolved to move into Executive Session at 6:47 pm.

All members voted yes. Motion carried.

Upon the motion of T. Stokes, and seconded by D. Rider, it was resolved to end Executive Session at 7:14 pm.

All members voted yes. Motion carried.

C. Brudz entered the meeting at 7:15.

Audit Update

D. Wyrwa reported that the audit began on Monday, August 6. It was a week earlier than anticipated, due to the needs of Library Treasurer, Sally Sanford. S. Sanford has to compile a report for the New York State Comptroller's Office, both for the school district and the library. In light of this, D. Wyrwa recommended that next year's library audit be done in the month of July. She anticipates that EF Rotenberg will present their results at the September Board meeting.

Health Care and ERS Updates

D. Wyrwa suggested implementing an Opt-out payment for any full time employee who does not participate in the library's health insurance. She has discussed this with other public library directors and found that the amount paid varies widely. After some discussion, an amount of \$500 was agreed upon in a single payment at the end of the calendar year. The amount is based on the former flex amount, and the payment at the end of the calendar year is for tax purposes. Upon the motion of T. Stokes, and seconded by D. Rider, it was resolved to approve an opt-out payment of \$500 in a single payment at the end of the year for eligible full-time library employees.

All members voted yes. Motion carried.

The library has received the 2013 ERS estimate of \$140,859. Although the initial estimate was \$129,039, \$140,000 was budgeted thanks to the suggestion of the Finance Subcommittee.

Payroll changes and proposal

Proposal – Delivery

The library's payroll clerk, Melissa Currier, is moving from the Batavia CSD Administration Building to the centralized BOCES office at Wyoming Central School. This necessitates a change in the method of delivery of staff timesheets. Alice Zito, Library Clerk, lives in Wyoming approximately three miles away from Wyoming Central. D. Wyrwa proposed that A. Zito deliver the timesheets on Wednesdays, before she comes to work at 12:30, and that the library pay mileage to her for this service.

Proposal – Mandatory Direct Deposit

With the exception of five people, all other library employees use direct deposit. In light of the changes occurring with payroll, D. Wyrwa and S. Sanford are recommending that direct deposit be made mandatory for all library employees for the following reasons:

- No lost checks
- Savings on card stock and courier time
- Bank technology is more secure and reliable
- No outstanding checks in payroll bank reconciliation; a plus for the yearly audit.

There is also a benefit to the employee in that funds are immediately available to them at midnight on pay day. Upon discussion, it was decided that all current employees must switch over to direct deposit by October 1, 2012.

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve that Alice Zito deliver timesheets and be paid mileage beginning in September and that direct deposit is mandatory for all library employees effective October 1, 2012.

All members voted yes. Motion carried.

Coffee Bar – New Vendor Search

D. Wyrwa met with Sam Campanella, Certified Business Advisor, NYS Small Business Development Center (SBDC) and Tom Williams, library attorney, to discuss changes to be made to the original RFP. She sent out a letter and the revised RFP to local businesses that might be interested, and she has four responses. After some discussion, it was decided to schedule the interviews of the candidates on Wednesday, August 29, 2012 beginning at 3:30 pm.

Borrowing Policy – Proposed Change

D. Wyrwa submitted a proposed change to the Borrowing Materials Policy. Due to extenuating circumstances such as hospitalization, death in the family, house fires and theft, library patrons ask for their fines to be excused or reduced. The change in the policy would establish parameters for these requests. D. Wyrwa's suggestion was for fines to be reduced up to 50%, which will be decided by the Library Director, when patrons provide written supporting evidence. Upon the motion R. Surowka and seconded by T. Stokes, it was resolved to amend the Borrowing Materials Policy to reflect this change. All members voted yes. Motion carried.

NYS Construction Grant

In order to apply for the NYS Construction Grant, the library would have to have the approval of the New York State Department of Education. The deadline for the grant is too short to allow for this approval to be given. Therefore, D. Wyrwa will be unable to apply for the grant this year.

Long Range Plan

D. Wyrwa will be meeting with Mary Zangerle, the facilitator for the Long Range Plan. They will set up the meetings; D. Wyrwa anticipates that there will be three. After the meetings, the two of them will work with the data to write the plan.

Library Statistics

Materials circulation	July 2012	22,506
Ebook/Overdrive usage	July 2012	471
Internet usage	July 2012	2,703
Literacy Stations	July 2012	525
Attendance	July 2012	15,046
Web page site access	July 2012	3,447

Report of Committees

Genesee County Funding

D. Wyrwa reported that presentation to the Human Resources subcommittee of the Genesee County Legislature on July 30 went very well. Board members received a newspaper article that summarized what was said, and a letter from county Manager Jay Gsell requesting that outside agencies and affiliates not ask for any increase in funding in 2013. When D. Wyrwa sends the request letter for funding, she will ask that library monies not be cut in the 2013 budget.

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the payment of \$648.30 on Supplemental Warrant 4.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by R. Surowka, it was resolved to approve the manual checks on Summary Warrant 10. The amount of \$1596.36 was received by P & A Administrative Services for July Health Care Costs and covered July 2012 HR3 and HR3 reimbursement for July 2012. The amount of \$600.88 was received by P & A Administrative Services for July flex.

All members voted yes. Motion carried.

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the payment of \$3334.44 on Supplemental Warrant 6.

All members voted yes. Motion carried.

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the payment of \$16,063.28 on Warrant 7.

All members voted yes. Motion carried.

July 2012 Summary of Revenues and Appropriations

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the July 2012 Summary of revenues and appropriation.

All members voted yes. Motion carried.

July Bank Reconciliation

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the July Bank Reconciliation.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa distributed an updated spreadsheet of Capital Reserve Fund Appropriations.

Bullet Aid

Each Genesee County library received \$15,000 from New York State through a program of targeted aid via education funding, referred to as “Bullet Aid.” D. Wyrwa will write a letter of thanks to Senator Ranzenhofer, who represents Genesee County.

Seneca Power Authority

The Seneca Power Authority is contesting their assessment for 2011 and 2012. If their assessment is reduced to the amount they have asked for, the library would owe them a substantial refund. D. Wyrwa will keep the Board informed as decisions are made.

Communications – none

Unfinished Business – none

New Business**Disposal of Surplus Materials and Equipment Policy**

Currently, the library has a policy for disposal of library materials, but it does not include equipment or furniture. D. Wyrwa suggested that these larger items be disposed of in the same manner, which is to have them sold by the Friends of the library. The Board of Directors of the Friends will be consulted at their September meeting. If they are willing, D. Wyrwa will amend the policy for the Library Board’s approval at the October meeting.

Adjournment

There was no further business so, Vice President Beth Stich, adjourned the meeting at 8:41 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees October 15, 2012

Richmond Memorial Library

Board of Trustees

September 10, 2012

The regular meeting of the Board of Trustees was held on September 10, 2012. President of the Board Dana Charters called the meeting to order at 6:33 pm.

Members present: Dana Charters, Deborah Rider, Beth Stich, Tracy Stokes, Rosemary Surowka

Also present: Colleen Brudz, Diana Wyrwa, Paula Haven

Approval of Minutes

Upon the motion of B. Stich, seconded by T. Stokes, it was resolved to approve the minutes of the regular meeting of August 13, 2012.

All members voted yes. Motion carried.

Public to be heard – none

Report of the Librarian

Personnel

Colleen O'Donnell, Library Page, has been hired as the new part-time Clerk for SAGE (Services for the Aged in Genesee County.) Her normal work week will be 18 hours: 15 for SAGE and the remainder at the circulation desk. C. O'Donnell's appointment left a position on the Page staff open, and Meg Hurlbut has been hired. M. Hurlbut interviewed for a Page position in 2010, and stayed in touch with P. Haven, Page Supervisor, indicating her continued interest in a position.

Upon the motion of T. Stokes, and seconded by B. Stich, it was resolved to approve the appointment of Colleen O'Donnell as part-time Clerk and the appointment of Meg Hurlbut as Library Page.

All members voted yes. Motion carried.

New Café/Coffee Bar Vendor

Interviews for the new Café/Coffee Bar Vendor were held on August 29, and the committee recommended Krystyna Stefanik. D. Wyrwa held a second interview with her to go over the library's specific requirements for the café, and K. Stefanik agreed to all of them. The new name will be Bookworm Café and the projected opening date is October 1, 2012.

Upon the motion of D. Rider, and seconded by B. Stich it was resolved to approve Krystyna Stefanik as the chosen café/coffee bar vendor of the Richmond Memorial Library.

All members voted yes. Motion carried.

Donation of painting

D. Wyrwa explained that John Copoulos contacted her with the offer of a painting by Rose Pontillo de Carlo, a well-known local artist in the 50's and 60's.

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to accept the Rose Pontillo de Carlo painting donated by John Copoulos.

All members voted yes. Motion carried.

ERS Update

D. Wyrwa went over the 2014 projection for the library's contribution to the New York State & Local Retirement System.

Summer Reading Club Reports

The Children's Summer Reading Club registration increased by 9% from 2011; Teen and Adult remained the same. One of the most popular programs in the Children's Room this summer was the Science Club, led by Kelly March, Library Assistant. Based on the reports submitted by the librarians, discussion centered around the methods of publicity that were employed, and ways to improve the publicity next year to increase participation.

Long Range Plan

The first planning meeting of the Long Range Plan committee will be held on Wednesday, September 19 at 6:30 pm. D. Wyrwa and Facilitator Mary Zangerle anticipate having 3 or 4 meetings to gather data, from which they will write the plan. M. Zangerle intends to present the proposed plan at the December Board meeting for approval.

Library Statistics

Materials circulation	August 2012	22,719
EBook/Overdrive usage	August 2012	481
Internet usage	August 2012	2,920
Literacy Stations	August 2012	213
Attendance	August 2012	15,544
Website Usage	August 2012	3,172

Report of Committees

Genesee County Funding – 2013 letter

D. Wyrwa presented the letter written to County Manager J. Gsell by Board President Dana Charters. In the letter, D. Charters requested funding for Genesee County Public Libraries remain at the 2012 level of \$46,311.

Financials

Approval of Invoices for Payment

Upon the motion of B. Stich, and seconded by T. Stokes, it was resolved to approve the payment of \$5,755.72 on Supplemental Warrant 8.

All members voted yes. Motion carried.

Upon the motion of B. Stich, and seconded by T. Stokes, it was resolved to approve the payment of \$3,019.25 on Supplemental Warrant 12.

All members voted yes. Motion carried.

Upon the motion of B. Stich, and seconded by T. Stokes, it was resolved to approve the manual check on Summary Warrant 13. The amount of \$1546.90 was received by P & A Administrative Services for August Health Care Costs and covered August 2012 H.D. The amount of \$1,427.83 was received by P & A Administrative Services for August flex.

All members voted yes. Motion carried.

Upon the motion of B. Stich, and seconded by T. Stokes, it was resolved to approve the payment of \$13,923.78 on Warrant 11.

All members voted yes. Motion carried.

August Summary of Revenues and Appropriations

Upon the motion of B. Stich, and seconded by T. Stokes, it was resolved to approve the August 2012 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

August 2012 Bank Reconciliations

Upon the motion of B. Stich, and seconded by T. Stokes, it was resolved to approve the August Bank Reconciliation.

All members voted yes. Motion carried.

Adelaide Kenney Trust – CD renewal

Upon the motion of D. Rider, and seconded by T. Stokes, it was resolved to approve the renewal of the \$10,000 CD at .25% interest in which the Adelaide Kenney Trust has been invested, and allocate the interest earned in the past year “to purchase books in the designated subject areas of history, biography and science, pertaining to America and Americans.”

All members voted yes. Motion carried.

Genesee County Funding 2012

For the past several years, Genesee County Funding has been used to purchase books, audio-visual materials and electronic resources. D. Wyrwa’s recommendation for the 2012 funds is to re-apportion the money with the largest amount going for electronic resources, including e-books.

Upon the motion of B. Stich, and seconded by T. Stokes, it was resolved to approve Genesee County Funds for budget year 2012 – 2013.

All members voted yes. Motion carried.

Capital Reserve Fund – no change

Communications – none

Unfinished Business

2011 – 2012 Audit Update

Due to some scheduling conflicts, the staff from EFP Rotenberg was not able to present their results at tonight's meeting. They will be on the agenda for the October Board meeting.

New Business

The Batavia High School Class of 1961 is considering making a donation to the library as a thank you for all the help they received as they were planning their reunion. D. Wyrwa is planning to purchase equipment to digitize the library's local history collection and suggested this donation be used toward the cost. A member of the class of 1961 has already digitized Batavia High School Yearbooks from 1913 – 1965, with the exception of 1917 and 1956. He has shared his work with the library. There is a link on the library's webpage to these yearbooks.

Batavia City School District Superintendent's Office has requested that Richmond Memorial Library be the repository for all their back yearbooks, and D. Wyrwa has agreed.

L. DeLooze is adding a monthly adult evening book discussion beginning this fall. The evening book discussion will use the same book as the regularly scheduled morning book discussion group.

Adjournment

There was no further business so, President Dana Charters, adjourned the meeting at 7:40 pm.

Respectfully submitted,

Diana Wyrwa, clerk

Approved by the Board of Trustees November 19, 2012

Richmond Memorial Library

Board of Trustees

October 15, 2012

The regular meeting of the Board of Trustees was held on October 15, 2012. President of the Board Dana Charters called the meeting to order at 6:30 pm.

Members present: Dana Charters, Tracy Stokes, Rosemary Surowka

Also present: Colleen Brudz, Amy Clements, Carol Richardson, Sally Sanford, Diana Wyrwa, and Paula Haven

Excused: Deborah Rider and Beth Stich

Approval of Minutes

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the minutes of the regular meeting of September 10, 2012.

All members voted yes. Motion carried.

Public to be Heard – none

Audit Review – Amy Clements from EFP Rotenberg

Amy Clements from EFP Rotenberg reviewed the draft of the library's audit for fiscal year 2011-2012. She stated that there were no significant findings and that it was a clean audit. However, questions were brought up by D. Wyrwa in the notes section. Questions were also brought up by Sally Sanford, Library Treasurer. S. Sanford just received detail during the presentation. A. Clements left at 7:05. After some discussion, it was decided to table approval until changes could be made to the notes and final details were reviewed.

S. Sanford and C. Richardson left the meeting at 7:30 pm.

Report of the Librarian

Holiday Calendar 2013

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the 2013 Holiday Calendar as presented.

All members voted yes. Motion carried.

Policy – Disposal of surplus materials and equipment

It is library policy to dispose of library materials that are weeded from the collection by giving them to the Friends of the Library for their book sale. D. Wyrwa wrote an expanded version of this policy to include furniture and other surplus equipment and discussed it with the Board.

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the Policy for Disposal of Surplus Materials and Equipment.
All members voted yes. Motion carried.

Ebook/downloadable audio update (Freegal and Freading products)

D. Wyrwa reported that NIOGA continues to work on the necessary licensing and technology to get Freegal and Freading online for patrons. Each library will have its own individual account. All Nioga libraries will receive Freegal (downloadable music) for this first year. Funds from the cooperative ALMS budget will be used to pay for this product. We will be purchasing Freading (ebooks) on our own for those patrons holding Batavia cards.

Long Range Plan

Progress is being made on the Long Range Plan. Two of the four meetings with the committee have been held, and data has been gathered.

Library Statistics

Materials circulation	September 2012	19,211
EBook/Overdrive Usage	September 2012	452
Internet usage	September 2012	2387
Literacy Stations	September 2012	237
Attendance	September 2012	13,246
Website Usage	September 2012	3470

Report of Committees

Genesee County Funding 2013

D. Wyrwa reported that the date and time for the public hearing for Genesee County Funding is November 8 at 7:00 pm. D. Wyrwa will be attending the NYLA conference at that time. She requested that any Board members who are available attend the public hearing on behalf of our library.

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the payment of \$7933.14 on Supplemental Warrant 16.

All members voted yes. Motion carried.

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the payment of \$977.61 on Supplemental Warrant 17.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by R. Surowka, it was resolved to approve the manual check on Summary Warrant 18. The amount of \$1,739.27 was received by P & A

Administrative Services for September Health Care Costs, including high deductible and flex amounts.

All members voted yes. Motion carried.

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the payment of \$1,424.38 on Supplemental Warrant 21.

All members voted yes. Motion carried.

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the payment of \$19,072.14 on Summary Warrant 20.

All members voted yes. Motion carried.

Summary of Revenues and Appropriations

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the September 2012 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Bank Reconciliations

Upon the motion of T. Stokes, and seconded by R. Surowka, it was resolved to approve the September Bank Reconciliation.

All members voted yes. Motion carried.

Capital Reserve Fund

D. Wyrwa explained that the wooden sign in front of the library needs to be replaced, due to age-related deterioration. She has discussed the possibility of using funds given in memory of Gaspar Mortellaro with his wife, Nancy, who was amenable to the idea.

CD

D. Wyrwa reported that treasurer S. Sanford suggested the library invest funds in a short term CD after receiving tax and PILOT funds for this fiscal year. Board members agreed and suggested looking into amounts and rates.

Communications – none

Unfinished Business – none

New Business

Genesee Chamber Map

Richmond Memorial Library is a member of the Genesee County Chamber of Commerce. The Chamber is creating a map of the county, and the library purchased an ad on the map. By doing so, Richmond Memorial Library will be a travel destination on the Chamber's website.

Tale for Three Counties Announcement

The Tale for Three Counties Announcement will be on Tuesday, November 13 at 12:30 pm at Corfu Free Library and Genesee Community College Library.

Grand Opening Bookworm Café

The Grand Opening of the Bookworm Café will be Wednesday, November 14 from 5:30 – 7:30 pm. Owner Krystyna Stefanik has arranged to have most of her vendors at the event. Free samples will be available, and music will be provided by a guitar duo, EROS. K. Stefanik will be sending invitations to businesses and institutions in close proximity to the library.

Adjournment

There was no further business so, President Dana Charters adjourned the meeting at 8:20 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees December 10, 2012

Richmond Memorial Library

Board of Trustees

November 19, 2012

The regular meeting of the Board of Trustees was held on November 19, 2012. President of the Board Dana Charters called the meeting to order at 6:34 pm.

Members present: Dana Charters, Deborah Rider, Beth Stich, Tracy Stokes, Rosemary Surowka
Also present: Colleen Brudz, Jeremy Higgins, Diana Wyrwa and Paula Haven

Approval of Minutes

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to approve the minutes of the regular meeting of October 15, 2012.

All members voted yes. Motion carried.

Public to be Heard – none

Health Insurance Presentation – Jeremy Higgins

Jeremy Higgins from the EMS Group – Stahlka Agency reviewed the implemented health plans 2011 – 2013. As anticipated, Univera has proven to be a better health care plan for employees at a savings to the library, as compared to the previous health care plan through Excellus. Based on the expected rate of increase, J. Higgins projected that the savings will remain at the same level through 2012 – 2013. As requested by D. Wyrwa, J. Higgins also presented information on dental plans, which will be discussed further by the Finance Subcommittee.

J. Higgins left the meeting at 7:00 pm

Report of the Librarian

Personnel

Executive Session

Upon the request of B. Stich and seconded by T. Stokes, it was resolved to move to Executive Session at 7:10 pm

All members voted yes. Motion carried.

Upon the request of B. Stich and seconded by T. Stokes, it was resolved to end Executive Session at 7:45 pm.

All member voted yes. Motion carried.

Personnel

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to accept the resignation of Meg Hurlbut, Library Page, effective November 3, 2012.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the appointment of Rebecca Meloon to replace M. Hurlbut as Library Page, effective November 13, 2012.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve paid vacation and leave time for SAGE coordinator Cathie Plaisted funded through the Marshall Grant with specifics as follows:

C. Plaisted will receive 5 vacation days from January 2013 – June 2012; 10 paid vacation days for the next two fiscal years with one day added per year after that, up to 19 days maximum. She will receive 80% of the leave time earned by full-time hourly staff. C. Plaisted will earn 1 day per month up to 12 days per year. She will receive retroactive compensation for leave time from July 2012, which equals 5 days, with 7 days remaining for the rest of this fiscal year. Leave time will not accumulate; vacation time will not roll over.

All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by T. Stokes, it was resolved to not accept the proposal written by Adult Services Librarian Leslie DeLooze.

All members voted yes. Motion carried.

NYS Grant in Aid 2012

The NYS Grant in Aid 2012 came through Senator Michael Ranzenhofer's office and is for a total of \$15,000. The check has been received and deposited by the library. D. Wyrwa recommended using these funds for projects outdoors, such as more handicapped parking and/or an electronic sign.

SAGE Program Review 2012

D. Wyrwa reviewed the SAGE Program's 2011 – 2012 Final Report written by C. Plaisted. D. Wyrwa said that C. Plaisted did an excellent job when she presented her report to the Rochester Area Community Foundation and the Muriel Marshall Fund Committee.

Long Range Plan

D. Wyrwa reported that she and Facilitator Mary Zangerle met to review the data gathered during the 4 meetings with community members. At this point, they believe there will be three overall goals in the 2013 – 2017 Long Range Plan, which are in the following core areas: Celebrate Diversity; Lifelong Learning; and Know Your Community. M. Zangerle will present the plan for Board approval at the December meeting.

Library Statistics

Materials Circulation	October 2012	20,961
EBook/Overdrive Usage	October 2012	392
Freegal Downloads	October 2012	94
Internet Usage	October 2012	2416
Literacy Stations	October 2012	431
Attendance	October 2012	15,375
Website Usage	October 2012	4587

Report of Committees

Genesee County Funding 2013

The Board reviewed a letter from Jay Gsell, Genesee County Manager, which states that Genesee County Funding for 2013 will remain the same as 2012. As there had been discussion that libraries were going to be put under “non-essential services” and cut from the budget, this is excellent news.

Financials

Budget Transfers

Upon the motion of T. Stokes and seconded by R. Surowka, it was resolved to approve the transfer of \$595.00 from the Capital Reserve – supplies line to the Capital Reserve – other expenses line to cover the additional amount needed for the renovations made to the coffee bar/café.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa reported that funds raised (\$140.00) from the New England Literary Tour in October have been added to Capital Reserve as was previously determined by the Library Board.

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by R. Surowka, it was resolved to approve the payment of \$2,890.72 on Supplemental Warrant 25.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by R. Surowka, it was resolved to approve the manual check on Summary Warrant 24. The amount of \$1,756.02 was received by P & A Administrative Services for October Health Care Costs, including high deductible and flex amounts.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by R. Surowka, it was resolved to approve the payment of \$756.90 on Supplemental Warrant 27.
All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by R. Surowka, it was resolved to approve the payment of \$44,370.95 on Summary Warrant 26.
All members voted yes. Motion carried.

Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by R. Surowka, it was resolved to approve the October 2012 Summary of Revenues and Appropriations.
All members voted yes. Motion carried.

Bank Reconciliations

Upon the motion of T. Stokes and seconded by R. Surowka, it was resolved to approve the October Bank Reconciliation.
All members voted yes. Motion carried.

CD

Tax and Pilot funds have been received and deposited by the library. As per Treasurer Sally Sanford's recommendation, a portion of these monies will be invested in a short-term CD to increase revenue. D. Wyrwa looked into current rates on CDs, but as they are calculated daily, it is not possible to have the exact information ahead of time.

Upon the motion of D. Rider and seconded by T. Stokes, it was resolved to approve the investment of funds into a CD.
All members voted yes. Motion carried.

Communications

Tale for Three Counties Announcement

D. Wyrwa attended the Tale for Three Counties Announcement at Corfu Free Library. She said the books are selling very well, and she believes this year's selection, *May the Road Rise Up to Meet You* by Peter Troy will be popular.

The Board of Trustees/Library Staff received an invitation to Superintendent of Batavia CSD, Margaret Puzio's retirement party.

Unfinished Business

Audit

D. Wyrwa reported that all questions regarding the draft of the audit have been answered by EFP Rotenberg staff, and all necessary changes and corrections have been made. After a brief

discussion it was decided that since the library has been with EFP Rotenberg for three years, D. Wyrwa will send out Requests for Quotes, including EFP Rotenberg.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the 2011-2012 audit.

All members voted yes. Motion carried.

Adjournment

There being no further business so, President Dana Charters adjourned the meeting at 8:35 pm.

Respectfully submitted,

Diana Wyrwa, clerk

Approved by the Board of Trustees January 14, 2013

Richmond Memorial Library

Board of Trustees

December 10, 2012

The regular meeting of the Board of Trustees was held on December 10, 2012. President of the Board Dana Charters called the meeting to order at 6:30 pm.

Members present: Dana Charters, Deborah Rider, Beth Stich, Tracy Stokes, Rosemary Surowka. Also present: Colleen Brudz, Mary Zangerle, Diana Wyrwa and Paula Haven.

Approval of the Minutes

Upon the motion of D. Rider and seconded by T. Stokes, it was resolved to approve the minutes of the regular meeting of November 19, 2012.

All members voted yes. Motion carried.

Public to be Heard – none

Long Range Plan 2013-2017 presentation – Mary Zangerle, facilitator

M. Zangerle reviewed the process undertaken by the Long Range Planning Committee, which was comprised of 11 community members and 2 Library Board members. Four meetings were held during October and November, where the committee used the SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats) to assess both the community and the library. The four main goals of the Long Range Plan are as follows: Engage diverse populations with specific library programs and services; Provide multi-faceted resources and assistance for all ages to continue learning throughout their lives; Act as a central source for information about and support of the wide variety of programs, services and activities available to Batavia residents; Provide ongoing economic stability for the library.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the 2013-2017 Long Range Plan.

All members voted yes. Motion carried.

M. Zangerle left the meeting at 6:55 pm.

Report of the Librarian

2013-2014 Budget Calendar

D. Wyrwa went over the calendar with the Board, and explained the changes made in order to keep the legal deadlines in place. She will contact Cindy Ferrando to request that she oversee this year's vote, as she has done in the past. The school district is allowed to use the voting machines again this year, and she will look into whether the library will be able to do so as well.

Upon the motion of R. Surowka and seconded by B. Stich, it was resolve to approve the 2013-2014 Budget Calendar.

All members voted yes. Motion carried.

Computer and Internet Use Policy

D. Wyrwa reviewed proposed changes to the Computer and Internet Policy. Her recommendation is to change the number of hours a patron may use the computer from two hours per day to three, with any additional request for Internet usage at the discretion of the library director or reference librarian on duty. Another change is that the library will no longer be selling CDs to patrons. Instead, patrons will be encouraged to bring their own storage devices (flash drives).

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the changes to the Computer and Internet Use Policy.

All members voted yes. Motion carried.

Freeding

D. Wyrwa reported that Freeding is now live on the library's website. The books that may be checked out through Freeding are available to everyone all the time. The checkout procedure is quite different than Overdrive, with patrons having 5 "tokens" to use each week.

Library Statistics

Materials Circulation	November 2012	21,759
Ebook/Overdrive Usage	November 2012	434
Freegal downloads	November 2012	446
Internet Usage	November 2012	2,306
Literacy Stations	November 2012	406
Attendance	November 2012	14,202
Website Usage	November 2012	4038

Report of Committees – none

Financials

Transfers

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the transfer of \$3,420.00 from the worker's compensation line to the flex line to cover the funds needed upfront to cover 2012-2013 employee paid flex contributions.

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 approve the payment of \$1,519.59 on Supplemental Wararnt 29.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the manual check on Warrant 31. The amount of \$5,331.22 was received by P & A Administrative Services for November Health Care Costs, including high deductible and flex amounts.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the payment of \$141,196.64 on Supplemental Warrant 34.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the payment of \$25, 989.99 on Warrant 33.

All members voted yes. Motion carried.

November Summary of Revenues and Appropriations

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the November 2012 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

November Bank Reconciliations

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the November Bank Reconciliation.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa reported that there were no changes to the Capital Reserve this month.

CD

Library funds earmarked for investment in a CD were placed in a Money Market Account, as interest rates on Money Markets are currently the same as CDs. This allows the library to have more flexibility while earning the same rate.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the investment of funds into a Money Market Account.

All members voted yes. Motion carried.

Communications

D. Wyrwa reviewed a letter from Genesee County Manager Jay Gsell regarding the 2014 funding for the libraries. The Board discussed some possible ideas for the presentation to the legislature to remind them of the importance of these funds.

Unfinished Business

Final Audit

As the 2012 audit is correct and complete, the 2012 June Summary of Revenues and Appropriations and Bank Reconciliation needed to be approved.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the June 2012 Summary of Revenues and Appropriations and the June Bank Reconciliation.

All members voted yes. Motion carried.

New Business

Batavia Board of Ed. presentation

D. Wyrwa reported that the Board of Education has changed their meeting night from Monday to Tuesday. She recommended that the Library Board keep their regular meeting on Monday, January 14, and that she make a presentation on the library's long range for the Board of Ed at their regular meeting. The Board agreed.

Adjournment

There being no further business so, President Dana Charters adjourned the meeting at 8:15 pm.

Respectfully submitted,
Diana Wyrwa, clerk