

SWAN LIBRARY TRUSTEES
MEETING OF SEPTEMBER 10, 2008

Present: Trustees Kevin Doherty, Pat Cammarata, Lynne Philipps, Fran Lissow, Mariadele Theodorakos, Judy Christopher, Mary Anne Braunbach, Dona Scharping, Linda Krantz-Smith, Terry-Lynn Corrigan, Library Director Susan Rudnický

Excused: Mitzy Peglow

Guests: Susie Gaylard

President Kevin opened the meeting at 7:05pm. He called for any additions or corrections to the agenda. A motion to accept the agenda as presented was made by Lynne, seconded by Fran. Unanimously approved.

MINUTES:

Motion to approve the minutes of the August 13th meeting with rewording of a paragraph concerning the Town of Albion funding of the Bero project was made by Pat, seconded by Linda. Unanimously approved.

DIRECTOR'S REPORT included in the mailing. In addition to the report, Susan reported that she and Mary Anne accepted the donation from Wal-Mart and had their picture taken accepting the check. It was suggested by the Board that Susan create a Certificate of Appreciation to be sent to Wal-Mart with a thank you letter.

Lynne asked that the Board also recognize the efforts of Michelle in her preparation and submission of a monthly report to the Board on the Children's Library. She appeared to have a very successful Summer Reading Program and should be commended. Susan also added that Susie and the rest of the staff also worked at their many programs this summer.

TREASURER'S REPORT

Motion to accept the August Treasurer's report as submitted was made by Lynne, seconded by Mary Anne. Unanimously approved.

It was also noted that the Board did not receive a separate accounting of the Dunckel money in the board packet as requested at our last meeting. Kevin will see that it is provided.

COMMITTEE REPORTS

Finance Committee:

Motion to make payment directly from the Smith Barney Building Fund to Ivy Partners for invoice #304 for \$3,433.49 was made by Lynne, seconded by Fran. Unanimously approved. (Note: this is the final payment for the pre-campaign phase of the contract. It includes the upcoming meeting for the report from Ivy Partners.)

Motion to draw up to \$20,000 through the end of September from the Operating Reserve to be placed into the checking account for regular bills and payroll was made by Fran, seconded by Mary Anne. Unanimously approved.

The Finance Committee provided a draft of the **proposed 2009 budget**. The Board referred the proposal back to the committee to present to the Orleans County Legislature as a draft.

Building and Grounds:

Motion to spend up to \$1,500 from line item 6500-Maintenance Repairs, for the professional duct cleaning by Indoor AirPro was made by Lynne, seconded by Judy. Unanimously approved.

During the painting of the building, Panek's knocked off three pieces of the ornamental molding. It was also noted that the roof over the north bay window was in need of repair/replacement. Discussion over the rental of the lift occurred. It was recommended that Susan request estimates from contractors who may have their own equipment to do the repair work be contacted.

Planning Committee/Steering Committee:

Meeting date for the presentation by Ivy Partners is confirmed for Tuesday October 7th at 7pm in the dining hall of the Christ Episcopal Church.

Lynne reported that they are about complete with the 5 year plan. She also reminded committee chairs to review the committee books in Susie's office for filing all meeting minutes. If a policy is created by the committee, it should be incorporated into the book with the date the policy/procedure is adopted by the board.

Nominations and Elections:

Did not meet this month

Personnel:

Laurie Groth has resigned her position with the Swan Library effective September 12, 2008. She has been enrolled for a five-part in-service training which she has already completed three parts of. She would like to finish the in-service and have the library pay for her expenses to the training.

Motion to allow Laurie Groth to complete the in-service training without any further expense to the library was made by Pat, seconded by Dona. Unanimously approved.

Marissa Olles has also submitted her resignation.

The Personnel Committee is requesting that Susan provide position surveys prior to conducting any hiring.

Local History:

No report

By-Laws:

No report

Friends of Swan Library:

Mary Anne reported that they met. She asked for help, especially on Saturday, for the Book/Mum Sale.

OLD BUSINESS:

Response from Bero Architecture re: Treasurer's letter: Postponed, not received.

Update on Maziarz Member money: Susan reported that the letter the library had received was not from the State Ed Dept, but from Maziarz's office in Albany. She placed a phone call to them today. Lynne will re-contact Adam Tabelski at our local office to see if he can provide any further assistance.

Adoption of the Conflict of Interest Policy: Postponed due to lack of time.

Sunday hours: Postponed due to lack of time.

Construction estimate for potential building from Barkstrom and LaCroix recommended contractor. Postponed due to lack of time.

NEW BUSINESS:

We received an estimate on the Rufus Bullock's copy of an autographed poster of the impeachment of President Andrew Johnson.

Motion to purchase the hardware and software not to exceed \$3,500 from line item 6521 to allow for automated self-check-in on the computers utilizing the Envision program was made by Judy, seconded by Dele. Unanimously approved.

EXECUTIVE SESSION:

Motion to move to executive session at 9:14pm to discuss a legal issue was made by Pat, seconded by Fran. Unanimously approved.

Motion to adjourn the executive session and return to open session at 9:17pm was made by Pat, seconded by Judy. Unanimously approved.

Motion to adjourn the meeting at 9:19pm was made by Judy, seconded by Linda. Unanimously approved.

Respectfully submitted,

Lynne Philipps
Secretary