

Approved by the Board of Trustees February 11, 2013

Richmond Memorial Library

Board of Trustees

January 14, 2013

The regular meeting of the Board of Trustees was held on January 14, 2013. President of the Board Dana Charters called the meeting to order at 6:32 pm.

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

Also present: Colleen Brudz, Diana Wyrwa, Paula Haven

Excused: Beth Stich

Approval of Minutes

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the minutes of the regular meeting of December 10, 2012.

All members voted yes. Motion carried.

Public to be Heard – none

Report of the Librarian

Board of Ed. Presentation

D. Wyrwa reported on her presentation to the Board of Education at their January meeting. She went over the 2013-2017 Long Range Plan of the library, and it was well-received. Joanne Beck from the Daily News was there and did a thorough write-up for the paper.

Audit RFQ

D. Wyrwa went over the sample RFQ she wrote, noting that Sally Sanford, Library Treasurer had made some suggestions for changes from the letter sent out three years ago. The RFQ has been sent to three auditing firms, with a deadline of February 1.

Vote/Budget Preparation

Cindy Ferrando, who has always overseen the Library Budget Vote, has asked to have an assistant this year. Her intent is to train this person, so that there will be someone else who knows everything that must be done for the vote. Sandy Kosciolek, who has been one of the library's Election Inspectors, has agreed to fill this role.

Long Range Plan 2013-2017 with activities

D. Wyrwa reviewed the activities and outcomes of the 2013-2017 Long Range Plan as developed by the library staff.

Consulting Firm – Barrows Group

Anticipating the creation of a library foundation, D. Wyrwa has attended several workshops on the topic at professional library conferences. The Barrows Group presented at the workshops, and she is interested in exploring their services further. Ronald L. Barrows would be willing to come and present to the Board; the Board agreed to hear him. D. Wyrwa will make arrangements.

Library Statistics

Materials Circulation	December 2012	18,467
Ebook/Overdrive Usage	December 2012	528
Freegal Downloads	December 2012	331
Internet Usage	December 2012	2522
Literacy Stations	December 2012	265
Attendance	December 2012	13,131
Website Usage	December 2012	3639

Report of Committees – None

Financials

Transfers – None

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the payment of \$625.07 on Supplemental Warrant 35.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the manual check on Warrant 37. The amount of \$1,697.72 was received by P & A Administrative Services for December Health Care costs, including high deductible and flex amounts.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the payment of \$1,807.35 on Supplemental Warrant 38.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the payment of \$35,388.98 on Warrant 39.

All members voted yes. Motion carried.

December Summary of Revenues and Appropriations

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

All members voted yes. Motion carried.

December Bank Reconciliations

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

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa reported that she has been working on using some memorial donations that were not used during the last fiscal year. \$233 given in memory of D. Wyrwa's mother remained. \$115 was used to create a winter display for the fireplace mantle in the Reading Room, with plans to use the rest for another seasonal display. D. Wyrwa will then personally commission other displays, so that the mantle will always be decorated in her mother's memory.

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the use of memorial funds to purchase seasonal displays for the fireplace mantle.

All members voted yes. Motion carried.

Communications

D. Wyrwa handed out the 2012 Staff Picks flyer created by Leslie DeLooze, Adult Services Librarian.

Unfinished Business

Employee Handbook

D. Wyrwa distributed a partial draft of the Employee Handbook, and went over it with the Board. Some suggestions were made. D. Wyrwa plans to have the handbook completed by the February Board meeting.

Adjournment

There being no further business so, President Dana Charters adjourned the meeting at 8: 27 pm.

Respectfully submitted,

Diana Wyrwa, clerk

Approved by the Board of Trustees March 11, 2013

Richmond Memorial Library

Board of Trustees

February 11, 2013

The regular meeting of the Board of Trustees was held on February 11, 2013. 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: Ron Barrows, Liz Krisanda, Colleen Brudz, Diana Wyrwa, Paula Haven

Approval of the Minutes

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the minutes of the regular meeting of January 14, 2013.

All members voted yes. Motion carried.

Public to be Heard – none

Barrows Group Consulting Firm – Presentation – establishing a RML Foundation

Ron Barrows and Liz Krisanda from the Barrows Group Consulting Firm explained how their firm would potentially work with Richmond Memorial Library to create a foundation. Theirs is a two-pronged approach: they would work with the attorney to set up the foundation in a practical manner, and they would create a marketing plan to help the foundation attract funds. The Barrows Group work is primarily directed towards library consulting services throughout New York State. R. Barrows will submit a proposal by the end of February. D. Wyrwa will distribute it to the Board before the March 11 meeting for their review.

Report of the Librarian

Personnel – appointment of 2 substitute librarians

Civil Service has approved two part time/substitute librarians: Stacey Donahue is approved as of January 31 and Laura Dumuhosky is approved as of February 15.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the appointment of Stacey Donahue and Laura Dumuhosky as part time/substitute librarians.

All members voted yes. Motion carried.

Resolutions Appointing Elections Inspectors and Noticing Meetings.

RESOLUTION APPOINTING BOARD OF REGISTRATION

UPON THE MOTION OF B. Stich and seconded by T. Stokes, 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 (2) members which number the Board of Trustees deems necessary, to wit, the following persons:

Ms. Cynthia Ferrando
Ms. Sandra Kosciolek

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 Ms. Cynthia Ferrando and Ms. Sandra Kosciolek is hereby fixed at a stipend of \$185.00 each.

By the order of the Board of Trustees
Richmond Memorial Library
Dated: February 11, 2013

**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 B. Stich and seconded by T. Stokes the following the 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 16, 2013 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 16th of April, to wit, on April 2 and April 9 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 16, 2013 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 11, 2013

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 B. Stich and seconded by T. Stokes, 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 5:00 o'clock PM in each week day other than Saturday from date of the notice up to May 7, 2013 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 16 and April 23, 2013 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 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 7, 2013.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 11, 2013

Diana Wyrwa, Clerk
of Richmond Memorial Library

Before reviewing the Resolution Noticing Special District meeting of Richmond Memorial Library, D. Wyrwa explained that as she listed the dates for the 2013 Trustee petition to be picked up and completed, she became concerned that there would not be enough days to collect the 100 signatures. In looking at the law to clarify the necessary amount of time, she discovered that the library is only required to collect 25 signatures. This is different than all years prior, and has been changed in the resolution.

RESOLUTION NOTICING SPECIAL DISTRICT MEETING OF RICHMOND MEMORIAL LIBRARY

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 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 7, 2013, which dates of publication shall be on March 12, March 19, March 26 and April 2 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 7, 2013 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 2013-2014 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, 2013 and ending June 30, 2018, as a result of the expiration of the term of office presently held by Tracy Stokes; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 7, 2013, 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 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 15, 2013 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 Wednesday, April 3, 2013 which petitions shall be filed between the hours of 9:00 o'clock AM 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 twenty-five (25) 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 16, 2013 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 5:00 o'clock PM, prevailing time, on and after April 17, 2013 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 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 30, 2013 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 6, 2013 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 7, 2013, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 7, 2013.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 11, 2013

Diana Wyrwa, Clerk
of Richmond Memorial Library

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 7, 2013 the following rules and regulations:

**RULES AND REGULATIONS
GOVERNING PROOF OF IDENTITY FOR NEW VOTERS**

1. A personal acquaintance by any one member of the Inspectors of Election shall be sufficient evidence to establish identity.
2. The production of a New York State Driver's license with a signature shall be sufficient evidence of identity.
3. The production of a Social Security card shall be sufficient evidence of identity.
4. The production of a selective Service registration card shall be sufficient evidence of identity.
5. The making of a statement by the voter in writing before the chairman of the Inspectors of Election that he or she is the person who seeks to vote shall be sufficient proof of identity.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 11, 2013

Diana Wyrwa, Clerk
of Richmond Memorial Library

Toshiba Copier/Printer New Lease Proposal

D. Wyrwa requested that the library be allowed to end the current Toshiba Copier/Printer Lease early. There is no penalty to do so. Her reasoning is that the new lease will be more cost-effective, and the new machine will already be installed for some of the heaviest work the library does annually.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the new Toshiba Copier/Printer Lease proposal.

All members voted yes. Motion carried.

Long Range Plan

D. Wyrwa referred to two points on the January accomplishments of the 2013-2017 Long Range Plan. She explained that Jim Jacobs, Superintendent of Buildings and Grounds for the Batavia City School District suggested that improved handicapped parking, the exterior book drop, new windows and carpeting and a new sidewalk for the library be included in the school district's capital improvement library project. She also updated the outdoor digital sign status. She has received one quote from a company in Florida, and will request quotes from two other companies, one located in Victor and the other in Niagara Falls.

Library Statistics

Materials Circulation	January 2013	19,818
Ebooks	January 2013	662
Freegal Downloads	January 2013	300
Internet Usage	January 2013	2827
Literacy Stations	January 2013	259
Attendance	January 2013	15,435
Website Usage	January 2013	3928

Report of Committees

Finance Committee – Tax Cap/2013-2014 Budget Vote Update

D. Wyrwa reported on the Finance Committee meeting. The committee discussed the creation of a reserve to cover retiree health costs. This fund would become part of the appropriated library fund balance. They also considered what staff raises might be in light of a possible minimum wage increase. D. Wyrwa handed out calculations and totals for the Tax Levy Cap. She does not anticipate going over the allowable tax levy increase of approximately 2.6%. At this point D. Wyrwa anticipates 2.5% as the highest potential increase.

Financials

Transfers – none

Approval of Invoices for Payment

Upon the motion of D. Rider and seconded by T. Stokes, it was resolved to approve the payment of \$1040.07 on Supplemental Warrant 41.

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 Warrant 48. The amount of \$3,389.13 was received by P & A Administrative Services for January Health Care costs.

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 \$1,079.82 on Supplemental Warrant 43.

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 \$20,313.93 on Warrant 45.

All members voted yes. Motion carried.

January Summary of Revenues and Appropriations

Upon the motion of D. Rider and seconded by T. Stokes, it was resolved to approve the January 2013 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

January Bank Reconciliation

Upon the motion of D. Rider and seconded by T. Stokes, it was resolved to approve the January 2013 Bank Reconciliation.

All members voted yes. Motion carried.

Capital Reserve – no change

Communications

Genesee County Funding – Annual Review Date

Jay Gsell, Genesee County Manager, sent a letter to D. Wyrwa with the 2013 Department Review Schedule. Genesee County Libraries are scheduled to present on August 5. D. Wyrwa discussed the possibility of Library Trustees doing the presentation this year.

HomeCare and Hospice thank you

Linda Cummings, Development Manager of HomeCare and Hospice sent a letter to D. Wyrwa to thank the library for support of the 2012 Tree of Life Ceremony in Batavia.

Unfinished Business**Audit RFQ – Update**

D. Wyrwa reported that the RFQ letters mailed to the auditing firms in December never arrived. She has resent the letters via e-mail, with responses due by March 1.

Employee Handbook

D. Wyrwa completed the draft of the Employee Handbook, which was distributed to the Board at the meeting. She requested that the Board members review it before the March 11 meeting.

Adjournment

There was no further business so President Dana Charters adjourned the meeting at 8:46 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees April 15, 2013

Richmond Memorial Library

Board of Trustees

March 11, 2013

The regular meeting of the Board of Trustees was held on March 11, 2013. 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: Diana Wyrwa and Paula Haven

Excused: Colleen Brudz

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 February 11, 2013.

All members voted yes. Motion carried.

Public to be Heard – none

Report of the Librarian

Personnel

Linda Daviau, Part-time Children's Clerk has tendered her resignation. D. Wyrwa explained there is a need to hire a part-time clerk to assist at the circulation desk, and that she will place an ad in the Daily News for applicants.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to accept Linda Daviau's resignation.

All members voted yes. Motion carried.

Resolution Appointing Election Inspectors for Budget Vote/Trustee Election

D. Wyrwa explained that there has been a change in the appointment of the Board of Registration. In February, the Board approved the appointment of Ms. Cindy Ferrando and Ms. Sandra Kosciolek. Since then, Ms. Kosciolek's schedule has changed and it will not permit her to fulfill the obligation. Ms. Ferrando has agreed to do it alone again this year.

RESOLUTION APPOINTING BOARD OF REGISTRATION

UPON THE MOTION OF B. Stich and seconded by T. Stokes, 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 persons:

Ms. 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 Ms. Cynthia Ferrando is hereby fixed at a stipend of \$185.00.

By the order of the Board of Trustees
Richmond Memorial Library
Dated: March 11, 2013

RESOLUTION APPOINTING ELECTION INSPECTORS FOR MAY 7, 2013 BUDGET VOTE/TRUSTEE ELECTION

UPON THE MOTION of B. Stich and seconded by T. Stokes, the following resolution was adopted:

RESOLVED: That pursuant to section 2607 of the Education Law this Board of Trustees of Richmond Memorial Library hereby appoints as Inspectors of Election for the Annual Budget Vote/Trustee Election to be held at Richmond Memorial Library on May 7, 2013 the following qualified voters residing in Batavia City School District:

Cynthia Ferrando, Chairperson
Carrie Henning
Harold Harloff
Barbara Matarazzo

And the clerk is hereby directed to give written notice of the appointment of 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 11, 2013

Diana Wyrwa, Clerk
of Richmond Memorial Library

Petitions for Library Trustee – available March 12

T. Stokes will not be running for re-election. D. Wyrwa suggested an ad be placed in the Daily News, and/or notices be placed around the library to notify people that a position will be open. B. Stich commented that she thought it would be preferable to start with notices in the library first, in order that potential candidates would be library users and familiar with the library.

Request from Genesee County Health Department

The Genesee County Health Department requested that the library make a health survey available to all its patrons. The information collected will be used to help with public health planning for the next few years. The Board agreed to assist. The survey will be available in paper form at the library for the rest of the month and linked via an icon on all public Internet computers.

Long Range Plan

- Children’s Room had two very successful family programs which included STEM (Science, Technology, Engineering, and Mathematics) programming.
- Chris Dailey, Batavia Central School District Superintendent will speak about the district’s capital improvement project at the library’s public hearing on April 15.
- Special collections are in development. A Flip Scanner has been ordered and received, and a Cake Pans for Loan program is being explored. D. Wyrwa would like to see one policy and one set of procedures developed that would cover all special collections.
- City Historian Larry Barnes has submitted an application for a historic marker that would mark the location of the Richmond Mansion. The marker would be placed at the start of the walkway that leads from the parking lot to the library.

Library Statistics

Materials Circulation	February 2013	19,463
Ebooks	February 2013	557
Freegal Downloads	February 2013	326
Internet Usage	February 2013	2490
Literacy Stations	February 2013	437
Attendance	February 2013	13,898
Website Usage	February 2013	3743

Report of Committees

Finance Committee

2013-2014 Preliminary Budget and Proposition

D. Wyrwa reviewed the 2013-2014 Preliminary Budget, as discussed by the Finance Committee. There is a 2.1% increase, which is well under the allowable tax levy for this year of approximately 2.6%.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the 2013-2014 Preliminary Budget and Proposition.

All members voted yes. Motion carried.

Upon the motion of D. Rider and B. Stich it was resolved to approve the creation of a Benefits Reserve, comprised of the balances of retiree health care. This would be a budget line, and the amount would be determined at the end of the fiscal year.

All members voted yes. Motion carried.

Financials

Transfers – none

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the payment of \$621.79 on Supplemental Warrant 46.
All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the manual check on Warrant 49. The amount of \$6,920.62 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. Rider, it was resolved to approve the payment of \$1,556.47 on Supplemental Warrant 51.
All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the payment of \$18,226.83 on Warrant 50.
All members voted yes. Motion carried.

February 2013 Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the February 2013 Summary of Revenues and Appropriations.
All members voted yes. Motion carried.

February 2013 Bank Reconciliation

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the 2013 Bank Reconciliation.
All members voted yes. Motion carried.

Capital Reserve

There were no additions or subtractions to the Capital Reserve Fund.

Communications

National Library Week/Friend of the Year

P. Haven read a letter from Dianne Boeheim, President of the Friends of the Library Board of Directors, announcing that Regina Konarski has been selected as the 2013 Friend of the Year. The reception will be held on April 19, 2013 at 3:30 and all Trustees are invited to attend.

Unfinished Business

Audit Proposals

D. Wyrwa reviewed the responses from the three firms to whom she sent proposals. After some discussion, it was decided to hire FreedMaxick to do the library audit for the next three years. Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve hiring FreedMaxick as the library's auditor.
All members voted yes. Motion carried.

Barrows Group – Consulting Firm Proposal

Ron Barrows of the Barrows Group submitted a proposal to assist the Richmond Library and the Library Board of Trustees in the creation of a foundation. There were some concerns expressed about the proposed time frame, and about the efficacy of a non-resident working with local business people. After some discussion, it was decided to table a decision until the next Board meeting.

Employee Handbook

D. Wyrwa reviewed the Employee Handbook with the Board.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the Employee Handbook.

All members voted yes. Motion carried.

New Business – none

Adjournment

There was 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 May 13, 2013

Richmond Memorial Library

Board of Trustees

April 15, 2013

A Public Information Meeting of the Board of Trustees of Richmond Memorial Library was held on Monday, April 15, 2013. President of the Board, Dana Charters called the meeting to order at 7:00 pm. Trustees present: Dana Charters, Deborah Rider, Beth Stich and Tracy Stokes. Also present were: Diana Wyrwa, Kathleen Facer, Paula Haven, Carol Richardson, Roger Richardson, Colleen Brudz, Christopher Dailey, Jen Reardon, Cathie Plaisted, Kelly A. March, John D. Cascell, Michele Balonek, Debbie Levins, Dianne L. Boenheim, Alice D. Zito, Jill Crocker, Terry Slivinski, and Colleen O'Donnell.

Excused: Rosemary Surowka

Welcome/Introduction

D. Charters 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 new 2013 – 2017 Long Range Plan, as well as some specific programs and services for year one. After giving an overview of the proposed 2013-2014 proposed budget, she discussed the New York State Tax Cap, explaining that while the library could have asked for a 2.6% increase, still within this year's allowable tax levy, the library trustees felt that library needs would be covered with a 2.1% increase. One of the challenges in this budget is due to the increase in minimum wage, which necessitates a \$1.50 increase for Library Pages. In order to make the other hourly staff wages commensurate, they too will receive this same raise.

Capital Improvement Project

Christopher Dailey, Superintendent of Batavia City Schools made a presentation on the district's Proposed Capital Improvement Project, which will be voted on as part of the school budget vote on May 21. Richmond Memorial Library is part of this project for a total of \$1,590,000 to do the following: slate roof shingle replacement (asbestos); flat roof replacement; masonry restoration on the original building; window and door replacements on original building and addition; site work including sidewalks, roads and parking; and interior improvements (carpets and emergency lights). Mr. Dailey also went over the work planned at Van Detta Stadium/Batavia High School, Jackson Elementary, John Kennedy Elementary and Batavia Middle School. The major themes throughout all the proposed changes are Bricks and Mortar, Energy Efficiency, and Health and Safety.

Public Comment

John Cascell requested the library offer computer classes for seniors, as was done in the past. He thanked the library for reinstating the automotive repair database he had discussed last year.

Adjournment

With no further questions, D. Charters thanked all for attending and concluded the Public Information Meeting at 7:50.

Continued Business

The regular meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 15, 2013. President of the Board Dana Charters called the meeting to order at 8:03 PM.

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

Also present: Colleen Brudz, Diana Wyrwa and Paula Haven

Excused: Rosemary Surowka

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 March 11, 2013.

All members voted yes. Motion carried.

Personnel

D. Wyrwa reported that interviews were held for the part-time circulation clerk. Jared Van Dyke was selected.

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the appointment of Jared Van Dyke to the position of part-time circulation clerk, pending Civil Service approval.

All members voted yes. Motion carried.

Middle School Student Incident

D. Wyrwa explained that on March 19, at 7:03 p.m., a Batavia Middle School student was caught on the library's security tape, taking items from the SAGE (Service to the Aging in Genesee County) desk. Julia Rogers, Vice Principal at Batavia Middle School, suspended this student from the library for the month of April. D. Wyrwa wrote a letter to the student's parent, describing what had happened and the disciplinary action that was taken. The letter also explained that for this student to be allowed back in the library, the student and his/her parent must meet with the Library Director. D. Rider suggested that the Youth Officer be at the meeting as well, and that the student be required to do some community service at the library.

Annual Report

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the 2012 Richmond Memorial Library Annual Report.

All members voted yes. Motion carried.

United Way Day of Caring

Richmond Memorial Library will be a recipient organization in United Way's Day of Caring for a third year. Volunteers will refurbish the GRO (Give Reading Opportunities) bookshelves, either by cleaning or painting, and they will process donated books for the shelves, fill them and deliver them back to the community sites. They will also be adding plaques that name Richmond Library as the owner of the shelves, so that if staff changes at the different community locations, the shelves will come back to the library.

Long Range Plan

- Children's Room Staff participated in an Early Literacy webinar provided through the NYS Library.
- Formats for foreign language story times were researched by Children's Librarian. Focus was on children up to 4 years old
- 2 Lego Clubs featured STEM programming
- E-books purchased by NIOGA system added to online catalog (e-books purchased by individual libraries not in yet)
- First E-book by appointment session takes place
- Slat wall with e-book instruction fliers and program notices established at reference desk.
- Outdoor digital sign second quote received and revised.
- Scanner for patron use delivered.
- Met with WNYLRC concerning digitization project and inclusion of items in NY Heritage.
- YWCA requested table space for summer camp promotion and volunteer recruitment.
- Local photographer, Paul Freeman, agreed to be official READ poster photographer
- Barrows Group (to assist with library foundation establishment) presented to Library Board; tabled to see if a local individual could be used or time frame changed.

Library Statistics

Materials Circulation	March 2013	20,218
Ebooks	March 2013	611
Freegal Downloads	March 2013	326
Internet Usage	March 2013	2,744
Literacy Stations	March 2013	437
Attendance	March 2013	16,748

Website Usage

March 2013

4,108

Financials

Transfers – none

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the payment of \$641.57 on Supplemental Warrant 53.

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 \$2,084.00 on Supplemental Warrant 56.

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 \$419.67 on Supplemental Warrant 59.

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 Warrant 58. The amount of \$1,546.82 was received by P & A Administrative Services for March 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 \$29,791.86 on Warrant 55.

All members voted yes. Motion carried.

March 2013 Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the March 2013 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

March 2013 Bank Reconciliation

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the March 2013 Bank Reconciliation.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa recommended that the following monies be deposited in the Capital Reserve fund: \$200 that was given by the Batavia High School Class of 1961 and \$300 that was given by

Donna Russell from Pittsford. She would ultimately like to use these monies for the purchase of digitization equipment.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the deposit of the donation from the Batavia High School Class of 1961 and the donation from Donna Russell to the Capital Reserve Fund.

All members voted yes. Motion carried.

Communications – none

Unfinished Business

Electronic Sign

D. Wyrwa reviewed a mock-up of the electronic sign by Toth's Sports. Woodward Library in LeRoy is also looking to purchase a sign from Toth's, and if both are delivered together, there would be a savings.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve moving forward with the purchase of the electronic sign.

All members voted yes. Motion carried.

Library Foundation

D. Wyrwa called the Barrows Group to explain the Board's position on their proposal. She contacted Gregg McAllister, who recommended an attorney at Bank of Castile who works with foundations. D. Wyrwa will follow up with this attorney by the May Board of Trustees meeting.

Adjournment

There was no further business so, President Dana Charters adjourned the meeting at 9:05 pm.

Respectfully submitted,
Diana Wyrwa, clerk.

Approved by the Board of Trustees June 10, 2013

Richmond Memorial Library

Board of Trustees

May 13, 2013

The regular meeting of the Board of Trustees was held on May 13, 2013. 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

Also present: Colleen Brudz, Diana Wyrwa, Paula Haven

Excused: Rosemary Surowka

Approval of Minutes

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the minutes of the meeting of April 15, 2013.

All members voted yes. Motion carried.

Public to be Heard – none

Report of the Librarian

Review of the Budget Vote Results/Trustee Election

D. Wyrwa reviewed the Budget Vote results and trustee election and remarked that it was a very good vote this year. Although there were a few less people voting in comparison to last year, the margin of yes to no votes was 5 to 1, with 84% yes overall. Jennifer Reardon ran for Library Trustee unopposed. D. Wyrwa questioned if she should be invited to attend the June meeting before she takes on her official duties in July. T. Stokes commented that an invitation was extended to him before he began his service, and he found it very helpful. It was agreed that J. Reardon should be invited; D. Wyrwa will see to it.

Board Vacancy

D. Wyrwa informed the Board that Rosemary Surowka has resigned her position. The Board discussed R. Surowka's long service to Richmond Memorial Library, both in an official capacity and as a life-long patron. She will be missed, but is wished very well. It was decided that a gift card for a favorite place of R. Surowka's will be purchased as a parting gift, as well as sending flowers.

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to accept, with regret, Rosemary Surowka's resignation from the Richmond Library Board of Trustees.

All members voted yes. Motion carried.

Board members discussed possible candidates to serve the remainder of R. Surowka's term (2 years.) D. Wyrwa will contact potential candidates and report back in June.

Proposed Board Calendar 2013-2014

D. Wyrwa went over the proposed Board Calendar for 2013 – 2014. The regular meetings are held on the second Monday of the month. July 8, 2013 is the second Monday, but in light of it following the July 4th holiday, D. Wyrwa asked the Board if there would be enough members in attendance to have a quorum. There would not be. D. Charters suggested holding the meeting on July 1; the other members agreed. The October and November meetings are moved to the third Monday, due to the Columbus Holiday and Veterans Day, respectively.

D. Wyrwa's other concern in the upcoming year is the day of the budget vote. Traditionally, it has been held 4 weeks after the budget hearing, and if continued this way in 2014, it would fall after the May Board meeting. D. Wyrwa suggested moving it back one week to May 6. This still falls within the legal time parameters, and has been the more common date. All members agreed.

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the Proposed Board Calendar 2013-2014 with the changes as discussed.

All members voted yes. Motion carried.

Marshall Fund/SAGE Program Grant Application

D. Wyrwa reviewed the SAGE Grant Application that was submitted by Cathie Plaisted, SAGE Coordinator and D. Wyrwa. The budget amount requested is \$62,500, the same amount as last year. However, the SAGE program has \$2800 to roll over, for a total proposed budget of \$65,300 for the 2013-2014 fiscal year. The \$2800 comes from the salary line, which was budgeted for a clerk to be hired starting July 1. Due to the hiring process, Colleen O'Donnell, part-time SAGE clerk was not in place until September. The major changes to the program include increasing C. O'Donnell's work hours from 15 to 17 per week and expanding outreach to individual patrons.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the 2013-2014 SAGE Grant Application.

All members voted yes. Motion carried.

Long Range Plan

Monthly update reviewed; highlights included:

- Template for Fall Spanish language story hour created and Target Grant submitted by Children's Librarian Vinise Campanella to purchase supplies for the Spanish story hour program
- Reel Discussions featured foreign film – Where do we go now? – Lebanese film/French language with English subtitles – multicultural focus – Muslim/Christian women join forces in a remote Lebanese village to keep peace.
- Bicycle rack ordered
 - D. Wyrwa suggested that the bicycle rack be purchased with memorial funds that were put into the Capital Reserve for this purpose. It will be in memory of Gaspar Mortellaro, and his wife, Nancy is very pleased with this use of the funds.

- Small Business Administration Encore Entrepreneur Program held at library. Library was a part of the panel of presenters. Program focus was on ages 50+ starting new businesses.
- GRO sites visited in preparation for United Way Day of Caring project and site changes made based on usage and location. Five Star Bank and Community Action Head Start will receive bookshelves. Bookshelves will no longer be at Crossroads House, Dr. Burns and Family Court.
- New book blogs on Adult Services page; 254 subscribers to the library's e-newsletter
- Kindle flyer updated
- Scanner for patron use now installed and available for patrons
- READ poster of Friend of the Year Regina Konarski presented at Friend of the Year reception
- Many items added to Community Resource Center: Notary Public Exam materials, many DMV forms including enhanced driver's license applications, motor vehicle registration forms, DMV change of address forms; Batavia (city) assessment info., passport applications, Return the Favor brochures for veterans, local maps, local bus schedules, voter registration forms
- Partnered with Healthy Living to present "Eating Healthy Away from Home" program

Report of Committees – none

Library Statistics

Materials Circulation	April 2013	20,379
Ebooks	April 2013	570
Freegal Downloads	April 2013	326
Internet Usage	April 2013	2,713
Literacy Stations	April 2013	437
Attendance	April 2013	15,898
Website Usage	April 2013	4142

Financials

Budget Transfers

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the transfer of \$500 from the Worker's Compensation line to the Periodicals line to cover the additional amount needed for rising newspaper costs.

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 \$2,131.27 on Supplemental Warrant 62.

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 Warrant 65. The amount of \$2,447.72 was received by P & A Administrative Services for April 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 \$275.39 on Supplemental Warrant 64.

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 \$32,661.91 on Warrant 63.

All members voted yes. Motion carried.

April 2013 Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the April 2013 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

April 2013 Bank Reconciliation

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the April 2013 Bank Reconciliation.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa reported that the Genesee Area Genealogists donated \$300 in the month of April to be put toward the library's digitization equipment and requested that it be put into the Capital Reserve fund for this purpose. She also requested that \$538.85 be withdrawn to pay Barco Industries for the bicycle rack.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the deposit of the donation from Genesee Area Genealogists to the Capital Reserve Fund, and the withdrawal from Capital Reserve of \$538.85 to pay Barco Industries for bicycle rack in memory of Gasper Mortellaro.

All members voted yes. Motion carried.

Communications

Genesee County Parks, Recreation, Culture Report

D. Wyrwa has been on the Genesee County Parks, Recreation and Culture Focus Group since becoming Director at Richmond Library. She pointed out that libraries are included in the report, with Richmond Library's completion of the first 5-year plan and Woodward Library's lending of fishing equipment noted in the Livability Results. The libraries are also listed under

Programming with an interest in creating a Literary Walk at a local park as a joint venture between the six Genesee County Libraries.

Small Business Administration Thank You

P. Haven read a letter from Victoria Reynolds, SBA (Small Business Administration) Buffalo Deputy District Director thanking D. Wyrwa and the library staff for hosting the SBA Encore Entrepreneur Day on Friday, April 19.

Unfinished Business

Library Foundation

D. Wyrwa contacted Nancy Klotz from Tompkins Financial Advisors, as recommended by Gregg McAllister. According to Ms. Klotz, there must be three Foundation Board Members established before the legal work can begin. Gregg McAllister has agreed to be on the Foundation Board; Tracy Stokes also agreed to be on a Board member after his term as Trustee is complete. Another potential candidate was discussed; D. Wyrwa will contact this person as well as Library Attorney Tom Williams before the June meeting.

New Business

After School 2013-2014

D. Wyrwa and P. Haven discussed the difficulties that have been encountered in the 2012-2013 school year. Included are much larger numbers of students coming to the library after school, and the need to not only monitor the students inside the library, but outside as well. On a particularly busy day, a patron approached D. Wyrwa and suggested that the library consider hiring a security officer to help with the after school population. D. Wyrwa would like to explore this possibility. Other Nioga libraries use a security service from Depew. Board members advised D. Wyrwa to look into this. D. Rider suggested that perhaps one of the local schools would have a Resource Officer who could be hired for the time frame needed by the library.

Adjournment

There was not further business so, President Dana Charters adjourned the meeting at 8:01 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees July 1, 2013

Richmond Memorial Library.

Board of Trustees

June 10, 2013

The regular meeting of the Board of Trustees was held on May 13, 2013. President of the Board Dana Charters called the meeting to order at 6:32 pm.

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

Also present: Colleen Brudz, Jennifer Reardon, Michael Rivers, Diana Wyrwa and Paula Haven

D. Charters asked for introductions due to new and potential board members in attendance.

Approval of Minutes

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the minutes of the meeting of May 13, 2013.

All members voted yes. Motion carried.

Public to be Heard – none

Report of the Librarian

2013-2014 Approved Library Board Meeting Calendar

D. Wyrwa reviewed the calendar as approved at the May meeting.

Board Vacancy

Michael Rivers has been asked to consider completing Rosemary Surowka's term on the Board. The Board welcomes Jennifer Reardon, trustee elect, who will begin her term in July.

Personnel

D. Wyrwa reminded the Board that in the 2013-2014 budget, there is a new position for a part-time library clerk/typist, who will be an assistant to the Director. During the last set of interviews for the part-time circulation clerk, she found someone who has the qualifications and skills for this position. Debra Levins is a former Richmond Library employee, and currently works full-time at the Batavia High School Health Office. D. Wyrwa has written and sent the job description in to Civil Service. She would like for D. Levins, pending civil service approval to start in July and attend the July Board Meeting. The board agreed and will act on the appointment in July.

Summer Reading Club

Flyers for all three Summer Reading Clubs were given to the Board. D. Wyrwa reported that the van was driven in the St. Joseph's Lawn Fete parade and publicized summer programming.

Long Range Plan

- Library budget passes; new trustee elected
- Building Improvement Proposition passes on school district vote - \$1,590,000 directed towards library building renovations
 - D. Wyrwa noted that Scott Rosanski, Batavia Central School District Business Administrator, has sent information regarding grants for which the library might apply in order to assist with and enhance the upcoming improvements.
- Librarians previewing two foreign language databases: Mango and Rocket Languages
- Spanish story hour leader found; planning will begin for Fall programming
 - Gina Bergman is the Spanish teacher at St. Joseph's school and has acted as the school librarian, bringing a number of classes to Richmond Library on a weekly basis. She is familiar with the library, and has agreed to work with Children's Librarian Vinise Campanella to provide the Spanish story hour. These two objectives fall under the library's goal to focus on multi-cultural, multi-linguistic resources and services.
- Director met with library's attorney to begin process of establishing RML Foundation
 - With three established Foundation Board members, library attorney Tom Williams has begun the necessary paperwork.

Library Statistics

Materials Circulation	May 2013	19,479
Ebooks	May 2013	503
Freegal Downloads	May 2013	317
Internet Usage	May 2013	2319
Literacy Stations	May 2013	349
Attendance	May 2013	14,397
Website Usage	May 2013	3593

Report of Committees

Genesee County Funding

D. Wyrwa informed the Board that the planning meeting for Genesee County Funding is Wednesday, June 19 at 5:00 pm, with the presentation to the Genesee County Legislature on August 5 at 4:00 pm. The plan for this year is to have Trustees do the presentation, with no library directors in attendance. D. Wyrwa asked if any board members were interested in participating; D. Rider and D. Charters volunteered.

Financials

D. Wyrwa requested that the library be allowed to pay for 2012-2013 library materials with the last supplemental warrants, rather than hold all payments until the July 1 meeting.

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the payment for additional 2012-2013 library materials with on the supplemental warrants.
All members voted yes. Motion carried.

Transfer of Funds

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to approve the transfer of \$1,485.00 from the New York State Retirement Line to the Equipment line to cover the additional funds needed for the outdoor electrical sign.
All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to approve the payment of \$1,240.08 on Supplemental Warrant 70.
All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to approve the manual check on Warrant 67. The amount of \$1,568.96 was received by P & A Administrative Services for May Health Care Costs.
All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to approve the payment of \$1,552.84 on Supplemental Warrant 71.
All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to approve the payment of \$46,976.88 on Warrant 69.
All members voted yes. Motion carried.

May 2013 Summary of Revenues and Appropriations

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to approve the May 2013 Summary of Revenues and Appropriations.
All members voted yes. Motion carried.

May Bank Reconciliations

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to approve the May 2013 Bank Reconciliation.
All members voted yes. Motion carried.

Capital Reserve

There is no change in the Capital Reserve. D. Wyrwa plans to have an overview of Capital Reserve at the July meeting.

Communications – none

Unfinished Business

Outdoor Electronic Sign

The Board had approved the purchase and installation of an outdoor electronic sign, based on a plan that included a \$5000 donation from the Friends of the Library. In light of the fact that the Friends were unable to provide that sum, D. Wyrwa felt it necessary to send out Requests for Proposals. She sent out four RFPs on May 22, with a due date of June 7. Of the four, Toth's Sports was the only proposal that addressed all the library's needs. D. Wyrwa would like to have the sign installed in August. D. Rider suggested that insurance be checked to cover any possible issues that could arise.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the purchase and installation of an Outdoor Electronic Sign from Toth's Sports.

All members voted yes. Motion carried.

New Business

2012-2013 Audit

The library received communication from the new auditing firm, Freed Maxick, with projected dates to begin and complete the audit. D. Wyrwa has checked to be sure that key staff members will be available on those dates.

Director Evaluation

B. Stich brought up the evaluation of the Library Director. She will send forms to all Trustees and asked D. Wyrwa to complete her self-assessment and write her goals for next year.

Adjournment

D. Wyrwa and all the Trustees thanked T. Stokes for his years of service to the library as a member of the Board of Trustees. Everyone looks forward to continuing to work with him as a member of the Library Foundation Board.

There was no further business so, President Dana Charters adjourned the meeting at 7:52 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees August 12, 2013

Richmond Memorial Library

Board of Trustees

July 1, 2013

The reorganization meeting of the Board of Trustees was held on Monday, July 1, 2013.

President of the Board Dana Charters called the meeting to order at 6:31 pm.

Members present: Dana Charters, Deborah Rider, Beth Stich

Excused: Jennifer Reardon

Also present: Colleen Brudz, Debra Levins, Michael Rivers, Alice Zito, Diana Wyrwa and Paula Haven

Board Appointment

Michael Rivers has agreed to fill the vacancy on the Board left by Rosemary Surowka's resignation. This would be a two-year appointment that would complete R. Surowka's term.

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the two-year appointment of Michael Rivers to the Board of Trustees.

All members voted yes. Motion carried.

Swearing in of Board Members

All members of the Board of Trustees in attendance were sworn-in by Notary Public, Alice Zito. Upon completion, A. Zito left the meeting.

D. Levins was an observer at this meeting. Her first official day will be July 8, pending Board approval.

Election of President and Election of Vice-President

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

All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by M. Rivers, Beth Stich was nominated as the Vice-President of the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Clerk

Upon the motion of B. Stich and 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 Deputy Clerk

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to appoint Paula Haven as Deputy Clerk to the Board of Trustees for the month of July, and Debra Levins as Deputy Clerk to the Board of Trustees from August through June 2014.

All members voted yes. Motion carried.

Appointment of Treasurer

Upon the motion of B. Stich and 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 B. Stich and seconded by M. Rivers, 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 B. Stich and 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 B. Stich and 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 B. Stich and seconded by D. Rider, it was resolved that Freed Maxick be the auditing firm for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Official Bank Depository

Upon the motion of B. Stich and seconded by D. Rider, it was resolved that Five Star Bank be the Official Bank Depository for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Bank Signatories

Upon the motion of D. Warren and seconded by M. Rivers, it was resolved that Sally Sanford, Beth Stich and Deborah Rider be appointed as the Bank Signatories for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Payroll Certifier

Upon the motion of B. Stich and seconded by D. Rider, it was resolved that Diana Wyrwa be appointed as the Payroll Certifier for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Petty Cash Funds

Upon the motion of B. Stich and 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 B. Stich and 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

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to accept the By-Laws for the Richmond Memorial Library as they are written.

All members voted yes. Motion carried.

Approval of Minutes

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to approve the minutes of the meeting of June 10, 2013.

All members voted yes. Motion carried.

Public to Be Heard – none

Report of the Librarian

Personnel

Executive Session

Upon the request of B. Stich and seconded by D. Rider, it was resolved to move to Executive Session at 6:44 pm.

All members voted yes. Motion carried.

Upon the request of B. Stich and seconded by D. Rider, it was resolved to end Executive Session at 7:18 pm.

All members voted yes. Motion carried.

Personnel

Upon the motion of D. Rider and seconded by M. Rivers, it was resolved to approve the appointment of Debra Levins as Part-Time Clerk as of July 8.

All members voted yes. Motion carried.

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve 14 paid holidays for SAGE Coordinator Cathie Plaisted, funded through the Marshall Grant.

All members voted yes. Motion carried.

Health Care Update

D. Wyrwa reviewed the 2013-2014 total cost projections for employee health care. The library will remain with Univera Health Care, which has been a savings to the library, while providing excellent care for the employees. The plans will basically stay the same for the 2013-2014 fiscal year.

Bullet Aid – Senator Ranzenhofer

D. Wyrwa reviewed a draft of a letter she composed to Senator Michael Ranzenhofer. Senator Ranzenhofer has shown his support for libraries by providing Bullet Aid funds: \$15,000 in 2012-2013 and \$9,000 projected for 2013-2014. The \$15,000 is providing major funding for the library's outdoor electronic sign, to be installed this summer. A decision has yet to be made on the utilization of the \$9000.

Long Range Plan

- Toth Sports awarded outdoor electronic sign project
- Daily News database from 2000 to present available on library web page
- New circulation desk installed in Children's Room – accommodates technology, check-out of materials and allows for 2 workspaces plus provides display and storage space
- Story Walk for children conducted at Holland Land Office/Peace Garden by children's librarian, Vinise Campanella.

Library Statistics

Statistics were unavailable due to the change of the Board of Trustees meeting to an earlier date. June and July statistics will be presented at the August meeting.

Report of Committees

Genesee County Funding

D. Rider, D. Charters and Laura Pastecki from Oakfield will be speaking on August 5th to the Genesee County Funding Subcommittee on the theme of "Return on Investment." Tom Bindeman and Lisa Erickson from NIOGA will also be in attendance.

Financials

Adoption of 2013-2014 Budget

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to adopt the 2013-2014 Budget.

All members voted yes. Motion carried.

Adoption of 2013-2014 Marshall Grant Budget

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to adopt the 2013 – 2014 Marshall Grant Budget.

All members voted yes. Motion carried.

Transfers

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the following transfers:

\$16.49 from Genesee County Books Line to Genesee County Electronic Resources Line, and \$831.01 from Genesee County AV Line to Genesee County E Resources Line. These final purchases using Genesee County Funds will go towards additional online databases.

\$96.33 from Marshall Grant Supplies Line to the Marshall Grant AV Line to cover the last AV purchase for Marshall Grant collection.

\$847.00 from Part Time Salaries Line to Professional Salaries Line to cover the final payment of professional salaries in the 2012-2013 fiscal year.

\$164.61 from Part Time Salaries Line to Custodial Salaries Line to cover the final payment of custodial salaries in 2012-2013 fiscal year.

\$991.97 from Part Time Salaries Line to Clerical Salaries Line to cover the final payment of clerical salaries in 2012-2013.

\$35.21 from Marshall Grant Periodicals Line to Marshall Grant AV Line to cover the final AV payment from Marshall Grant 2012-2013.

\$125.93 from Marshall Grant Periodicals Line to Marshall Grant Books Line to cover funds needed for book orders from Marshall Grant 2012-2013.

All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the payment of \$13,225.87 on Supplemental Warrant 74.

All members voted yes. Motion carried.

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the payment of \$4,501.37 on Supplemental Warrant 75.

All members voted yes. Motion carried.

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the payment of \$7,783.87 on Warrant 1.

All members voted yes. Motion carried.

2012-2013 Budget Status

To date, there are 15 outstanding Purchase Orders for a total of \$39,732.26.

Reserves

D. Wyrwa went over the Capital Reserve Income and Expenditures as of July 1, 2013. She also explained that there is a need to create and name the reserve account that will have the funds to cover health care earned by retired library employees.

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the creation of the Earned Health Care Reserve for Retirees.

All members voted yes. Motion carried.

Communications

Genesee County Technology Report

D. Wyrwa pointed out where the Richmond Memorial Library and all Genesee County libraries are included in the 2013 Focus Group Monitoring Report.

Resurrection Parish Parade

P. Haven read a letter from Don Lewis, Resurrection Parade Chairman, thanking D. Wyrwa for the participation of the library van in the parade this year.

P. Haven also read a note from former Board Member Tracy Stokes, thanking the Board for his retirement gift.

Unfinished Business – none

New Business

D. Wyrwa informed the Board that she will be attending the September 2013 Batavia Central School District Buildings and Grounds meeting to confer about the scheduling of the Capital Improvement projects for the library. When the driveway and sidewalk are replaced, the building will need to be closed to the public, and she will discuss when that will have the least impact on library services.

D. Wyrwa also apprised the Board about the new Membership Campaign of the Friends of Richmond Memorial Library, which has the goal of 1000 members before the end of 2013.

Adjournment

There was no further business so, President Dana Charters adjourned the meeting at 8:02 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees September 9, 2013

Richmond Memorial Library

Board of Trustees

August 12, 2013

The regular meeting of the Board of Trustees was held on August 12, 2013. President of the Board Dana Charters Warren called the meeting to order at 6:30 pm.

Members present: Dana Charters Warren, Deborah Rider, Beth Stich, Jennifer Reardon, Michael Rivers

Also present: Diana Wyrwa, Paula Haven, Alice Zito and Debra Levins

Excused: Colleen Brudz

Swearing in of Board Member

Jennifer Reardon was sworn-in by Notary Public, Alice Zito.

Upon completion, A. Zito left the meeting.

Approval of Minutes

Upon the motion of D. Charters Warren and seconded by M. Rivers, it was resolved to approve the minutes of the July 1, 2013 meeting with the following corrections in italics:

- **Appointment of Deputy Treasurer**

Upon the motion of B. Stich and *seconded by M. Rivers*, it was resolved to appoint Deborah Rider as Deputy Treasurer to the Board of Trustees.

- **Designation of Bank Signatories**

Upon the motion of *D. Charters Warren and seconded by M. Rivers*, it was resolved that Sally Sanford, Beth Stich and Deborah Rider be appointed as the Bank Signatories for the Richmond Memorial Library.

- The heading Bullet Care, should be *Bullet Aid*.

- Under Report of Committees, Genesee County Funding, change the date to *August 5*.

All members voted yes. Motion carried.

Public to Be Heard – none

Report of the Librarian

Personnel

Executive Session

Upon the request of B. Stich and seconded by D. Charters Warren, it was resolved to move to Executive Session at 6:35 pm.

All members voted yes. Motion carried.

Upon the request of B. Stich and seconded by D. Charters Warren, it was resolved to end Executive Session at 6:50 pm.

All members voted yes. Motion carried.

Personnel

Upon the motion of J. Reardon and seconded by M. Rivers, it was resolved to approve the end of employment of Stacey Donahue.

All members voted yes. Motion carried.

ERS 2014 Estimate

The 2014 estimated prepayment amount due for the NYS & Local Retirement System is \$137,203 by December 15, 2013, and \$138,449 payment due February 1, 2014. The Library plans to pay by December 15. The budgeted ERS amount for 2013-2014 is sufficient to cover the costs.

Audit

Auditors were on site in July, and will be back in August to continue work with Treasurer Sally Sanford and other library staff. Libraries may not be eligible to create earned health care reserves for retirees. There's no problem with having a capital reserve. Research is being continued. The Freed Maxick Firm will present all findings to the Board.

Policy Proposals

Tobacco Free

The Tobacco Free Policy was tabled until the next Board meeting. The Policy will be rewritten or added into the current Rules of Conduct.

Borrowing Policy

Upon the motion of M. Rivers and seconded by Beth Stich, it was resolved to approve the proposed changes of the Borrowing Materials Policy.

All members voted yes. Motion carried.

NYS Construction Grant

Research is being done on the NYS Construction Grant. D. Wyrwa is working with the school district in conjunction with the upcoming construction project. Funding will be sought for the roof replacement through the NYS Construction Grant. Preliminary intent to apply has been given to NIOGA. The goal is for Library Board approval in September. The State deadline is early October.

Long Range Plan

Monthly update reviewed; highlights included:

- Librarians decided on Rocket Languages as the foreign language database offering.
- The new bicycle rack in memory of Gasper Mortellaro has arrived.
- Working with Batavia BCSD architects; measurements for new windows were taken. The discussion on handicap parking continues. A drive up book drop has been added to the new design.
- Working with Friends of the Library on a GO Art REACH Grant which will assist with funding to create a series of workshops for Seniors on various topics (RML Academy).
- Met with NIOGA concerning changing children's DVD parameters; discussed circulation procedures and cataloging of special collections such as cake pans.
- First draft of new home page was previewed.
- The 2nd READ poster features Jen Reardon, Library Trustee. The next several posters are being planned. The third one will feature a reading therapy dog, and the fourth one will feature Library Trustee Michael Rivers.
- The Historical marker application was approved.

Library Statistics

Materials Circulation	June 2013	20,453
Ebooks	June 2013	487
Freegal Downloads	June 2013	322
Internet Usage	June 2013	2,302
Literacy Stations	June 2013	444
Attendance	June 2013	13,896
Website Usage	June 2013	4,308
Materials Circulation	July 2013	26,053
Ebooks	July 2013	614
Freegal Downloads	July 2013	322
Internet Usage	July 2013	2,823
Literacy Stations	July 2013	378
Attendance	July 2013	16,424
Website Usage	July 2013	4,623

Report of Committees

Genesee County Funding

On August 5th, D. Rider and D. Charters Warren participated in the presentation to the Genesee County Funding Subcommittee. Both board members agreed that the presentation was successful. Importance of the library reaching all members of the community was stressed. The economic impact that libraries have on the community was also noted.

Included in the Board packet was a copy of a letter from County Manager, Jay Gsell, regarding recommendations for funding requests for 2014. September 3rd is the due date for that letter. D. Wyrwa is working on it.

Financials

Transfers

None.

Approval of Invoices for Payment

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the payment of \$1,284.07 on Supplemental Warrant 77.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the payment of \$3,472.46 on Supplemental Warrant 78.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the payment of \$8,216.66 on Supplemental Warrant 79.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the payment of \$17,127.14 on Supplemental Warrant 81.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the payment of \$1,495.15 on Supplemental Warrant 82.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the payment of \$3,929.73 on Supplemental Warrant 84.

All members voted yes. Motion carried.

July 2013 Summary of Revenues and Appropriations

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the July 2013 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

June/July 2013 Bank Reconciliation

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to approve the June and July 2013 Bank Reconciliations.

All members voted yes. Motion carried.

Reserves

D. Wyrwa noted a correction on the 7/01/13 Capital Reserves Income and Expenditures and Balance. On page 2, there is an addition of \$895 to include labor for the Cafe countertop.

Communications

Unfinished Business

Historical Marker

The application was approved. Dedication is scheduled for November 8th at the Library. Invitations will be distributed through the City Historian's Office.

New Business

READ Poster Agreement

M. Rivers made a motion to approve The READ Poster one year contract with paulfreeman photography. B. Stich seconded the motion. All members voted yes. Motion carried.

After School

D. Wyrwa apprised the Board of the increased number of students after school last year, and the fact that it's more supervision than staff is physically able to provide. Also of concern are tutored OSS students that stay beyond their tutoring session. The possibility of assistance from an administrative intern from the BCSD or the hiring of a security firm is being looked into.

Adjournment

There was no further business. President Dana Charters Warren adjourned the meeting at 8:40 pm.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees October 21, 2013

Richmond Memorial Library

Library Board of Trustees

September 9, 2013

The September meeting of the Library Board of Trustees was held on Monday, September 9, 2013. President Dana Charters Warren called the meeting to order at 6:30 p.m.

Members present: Dana Charters Warren, Beth Stich, Jennifer Reardon, Deborah Rider and Michael Rivers

Also present: Colleen Brudz, Diana Wyrwa and Debra Levins

Approval of Minutes

Upon the motion of D. Rider and seconded by M. Rivers, it was resolved to approve the minutes of the August 12, 2013 meeting.

All members voted yes. Motion carried.

Public to be heard - None.

Report of Librarian

Personnel

Upon the motion of B. Stich and seconded by D. Rider, it was resolved to accept the resignation of Jean Pettit, Library Page, effective August 15, 2013; and the appointment of replacement Jamie Dawson as of September 12, 2013 pending civil service approval.

All members voted yes. Motion carried.

Construction Grant

D. Wyrwa reviewed the Library Construction Grant to be submitted for replacement of the library's roof. The Library Roof Project is the first phase of the approved renovations to the library building. The primary and crucial repair needed for the library is the roof. There are many leaks, especially where the old building meets the new, and around the skylight. Projection for the work to be done is April 1 – June 30, 2014.

D. Wyrwa has been working with the school district and the architectural firm of Young and Wright to complete the grant, so that it may be submitted to the state by the October 11, 2013 deadline.

Upon the motion of M. Rivers and seconded by J. Reardon, it was resolved to proceed with the NYS Construction Grant application.

All members voted yes. Motion carried.

Meeting Room Policy

D. Wyrwa explained that the library's meeting room policy currently reflects the name of the library's first coffee shop. Rather than be specific to any one owner, her suggestion was for the policy to state that *refreshments served in the meeting rooms must be purchased through the refreshment vendor that currently holds the Genesee County Health Permit for food and drink at the Richmond Memorial Library.*

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to revise the library's meeting room policy as written.
All members voted yes. Motion carried.

Summer Reading Reports

Children's Room – by Vinise Campanella, Children's Librarian

"Dig into reading" was the theme. Attendance & programming increased. Story times had good attendance at 1755, which is up from 2012. Outreach visits included the Youth Bureau parks programs and extended year programs at Batavia schools, a booth at the Youth Bureau summer carnival, and visits from the YMCA Kinder Kamp.

Teen Program – by Paula Haven, Teen Services Librarian

The theme was "Beneath the Surface, which was ocean-related. Registration was steady, however, participation has decreased. From comments made, P. Haven believes a major factor is that the library is competing with many other programs for this age group.

Adult Programs – by Leslie DeLooze, Community Services Librarian

"Dig into Reading" attracted 306 participants, which was up 7% from last year. Twenty-four of those participants came from meetings that Cathie Plaisted, SAGE Coordinator had with residents at senior housing or at outings with the van. The number of readers (131) that finished the program and collected their prize was up 12%. The Gnome Home/Hobbit House contest had good participation.

Overall, there was a huge summer attendance and circulation increase.

Long Range Plan

Monthly update reviewed; highlights included:

- Library sign installed - favorable comments.
- V. Campanella will begin Bi-Lingual Story Time on Monday October 21st with the help of Spanish Teacher Gina Bergman. Four sessions are planned at \$50 per session. Final approval will be needed by the Board.
- Zinio – Online magazines will be offered as another e-resource for patrons. This is in cooperation with NIOGA Library System - every library must buy access to at least one magazine (RML plans to purchase more). The Consortium owns the e-magazines, whereas, E-books are not owned. RML will still purchase and maintain a hard cover magazine collection.
- Ask Us 24/7 – August recognition was given to NIOGA Library system as one of the six libraries with the highest answering percentage. Kathy Facer was recognized as one of the top ten librarians for the month based on the number of questions she answered. She had a very good average of 17 answers per month.
- Work continues on the new home page.

- D. Wyrwa is working on Certification of Incorporation for the RML Foundation with the Williams Law Firm.
- D. Wyrwa met with Batavia City School District concerning the timeline for the construction project. The roof replacement is scheduled for 2014. Site renovations including the interior, windows, the driveway, book drop, and parking will likely happen in 2015. Plans are also in the works for a drive up book drop island with a turnaround area for traffic either way. Second handicap ramp on the building, heated ramps, and automatic door buttons are still concerns.

Library Statistics

Materials Circulation	August 2013	21,897
Ebooks	August 2013	535
Freegal Downloads	August 2013	366
Internet Usage	August 2013	3,052
Literacy Stations	August 2013	325
Attendance	August 2013	15,095
Website Usage	August 2013	4,561

Report of Committees

Genesee County Funding 2014

D. Rider signed the 2014 Genesee County Funding letter. The six public libraries of Genesee County are asking for the same amount as received in 2013, \$46,311. Previous cuts brought the funding back to the 2009-2010 level, so the hope is that no further cuts will be made.

Genesee County Funding 2013

2013-2014 Budget

Upon the motion of D. Rider and seconded by B. Stich, it was resolved to approve the \$24,235 in Genesee County Funds received for the 2013-14 Budget Year. All voted yes. Motion carried.

Financials

Transfers

Upon the motion of B. Stich and seconded by J. Reardon, it was resolved to approve the following transfers:

\$2,831.48 and \$755.08 as year end negative balances vacation accrual for professional and custodial staff.

\$49.04 from HD Employer Contribution to Flex Employee Contributions to pay the remainder of the 2012-13 Flex year

\$3,520.46 from HD Employer Contribution to Flex Employee Contributions for RML Flex September 2013-June 2014

All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of B. Stich and seconded by J. Reardon, it was resolved to approve the payment of \$9,507.49 on Supplemental Warrant 86.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by J. Reardon, it was resolved to approve the payment of \$1,964.20 manual check on Warrant 87. The amount of \$1,964.20 was received by P & A Administrative Services for August Health Care costs.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by J. Reardon, it was resolved to approve the payment of \$1,154.88 on Supplemental Warrant 88.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by J. Reardon, it was resolved to approve the payment of \$39,822.84 on Warrant 89.

All members voted yes. Motion carried.

August Summary of Revenues and Appropriations

Upon the motion of B. Stich and seconded by J. Reardon, it was resolved to approve the August 2013 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

August 2013 Bank Reconciliations

Upon the motion of B. Stich and seconded by J. Reardon, it was resolved to approve the August 2013 Bank Reconciliations.

All members voted yes. Motion carried.

Adelaide Kenney Trust – CD renewal

Upon the motion of M. Rivers and seconded by B. Stich it was resolved to approve the renewal of the CD in which the Adelaide Kinney Trust has been invested. The interest earned will be used to purchase books in the subject areas designated by the bequest.

All members voted yes. Motion carried.

Capital Reserve - None.

Communications - None.

Unfinished Business

Tobacco-free Policy

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve revisions to the library's Tobacco-free Policy and Rules of Conduct to include smokeless tobacco products: e-cigarettes, snuff, snus and chewing tobacco.

All members voted yes. Motion carried.

2012-2013 Audit Update

Freed Maxic would like to present to the Board in November. Public libraries cannot have a reserved health care for retirees, but the Board can designate certain funds to be held harmless. This will be discussed further in November.

After School

D. Wyrwa looked into security firms to assist with the After School population. The security firm would be needed for 4 hours per day - from 2:30-6:30, including Fridays. Security would not be used on Saturdays or holidays. Don's Security Services (DSS) was recommended by Lockport Public Library. Lockport has a similar situation to RML, and they have been very pleased with DSS.

B. Stich asked if they could be hired for a trial period. D. Wyrwa suggested hiring them through the end of the calendar year. If they prove to resolve the issues with the After School program, the library would then renew from January thru June.

Upon the motion of D. Rider and seconded by M. Rivers, it was resolved to approve the hiring of Don's security through the end of the December, with the option of renewal for the new calendar year thru June.

All members voted yes. Motion carried.

New Business

2013 December Holiday Calendar

The library is closed on Tuesday, December 24th. Due to the number of vacation requests and past experience of slow business on December 23rd, D. Wyrwa requested that the Board close the library at 5:00 p.m. on December 23rd.

Upon the motion of J. Reardon and seconded by D. Rider, it was resolved to approve an early closing on December 23.

All members voted yes. Motion carried.

Next Board Meeting

Due to the Columbus Holiday, the October Board meeting will be on Monday, October 21st.

Adjournment – There was no further business. President Dana Charters Warren adjourned the meeting at 8:08 p.m.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees November 12, 2013

Richmond Memorial Library

Library Board of Trustees

October 21, 2013

The October meeting of the Library Board of Trustees was held on Monday, October 21, 2013. President Dana Charters Warren called the meeting to order at 6:30 p.m.

Members present: Dana Charters Warren, Beth Stich, Jennifer Reardon and Michael Rivers

Also present: Colleen Brudz, Diana Wyrwa and Debra Levins

Excused: Deborah Rider

Approval of Minutes

Upon the motion of B. Stich and seconded by M. Rivers, it was resolved to approve the minutes of the September 9, 2013 meeting.

All members voted yes. Motion carried.

Public to be Heard – None.

Report of Librarian

2014 Holiday Calendar

Upon the motion of B. Stich and seconded by J. Reardon, it was resolved to approve the 2014 Holiday Calendar as presented.

All members voted yes. Motion carried.

Marshall Grant 2012-2013 Final Report

Cathie Plaisted, SAGE Coordinator and D. Wyrwa presented the final report for the 2012-2013 SAGE program along with other Marshall Grant recipients at the Office for the Aging on October 15, 2013. Representatives from the Rochester Foundation who manage the Marshall Fund and Grant program were in attendance as were local Marshall Grant Committee members. It was suggested that next year's final report for the library's SAGE program include circulation numbers and the number of individuals residing in senior residences who have access to SAGE services.

Don's Security Services

Don's Security Services from Depew began at the Library in October. Staff is very pleased with the service, no comment from patrons. This has especially helped security outside of the Library as well as inside. There are two security employees that rotate days. The service will be renewable in January. M. Rivers made a motion to approve payments to Don's Security Services on supplemental warrants since billing will occur bi-weekly. B. Stich seconded the motion. All members voted yes. Motion carried.

Long Range Plan

Monthly update reviewed; highlights included:

- The NextGen Grant Application was submitted by The Friends of the Library for continuation and expansion of bi-lingual story hours.
- The Reach Grant was submitted by The Friends of the Library for inception of RML Academy for seniors. The first offering will be acrylic painting.
- The Construction Grant for the library roof was submitted to SED DLD.
- Blu-Ray is available for loan in the adult media collection.
- Foundation Update – D. Wyrwa is actively working with the Williams Law Firm researching the Foundation establishment.

Library Statistics

Materials Circulation	September 2013	20,975
Ebooks	September 2013	478
Freegal Downloads	September 2013	379
Internet Usage	September 2013	2887
Literacy Stations	September 2013	284
Attendance	September 2013	13,579
Website Usage	September 2013	5,997

Report of Committees

Genesee County Funding 2014

The Public Hearing date is tentatively set for November 7, 2013 at 7 PM at the Office for the Aging, Bank St., Batavia.

Financials

Approval of Invoices for Payment

Upon the motion of B. Stich and J. Reardon, it was resolved to approve the payment of \$8,562.70 on Supplemental Warrant 91. All members voted yes. Motion carried.

Upon the motion of B. Stich and J. Reardon, it was resolved to approve the payment of \$4,132.81 manual check on Warrant 93. The amount of \$4,132.81 was received by P & A Administrative Services for September high deductible and flex amounts. All members voted yes. Motion carried.

Upon the motion of B. Stich and J. Reardon, it was resolved to approve the payment of \$2,390.77 on Supplemental Warrant 94. All members voted yes. Motion carried.

Upon the motion of B. Stich and J. Reardon, it was resolved to approve the payment of \$36,976.25 on Warrant 96. All members voted yes. Motion carried.

Upon the motion of B. Stich and J. Reardon, it was resolved to approve the payment of \$496.42 on Supplemental Warrant 97. All members voted yes. Motion carried.

September 2013 Summary of Revenues and Appropriations

Upon the motion of B. Stich and J. Reardon, it was resolved to approve the September 2013 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

September 2013 Bank Reconciliations

Upon the motion of B. Stich and J. Reardon, it was resolved to approve the September 2013 Bank Reconciliations. All members voted yes. Motion carried.

Capital Reserve Fund

There was one change in the capital reserve fund, an addition of \$43 for bottle refund. Capital Reserve balance is \$8,474.90.

Communications – None.

Unfinished Business

Historical Marker Dedication

The Historical Marker Dedication will be November 8, 2013 at 11 AM in the Gallery Room.

New Business

Tale of Three Counties Announcement

The Tale for Three Counties book was announced as The Age of Miracles by Karen Thompson Walker. It is on the NY Times Best Seller list.

NIOGA Legislative Reception

The reception NIOGA is hosting to salute our State Legislators is November 18th. The Library Board Meeting which was scheduled for that date will now be Tuesday, November 12th in the Wilber Room. Freed Maxick will now present the 2013 audit to the Library Board at the December 9th meeting.

Humidification System Malfunction

The Library was closed on Saturday, October 19th due to a malfunction in the Library's humidification system. The steam valve failed "open" and didn't shut down. Due to this heating/cooling malfunction, steam was throughout the building. There was condensation on all the ceiling vents. The Children's room was spared of any damage. The main areas affected were the teen and café areas, and the local history and new books sections. Fortunately water from the ceiling vents did not hit any library books. Tarps were placed over furniture and fixtures. There were 102 ceiling tiles damaged as well as noticeable carpet stains. Painting will be needed. D. Wyrwa's decision to close was mainly due to the loose and bulging ceiling tiles in relation to the safety of patrons and staff. D. Wyrwa is working with Batavia CSD Buildings and Grounds on this matter.

Adjournment – There was no further business. President Dana Charter Warren adjourned the meeting at 8:03 p.m.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees December 9, 2013

Richmond Memorial Library

Library Board of Trustees

November 12, 2013

The November meeting of the Library Board of Trustees was held on Tuesday, November 12, 2013. President Dana Charters Warren called the meeting to order at 6:33 p.m.

Members present: Dana Charters Warren, Beth Stich, Jennifer Reardon, Deborah Rider and Michael Rivers

Also present: Colleen Brudz, Diana Wyrwa and Debra Levins

Approval of Minutes

Upon the motion of B. Stich and seconded by M. Rivers, it was resolved to approve the minutes of the October 21, 2013 meeting.

All members voted yes. Motion carried.

Public to be Heard – None.

Report of Librarian

NYS Grant Aid 2013

D. Rider made a motion to approve use of the Library's 2013 NYS Grant in Aid money (Bullet Aid) towards equipment such as updating a literacy station in the children's room, possibly another server and a computer for digitization. B. Stich seconded the motion. All members voted yes. Motion carried.

Café Lease Renewal

B. Stich made a motion to extend The Bookworm Café's lease as amended for one year, December 2013 - November 2014. M. Rivers seconded the motion. All members voted yes. Motion carried.

Volunteer Policy

The proposed Volunteer Policy was discussed. The Policy was tabled until questions concerning the volunteer selection process could be further researched.

Gift Policy Proposed Change

Librarian P. Haven made a written request for approval to begin a Cake Pan Collection. Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to revised the Gift Policy to include special collections. All members voted yes. Motion carried.

D. Wyrwa will check with the Health Department to be sure there are no health issues with a Cake Pan Collection. If there is a problem, the proposal will come back to the Board.

Wi-Fi Policy

A motion was made by D. Rider and seconded by M. Rivers to approve the Wi-Fi Policy as rewritten. All members voted yes. Motion carried.

Long Range Plan

- Spanish story hour began
- Every Child Ready to Read Curriculum was purchased
- Children's Room Staff attended Every Child Ready to Read workshop at Rochester Public Library
- Lego clubs resume – STEM programming will continue to be incorporated in Lego club
- SAGE Program presented a successful overview of the 2012-2013 year review to Marshall Planning / Rochester Foundation with focus on outreach and van visiting senior residences
- Working on an inter-generational program (Children's Chorus and Manor House bell ringers)
- Pricing was obtained for digitization equipment including:
 - 11x17 scanner
 - PC with 24" monitor that rotates
- Wireless access for the Children's room and Wilber Room was ordered
- Discussed incorporating iPads for use in the children's room and at the reference desk
- Leslie DeLooze's review of former Tale author Julia Spencer Fleming's new book was featured on e-newsletter *Library Reads*
- Library Foundation investigation continues with Williams Law Firm

Library Statistics

Materials Circulation	October 2013	21,877
Ebooks	October 2013	533
Freegal Downloads	October 2013	388
Internet Usage	October 2013	2,994
Literacy Stations	October 2013	343
Attendance	October 2013	15,582
Website Usage	October 2013	5,489

Report of Committees

Genesee County Funding 2014

D. Wyrwa attended the public hearing on the 2014 Genesee County Funding on November 7th at the Office for the Aging. A letter was received that states county funding will remain the same in 2014.

Financials

Budget Transfer

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve \$590 from HD Employer Contributions to Healthcare Admin Costs. All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the payment of \$3,789.04 manual check on Warrant 101. The amount of \$3,789.04 was received by P & A Administrative Services for October high deductible and flex employee contributions. All members voted yes. Motion carried.

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the payment of \$2,842.45 on Supplemental Warrant 102. All members voted yes. Motion carried.

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the payment of \$21,851.46 on Warrant 103. All members voted yes. Motion carried.

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the payment of \$547.99 on Supplemental Warrant 104. All members voted yes. Motion carried.

October 2013 Summary of Revenues and Appropriations

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the October 2013 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

October 2013 Bank Reconciliations

Upon the motion of M. Rivers and seconded by B. Stich, it was resolved to approve the October 2013 Bank Reconciliations. All members voted yes. Motion carried.

Capital Reserve Fund

There was one addition to the Capital Reserve fund, a \$50 donation from Genesee Area Genealogist for digitization. The Capital Reserve balance is \$8,524.90

Communications

Chess Club Request

D. Wyrwa presented a request from Scott Kopper and Kevin Larsen asking for permission to allow a community chess club to meet at the Library on Thursdays. This club will be open to the public and dues will not be charged. D. Rider made a motion to approve the request, and M. Rivers seconded the motion. All members voted yes. Motion carried.

Unfinished Business – None.

New Business – None.

Adjournment – There was no further business. President Dana Charters Warren adjourned the meeting at 7:42 p.m.

Respectfully submitted,
Diana Wyrwa, Clerk

Approved by the Library Board of Trustees January 13, 2014.
Richmond Memorial Library
Library Board of Trustees
December 9, 2013

The December meeting of the Library Board of Trustees was held on Monday, December 9, 2013. President Dana Charters Warren called the meeting to order at 6:28 p.m.

Members present: Dana Charters Warren, Beth Stich, Jennifer Reardon, and Deborah Rider

Also present: Colleen Brudz, Kathy Barrett, Carol Richardson, Sally Sanford, Diana Wyrwa and Debra Levins

Excused: Michael Rivers

Approval of Minutes

Upon the motion of B. Stich and seconded by J. Reardon, it was resolved to approve the minutes of the November 12, 2013 meeting. All members voted yes. Motion carried.

Public to be Heard – None.

Audit Report – Freed Maxick – Kathy Barrett

Kathy Barrett from Freed Maxick reviewed the draft of the library's audit for fiscal year 2012- 2013. There were no audit adjustments, just the presentation of information. D. Rider made a motion to accept the audit as presented and B. Stich seconded the motion. All members voted yes. Motion carried.

K. Barrett left the meeting at 6:53 p.m.

S. Sanford and C. Richardson left the meeting at 7:05 pm.

Executive Session

Upon the request of B. Stich and seconded by D. Rider, it was resolved to move to Executive Session at 7:05 p.m. All members voted yes. Motion carried.

Upon the request of B. Stich and seconded by D. Rider it was resolved to end Executive Session at 7:35 p.m. All members voted yes. Motion carried.

Retirement Incentive

Upon the motion of B. Stich, seconded by J. Reardon, it was resolved to offer a retirement incentive to all full-time library staff eligible to retire without a reduction per NYSERS (55 years of age with 30 years of service or 62 years of age with 5 years of service). Incentive will be paid to a TSA in four equal installments over four years in the amount of \$1,200 per full year of service for professionals, \$600 for custodial and \$500 for clerical staff. All members voted yes. Motion carried.

Report of Librarian

Personnel

D. Wyrwa read a request from Library Page Jamie Dawson for a leave of absence January 20 – March 8th. D. Wyrwa suggested that pending board and civil service approval, Jeanette Elia replace J. Dawson during the leave with the option to continue employment on a part-time basis. J. Reardon made a motion to accept the request and approve D. Wyrwa's replacement suggestion pending civil service approval. B. Stich seconded the motion. All members voted yes. Motion carried.

2014-2015 Budget Calendar

Upon the motion of J. Reardon, and seconded by B. Stich, it was resolved to approve the 2014-2015 Budget Calendar as presented. All members voted yes. Motion carried.

Library Statistics

Materials Circulation	November 2013	\$20,783
Ebooks	November 2013	435
Freegal Downloads	November 2013	499
Zinio	November 2013	34
Internet Usage	November 2013	2,636
Literacy Stations	November 2013	166
Attendance	November 2013	13,567
Website Usage	November 2013	5,647

Long Range Plan

Monthly update reviewed; highlights included:

- Digitization equipment ordered
- Wireless access points for children's room and Wilber Room installed
Wi-Fi policy rewritten and approved by Library Board
- Zinio, online magazine database, offered in cooperation with NIOGA Library System
- Gift policy amended and approved by Library Board to include special collection items. This prepares the way for cake pan and cookie cutter collection to begin
- Board approves request of community chess club to play at library Thursday evenings

Report of Committees

Genesee County Funding

D. Wyrwa read a letter from County Manager Jay Gsell regarding approval for county funding for 2014-2015.

Financials

Transfer

Upon the motion of D. Rider, and seconded by J. Reardon, it was resolved to approve a transfer of \$10,000 from equipment to supplies for computer purchases.

All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of D. Rider and seconded by J. Reardon, it was resolved to approve the payment of \$1,257.04 on Supplemental Warrant 105. All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by J. Reardon, it was resolved to approve the payment of \$1,400.50 on Supplemental Warrant 108. All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by J. Reardon, it was resolved to approve the payment of \$164,183.63 on Warrant 109. All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by J. Reardon, it was resolved to approve the manual check on Warrant 112. The amount of \$5,654.25 was received by P & A Administrative Services for November Health Care costs. All members voted yes. Motion carried.

November Summary of Revenues and Appropriations

Upon the motion of D. Rider and seconded by J. Reardon, it was resolved to approve the November 2013 Summary of Revenues and Appropriations. All members voted yes. Motion carried.

November Bank Reconciliations

Upon the motion of D. Rider and seconded by J. Reardon, it was resolved to approve the November 2013 Bank Reconciliations. All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa requested that purchase of the display tower for tax forms and other information be in memory of Monica Raphael from Capital Reserve. The donation in her name was \$565. The display tower cost is \$552. The second request from D. Wyrwa was to purchase a flatbed scanner from Genesee Area Genealogist for \$725. This leaves a total of \$7,247.90 in Capital Reserve. Upon the motion of D. Rider and seconded by J. Reardon, it was resolved to approve the requests. All members voted yes. Motion carried.

Communications

Request for Tale for Three Counties Raffle tickets

D. Wyrwa read a request from Librarian Leslie DeLooze asking permission for the Library to sell raffle tickets of a watercolor painting to benefit "A Tale for Three Counties", which is the one-book project for Genesee, Orleans, and Wyoming Counties. The watercolor painting has a theme to go with the "Northern Borders" movie/book setting. It is a Vermont scene by award-winning Wyoming artist Gilbert Jordan. Upon the motion of B. Stich and seconded by J. Reardon, it was resolved to approve the request. All voted yes. Motion carried.

Unfinished Business – None.

New Business

Visitors from China

D. Wyrwa informed the board that Professor Cheng Huanwen from Sun Yat-sen University, Guangzhou Guangdong China, was coming to visit the Library later in the week. He is filming a documentary on the late Mary Elizabeth Wood who was Richmond Memorial Library's first Librarian. She was very well known in China, as she began the first lending library and library school in their country.

Richmond Memorial Library's 125th Anniversary

Board of Education Presentation – January 7, 2014

A presentation celebrating the Library's 125th Anniversary including a power point timeline of Richmond Memorial Library's history will be given to the Board of Education at their January 7th meeting. Other celebration plans include an anniversary banner displayed on the building, and a program in April which also coincides with the Friends of the Library's 40th year anniversary.

Adjournment

There being no further business, President Dana Charters Warren adjourned the meeting at 8:45 p.m.

Respectfully submitted,
Diana Wyrwa, Clerk