

Approved by Library Board of Trustees October 15, 2007

Richmond Memorial Library

Board of Trustees

September 10, 2007

The regular meeting of the Board of Trustees was held on Monday, September 10, 2007. President of the Board Rosemary Surowka called the meeting to order at 6:30 P.M. Members Present: Dana Charters, John McGee, Beth Stich, Rosemary Surowka Also present: Scott Rozanski, Barbara Kapperman, Colleen Brudz, Gail Stevens, Diana Wyrwa, Carol Richardson and Sandra Gillard

Approval of Minutes

Upon the motion of B. Stich, seconded by J. McGee, it was resolved to accept the minutes of August 13, 2007 meeting as presented.

All members voted yes. Motion carried.

Financial Report

Scott Rozanski gave a brief summary of the fiscal year. There is a revenue surplus of \$53,940. There is also a surplus in expenses where the library under spent by \$134,365 mostly due to a change New York State made in the formula for retirement. This is a one-time savings. The fund balance went from \$ 278,178 to \$397,123 (an increase of 33.715%). Transfers will now be done on a monthly basis.

Report of the Librarian

Personnel

Diana reported that two of the Pages have resigned. They are Megan Smith and Daniel Crofts. Two new Pages have been hired and will be starting September 17, 2007. The new Pages are Nicole Burdock and Melanie Klimjack.

Upon the motion of D. Charters, seconded by B. Stich, it was resolved to approve the hiring of Nicole Burdock and Melanie Klimjack.

All members voted yes. Motion carried.

Summer Reading Report

The Board was given a written report from Leslie DeLooze (Adult), Paula Meyer (Young Adult) and Sandra Gillard (Children's) programs. One of the highlights of the Adult Program was the Mystery Theater Dinner. Also it was reported that the circulation of the mystery collection increased by 40%. The Young Adult Program saw a decrease in program attendance and Paula is brainstorming ways to increase participation next year. The Children's Program had excellent attendance at their programs and felt the "Mystery Bags" helped increase circulation.

After School @ Your Library Update

The program is being redesigned to try to eliminate some problems that were encountered last year. Chairs and the rug from the Young Adult area, as well as 6 tables and chairs, will be in the Gallery Room during the program. All students in grades 6-8 will be required to sign-in and go in the Gallery Room. Students who want to select books or do

homework must obtain a pass before entering the library. A table of Internet computers will be reserved for student use and they will be able to request access to these the day prior to using them. This will allow Staff to be sure students using the Internet are following the library policies. The idea is not to deny access but to restrict it. A phone is now available in the Gallery Room and Staff is trying to make it a friendly place that young people will enjoy spending time in. It was suggested that a letter be sent to parents to explain the new program to avoid misunderstandings. Diana Wyrwa agreed to write something that could be sent home with students. She also indicated that we will try not to schedule other meetings in the Gallery Room so that there will be consistency in the After School Program.

Tale for Three Counties

A book and author have been selected for next March's program. A celebration to thank sponsors and introduce the new book is scheduled for October 22, 2007. Howard Frank Moser, a previous author, will be the special guest. The new poster will be unveiled and refreshments will be served.

Long Range Plan

D. Wyrwa distributed the updated Long Range Plan Timeline for 2007. A Technology Survey will be conducted using paper and on the website. It will be available to the public by the end of September.

The library is a full member of the Chamber of Commerce and has the Chamber's window for display for half of September.

The Literary Garden is progressing with the fence, gate, sod and statues on the slope being installed. The Teddy Bears' Picnic is the first activity scheduled for September 15, 2007.

The floor of the Gallery Room is done and Suzanne Hare from Stafford will be working on the wall cover replacement. Groups that use the Gallery on a regular basis have been asked if they would like to make a contribution to the refurbishing.

Space Study

D. Wyrwa contacted R. Bald of FRA about the possibility of the CAD drawings being done by students. He was in favor of the idea and suggested contacting his alma mater Alfred University. Diana contacted the Dean at Alfred and he felt there was a class that would be ideal for the project. The class will not be able to participate until January of 2008 but the Professor has not gotten back to Diana with more information. M.

Carragher will be contacted to see if he has any information about students from the University of Buffalo working on the project. If the timetable changes for the Space Study it could be built into next year's budget.

Library Statistics

Materials circulation	August 2007	26,614	
Internet usage	August 2007	3,004	
Attendance	August 2007	15,650	/ 680 average per day
Web page site access	August 2007	1,782	

There was a loss in attendance compared to last year. This may be in part because the Adult and Young Adult programs ended a week earlier than usual. Also, fewer Darien Lake employees are using the Internet because they now have computers available where they are living.

Report of Committees

Genesee County Funding

A letter from Andrea Vogler is being sent to the County Legislature. The theme is "Genesee County Moving Forward – Building Public libraries Without Walls". The committee will be meeting again September 11, 2007 at the library.

Financials

Upon the motion of J. McGee, seconded by D. Charters, it was resolved to accept the June 2007 and July 2007 Summary of Revenues and Appropriation and transfers as presented.

All members voted yes. Motion carried.

Marshall Fund Budget 2007 – 2008

Anne Engel will be retiring from the SAGE program. There is \$10,098 extra in the Marshall budget. It was suggested that the money be used for job sharing during the time that Anne would train a new person.

Upon the motion of J. McGee, seconded by B. Stich, it was resolved to accept the Marshall Fund Budget 2007-2008 as presented

All members voted yes. Motion carried.

Communications

Rachel Baum the president of NYLA, will be stopping at Richmond for a short tour on October 15 at 1:30pm. The library is now an Institutional Member of NYLA.

Unfinished Business

Staff members are working on plans for the Veterans Day celebration. The committee includes Diana Wyrwa, Leslie DeLooze, Kathleen Facer, Alice Zito and Sandra Gillard. The Veteran groups will be celebrating on Sunday so the library will not be interfering with their plans. A book signing and talk by David Bellavia author of *House to House: an epic memoir of war* is one of the activities we hope to have.

New Business

Joint Meeting with the Board of Education

The joint meeting with the Board of Education will be October 15 at 6:30pm. The Library Board will have a short business meeting at 6pm. Diana will talk about the Library's Long Range Plan. A tour of the newly designed and decorated Children's Room and the Literary Garden will also be part of the presentation to the Board of Education.

September Calendar of Events

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

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:24pm

Approved by the Library Board of Trustees November 12, 2007

**Richmond Memorial Library
Board of Trustees
October 15, 2007**

The regular meeting of the Board of Trustees was held on Monday, October 15, 2007. President of the Board Rosemary Surowka called the meeting to order at 6:00 p.m. Members Present: Michael Carragher, Dana Charters, John McGee, Beth Stich, Rosemary Surowka
Also present: Colleen Brudz, Gail Stevens, Diana Wyrwa, and Sandra Gillard

Approval of Minutes

Upon the motion of J. McGee, seconded by M. Carragher, it was resolved to accept the minutes of September 10, 2007 meeting as presented.
All members voted yes. Motion carried.

Report of the Librarian

Review of Library Presentation to Board of Education

A joint meeting of the Library Board with the Board of Education will be held this evening at 7pm in the Gallery Room. Diana Wyrwa will give a brief overview of the Long Range Plan, focusing on the planning process.. The Board of Education will then be invited on a tour of the Children's Room to see the new areas that have been created. Sandy Gillard will explain about the Baby Bounce Storytime and other programs in the Children's Department that will help create reading readiness. After viewing the Literary Garden, Sue Briggs will highlight activities planned for the GRO program with the continuation of the 2007-2009 Family Literacy Grant.

Veteran's Day

The Board was updated on the activities planned for the Veteran's Day celebration November 12, 2007. An Open House will be held from 9-11a.m. Databases and information about searching for military records will be shared with participants at this time. At 7p.m. author and veteran, David Bellavia, will talk about his book *House to House*. A book signing will take place after a question and answer period. C-Span is interested in taping the program. The Board Meeting of the Library will begin at 6 p.m. rather than 6:30 p.m. so that members may attend the program.

Long Range Plan

D. Wyrwa distributed the updated Long Range Plan Timeline for 2007. Some items will need to be pushed to 2008, but many of the activities slated to be accomplished in 2007 will be completed. The material has arrived to cover the walls in the Gallery Room and this project should be finished in November.

Library Statistics

Materials circulation	September 2007	22,352	
Internet usage	September 2007	2,455	
Attendance	September 2007	13,324	/ 529 average per day
Web page site access	September 2007	1,544	

Report of Committees

Genesee County Funding

A brochure with the theme “Genesee County Moving Forward – Building Public Libraries Without Walls” was distributed. Diana Wyrwa (BTV), Andrea Vogler (COR), Tom Bindeman (NIOGA) and Sandy Brady (LRY) presented to the Human Services subcommittee of the Genesee County Legislature. It was requested that the 5% cut that was made in 2004 be restored. Libraries may now use money for technology. During 2007 all the libraries in Genesee County except for Haxton in Oakfield have been automated.

Financials

July/August Summary of Revenues and Appropriations

Upon the motion of M. Carragher, seconded by J. McGee, it was resolved to accept the July 2007 and August 2007 Summary of Revenues and Appropriations as presented. All members voted yes. Motion carried.

Genesee County Funding 2007

Upon the motion of D. Charters, seconded by J. McGee, it was resolved to amend the budget and accept the 2007 Genesee County Funding of \$33,577 as presented. All members voted yes. Motion carried.

Communications

A Reception for Legislators will be held at the Lockport Public Library on October 30th from 7-8:30pm. All Board Members are invited to attend. R. Surowka, C. Brudz, and D. Wyrwa are currently planning to go.

Unfinished Business

Space Plan

M. Carragher contacted SUNY at Buffalo about architecture students working on the Space Plan for the library but had no definite information on what students would be willing to do. After discussing the merits of using students from Alfred University or University of Buffalo it was decided that D. Wyrwa would pursue having students from Alfred do CAD drawings. The class will begin in January 2008 and Rick Bald from FRA was enthusiastic about this plan. Because the Space Plan is being done later than expected, money for the project can be built into the 2008 budget.

New Business

October Calendar of Events

The calendar of events for October was distributed to the Board. A reception to thank supporters of Tale For Three Counties will be held October 22 at 10am. Howard Frank Mosier will announce next year’s book and will present a program on his current novel.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 6:40pm

Approved by the Library Board of Trustees December 10, 2007

Richmond Memorial Library

Board of Trustees

November 12, 2007

The regular meeting of the Board of Trustees was held on Monday, November 12, 2007. President of the Board Rosemary Surowka called the meeting to order at 6:02 p.m. Members Present: Michael Carragher, Dana Charters, John McGee, Beth Stich. Also present: Diana Wyrwa and Sandra Gillard

Approval of Minutes

Upon the motion of B. Stich, seconded by J. McGee, it was resolved to accept the minutes for the October 15, 2007 meeting as presented. All members voted yes. Motion carried.

Report of the Librarian

2008 Calendar

The 2008 Calendar was presented with the additional request that the library close at 5pm on the Wednesday evening before Thanksgiving in both 2007 and 2008. Upon the motion of D. Charters, seconded by B. Stich it was resolved that the 2008 Calendar and early closing on evening before Thanksgiving be accepted as presented. All members voted yes. Motion carried.

Purchasing

D. Wyrwa presented some new rules that the Batavia City School District is requiring for ordering materials. The School District's interpretation of Municipal Law 103 is that library materials are considered a like commodity. When library material purchases exceed \$10,000, orders must be placed with vendors having NYS Contract Numbers or go out to bid. Library materials include books and media items. The five school library media centers and Richmond Memorial Library are viewed as one library materials purchasing group. Because the financials for the Richmond Library go through the school district, we must abide by school district rules. After a lengthy discussion, the Board directed D. Wyrwa to investigate other public libraries in New York State that are chartered as a school district public library and currently have, or have had in the past, a similar financial relationship between a public library and a school district. At December's meeting, this fact finding mission will be reported on.

Long Range Plan

D. Wyrwa distributed the updated Long Range Plan Timeline for 2007. The walls of the Gallery Room have been completed. The Chamber of Commerce will be holding their Board Meeting at the Library for the first time. In December a list of the completed 2007 activities will be presented to the Board.

Library Statistics

Materials circulation	October 2007	24,593
Internet usage	October 2007	2,792
Attendance	October 2007	16,359 / 629 average per day
Web page site access	October 2007	1,706

Report of Committees

Genesee County Funding

The Public Hearing for County Funding will be held at the Office for the Aging November 13 at 7pm. A letter arrived indicating that the 5% will not be restored and that the amount of funding will stay the same as last year. However, money may now be used for technology support.

Financials

September Summary of Revenues and Appropriations

Upon the motion of B. Stich, seconded by J. McGee, it was resolved to accept the September 2007 Summary of Revenues and Appropriations as presented. All members voted yes. Motion carried.

Communications

A thank you note from Mr. Stutzman was shared with the Board. The note was for books presented to him at last month's meeting in recognition of his support of the library as he looks forward to his retirement.

Unfinished Business

None

New Business

November Calendar of Events

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

Adjournment

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

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees Jan. 14, 2008

Richmond Memorial Library

Board of Trustees

December 10, 2007

The regular meeting of the Board of Trustees was held on Monday, December 10, 2007. President of the Board, Rosemary Surowka called the meeting to order at 6:33 P.M. Members Present: Michael Carragher, Dana Charters, John McGee, Beth Stich, Rosemary Surowka Also present: Gail Stevens, Diana Wyrwa, and Sandra Gillard

Approval of Minutes

Upon the motion of B. Stich, seconded by D. Charters, it was resolved to accept the minutes of the November 12, 2007 meeting as presented.

All members voted yes. Motion carried

**Report of the Librarian
2007-2008 Budget Report**

D. Wyrwa presented a timeline of activities preparing for the library budget vote and trustee election. Cindy Ferrando will be the elections official and the actual vote will take place at the Richmond Memorial Library on May 6, 2007.

Upon the motion of D. Charters, seconded by M. Carragher, it was resolved to accept the Budget Calendar as presented.

All members voted yes. Motion carried.

Personnel

Upon a motion by M. Carragher, seconded by B. Stich, it was resolved to appoint Kelly March to the position of Library Assistant.

All members voted yes. Motion carried.

A discussion was held about the SAGE position. There is a list of possible candidates to fill Anne Engel's position. Interviews should begin in January with a projected hiring date of February 2008.

Sage Presentation

A. Engel and D. Wyrwa did a presentation about the SAGE program for the Marshall Fund committee at the Office for the Aging. The committee was especially interested in the plans for a new Webpage design and downloadable books.

Long Range Plan

D. Wyrwa distributed the updated Long Range Plan Timeline for 2007. Library Staff worked on activities for 2008 and 2009 during a staff meeting. Activities from 2007 that were not completed were incorporated into 2008. A final report of what was accomplished in 2007 will be presented to the Board in January.

Library Statistics

Materials circulation	November 2007	23,307
Internet usage	November 2007	2,254
Attendance	November 2007	14,030 / 561 average per day
Web page site access	November 2007	1,731

Report of Committees

No reports

Financials**October Summary of Revenues and Appropriations**

Upon the motion of M. Carragher, seconded by B. Stich, it was resolved to accept the October 2007 Summary of Revenues and Appropriations as presented.

All members voted yes. Motion carried.

Marshall Fund Budget Petty Cash

Upon the motion of J. McGee, seconded by M. Carragher, it was resolved to establish a Petty Cash fund of \$100 for the Sage Program using Marshall Fund money.

All members voted yes. Motion carried.

Communications

No report.

Unfinished Business**Purchasing/School District Public Library Financials**

D. Wyrwa presented a report comparing the financials and purchasing at Richmond Library to other public libraries in New York State that are also chartered as school district libraries.

She conducted an eight question telephone survey of 13 libraries. None of the libraries interpret the Municipal Law 103/\$10,000 purchasing limit in the way that the Batavia School District recently has. All responded that the \$10,000 limit was per vendor or purchase order and that library materials were not seen as a "like commodity".

A discussion was also held concerning what services are provided to the library and the pros and cons of purchasing being confined by the School District's interpretation of Municipal Law 103. It was decided that a letter should be drafted and sent by Library Board President, Rosemary Surowka to the School District Superintendent, Richard Stutzman. Copies will also be sent to Board of Education members, business manager S. Rozanski, and treasurer B. Kapperman. The letter will request a review of the law's interpretation and a response to the Library Board before the January 2008 Library Board meeting.

New Business**December Calendar of Events**

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

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:29pm

Respectfully submitted,
D. Wyrwa, clerk