

**SWAN LIBRARY TRUSTEES
MEETING OF APRIL 9, 2008**

Present: Trustees Kevin Doherty, Lynne Philipps, Julie Miller, Terry-Lynn Corrigan, Pat Cammarata, Margaret Golden, Mitzy Peglow, Fran Lissow, Mariadele Theodorakos, Library Director Susan Rudnicky

Excused: Dona Scharping, Judy Christopher

Guests: Ken and Mary Anne Braunbach, Bob Golden, Grace Kent, Susie Gaylard

President Kevin opened the meeting at 7:05 pm. Motion to approve the agenda was made by Fran, seconded by Julie. Approved unanimously.

Kevin opened the floor for public comment. No comments.

MINUTES: Motion to approve the March 12th regular meeting minutes was made by Fran, seconded by Pat. Approved.

Motion to approve the Special Meeting minutes of March 28th was made by Julie, seconded by Terry-Lynn. Approved.

DIRECTOR'S REPORT:

Susan attended the Gates Foundation meeting requirement at the Sagamore.

Motion to approve the New York State Annual Report was made by Terry-Lynn, seconded by Fran. Approved unanimously.

Patrons are being asked to present their requests for AV materials to the checkout desk no later than 15 minutes before closing to better facilitate end of day closing.

TREASURER'S REPORT:

Motion to approve the March 2008 Treasurer's Report was made by Mitzy, seconded by Pat. Unanimously approved.

COMMITTEE REPORTS

Finance Committee:

Motion to transfer \$40,000 from the Smith Barney Operating Reserve to the general fund checking account to pay ordinary bills and expenses thru May was made by Lynne, seconded by Julie. Approved unanimously.

Motion to pay Ivy Partners invoice numbers 280 and 283 totaling \$5,184.83 directly from the Smith Barney Building Fund was made by Lynne, seconded by Julie. Approved unanimously.

Motion to create a new line item in the 2008 operating budget of the Swan Library, titled account 6992- Contractual Expenses, and to fund that new account in the amount of \$3,734, and to amend the line 4110-Public Funds Received to \$547,773. Approved unanimously.

Building and Grounds:

Concern over the monitoring of the alley with security equipment has been raised. The board would like Kevin and Susan to identify areas that may need monitoring and to identify the costs of equipment.

Personnel:

Pat reported that the committee will need to continue review of the personnel manual into our next fiscal year.

Planning:

Lynne updated the board on the progress of the steering committee in trying to identify a project theme.

Local History:

Did not meet.

By-Laws:

Lynne will prepare the Member by-law proposed changes for the annual meeting.

Nominations and Elections:

Pat reported that there were three verified candidates for the trustee elections. They are Mary Anne Braunbach (32 signatures), Evana Daniels (55 signatures), Kevin Doherty (27 signatures). Names were drawn to determine position on ballot as follows: Evana Daniels, Kevin Doherty, Mary Anne Braunbach.

Annual Meeting Committee Reports are due to Susie by April 28th.

FRIENDS OF THE LIBRARY:

Mary Anne Braunbach reported that the Friends are meeting and trying to confirm a method for separating the Swan Library monies from the Friends in our budget.

OLD BUSINESS:

Spring Cleaning of Library: request of Susan to gather estimates for carpet cleaning and for "deep cleaning" from commercial cleaners for our May meeting. A question over the time actually spent on cleaning each week came up. It was recommended that the Personnel Committee review the current job description for the cleaner and determine the needs of the library, and then determine how to get the job completed.

NEW BUSINESS:

In her absence, Judy sent a letter to board suggesting more education of the public on the three choices for a new library site be conducted. The board felt there were some good ideas in the letter, however did not feel the annual meeting was an appropriate time to conduct the discussion.

Motion to purchase a replacement for the computer at the circulation desk, from Dell, at a cost not to exceed \$1100, delivered, to be paid from the general fund operating account 6521-Computers and Software, was made by Fran, seconded by Lynne. Unanimously approved. (Note: the existing flat screen monitor will be re-used. Migration of existing program and data files will be handled by our network administrator)

Stock Investments: A question arose concerning the boards legal ability to purchase stocks. Susan will ask Dick Panz if he can clarify this for us.

Building Project:

Motion to authorize the President to contact Patrick Malgieri for legal assistance in pursuing a possible purchase offer for 5 parcels on South Main Street and Platt Street, owned by Joe and Debby Martillotta, to be billed per the August 2007 retainer agreement and paid from the Smith Barney Building Fund, at an aggregate cost not to exceed \$5,000 without additional authorization from the Board, was made by Lynne, seconded by Julie. Unanimously approved.

Motion to authorize the President to secure a commercial property appraisal from Shell Associates of the 5 Martillotta parcels consistent with industry standards and the prior appraisal completed by the firm on the Dales' building, at a cost not to exceed \$1,500, to be paid from the Smith Barney Building Fund, was made by Fran, seconded by Margaret. Approved unanimously

Motion to authorize the President to contact Barkstrom and LaCroix, Architects, to negotiate costs for a feasibility study for the location of a new library building on the Martillotta parcels, including drawings, preliminary construction estimates, a budget for necessary and prudent engineering site investigation, and a schedule of the necessary regulatory benchmarks of the pre-construction process; and further empowers the President to authorize such work as negotiated up to an aggregate cost of \$6,000, to be paid from the Smith Barney Building Fund, without additional Board approval, was made by Pat, seconded by Terry-Lynn. Approved unanimously.

PRESS RELEASE: Kevin read a press release prepared by himself and Julie to announce the Martillotta study as a site for a new library, to be sent to the Journal Register and Batavia Daily News. The Board approved the article.

PUBLIC COMMENT: Kevin offered the floor for public comments.

ADJOURNMENT: Motion to close this meeting of the board at 9:31 pm was made by Lynne, seconded by Fran. Unanimously approved.

Respectfully submitted,

Lynne Philipps

Secretary