

Approved by Library Board of Trustees February 14, 2011
Richmond Memorial Library
Board of Trustees
January 10, 2011

The regular meeting of the Board of Trustees was held on Monday, January 10, 2011. President of the Board Rosemary Surowka called the meeting to order at 6:02 pm. Members Present: Dana Charters, John McGee, Beth Stich, Tracy Stokes, Rosemary Surowka
Also present: Colleen Brudz, Diana Wyrwa, Paula Haven

Approval of Minutes

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to accept the minutes of the meeting December 13, 2010.
All members voted yes. Motion carried.

Report of the Librarian

Rules of Conduct

D. Wyrwa went over the new Rules of Conduct as written by the Rules of Conduct Subcommittee. The current policy, while valid, had not been updated since 1992 and changes in society and technology necessitated it be completely rewritten to be more specific. B. Stich suggested that the library hours be added to all the documents given to the public.

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to approve and adopt the Rules of Conduct.
All members voted yes. Motion carried.

Unattended Child Policy

D. Wyrwa went over the Unattended Child Policy, a new supplemental policy to the Rules of Conduct.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve and adopt the Unattended Child Policy.
All members voted yes. Motion carried.

Coffee Bar RFP revision

D. Wyrwa went over all the revisions in the Coffee Bar RFP. It will be reissued this month.

Family Literacy (GRO Grant) final report 09-10/status of 10 –11

D. Wyrwa explained that although Richmond Library had been approved for the 2009 – 2011 Family Literacy Grant, the money did not come from New York State as scheduled. Year one money was supposed to be in the library's possession in July 2009 with year one activities completed by June 2010; the funds arrived in April 2010, and activities were completed by December 2010. There is no date scheduled for year two funds at this time.

Judy Hurlbut, GRO coordinator, wrote the year one final report and sent it off to the state by the required date. D. Wyrwa explained that the budget report still has to be filed, as the state changed the form just before the date it was due. The new form has not yet been made available to grant participants.

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to approve the Year One Final Report of the Family Literacy Grant.

All members voted yes. Motion carried.

Review of presentation to Batavia School District Board of Education

The library Board of Trustees left the meeting at 7:00 pm to present to the Batavia School District Board of Education. After Board President R. Surowka introduced the library Board, D. Wyrwa discussed the 2010 accomplishments of Richmond Library and presented an ebook demonstration. The library Board reconvened at 7:30 pm.

Library Statistics

Materials Circulation	December 2010	18,965
Internet Usage	December 2010	2793
Attendance	December 2010	12,884
Website Usage	December 2010	2,486

Report of Committees - none

Financials

Approval of Invoices for Payment

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$593.50 for invoices printed on Special Warrant 25.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$9855.58 for invoices printed on Supplemental Warrant 28.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of \$522.60 for the Manual Check Disbursement.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to approve the payment of 184.66 for invoices printed on Supplemental Warrant 31.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by J. McGee it was resolved to accept the proposed January invoice payments of \$36,042.68 on Warrant 29.

All members voted yes. Motion carried.

November Summary of Revenues and Appropriations

Upon the motion of T. Stokes and seconded by J. McGee it was resolved to accept the November 2010 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Transfers

Upon the motion of T. Stokes and seconded by B. Stich it was resolved to approve the transfer of \$125 from the Benefits line (L9030.800-02-0000) to the Salary line (L7410.160-02-1800) to pay Judy Hurlbut for the extra hours she worked; and \$8.07 from the Benefits line (L9030.800-02-0000) to the Family Literacy Grant book line (L7410.450.02-0410) to make the final book payment for year 1 of the Eat, Read, Grow grant.

All members voted yes. Motion carried.

Communications

D. Wyrwa mentioned that another letter had been received from Genesee County Legislature regarding 2012 funding for libraries. The letter indicated there will be more cuts in funding, and noted that Genesee County libraries are tentatively scheduled to present on July 5, 2011. D. Wyrwa will be requesting a change from that July date due to conflicts with Summer Reading programs at Genesee County libraries.

Audit Status

D. Wyrwa explained that she is working to get the necessary data for EFP Rotenberg to complete the audit. The goal is to complete the audit by the end of January so that everything is in order for the Annual Report. However, if that is not possible, we will work with the year-end numbers we currently have and amend after the audit is complete.

New Business

With no date scheduled for release of year two funds of the 2009-2011 Family Literacy Grant, Judy Hurlbut volunteered to continue working several hours per week to keep the program going. D. Wyrwa suggested that the library pay her for her hours and when the grant funds are released, the library will be reimbursed.

Upon the motion of J. McGee and seconded by T. Stokes it was resolved to continue to compensate Judy Hurlbut and reimburse the library when year 2 grant monies are released.

All members voted yes. Motion carried.

Adjournment

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

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees March 14, 2011
Richmond Memorial Library
Board of Trustees
February 14, 2011

The regular meeting of the Board of Trustees was held on Monday, February 14, 2011. President of the Board Rosemary Surowka called the meeting to order at 6:35. Members Present: Dana Charters, Beth Stich, Tracy Stokes, Rosemary Surowka. Also present: Colleen Brudz, Diana Wyrwa, and Paula Haven
Excused: John McGee

Approval of Minutes

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to accept the minutes of the meeting January 10, 2011.
All members voted yes. Motion carried.

Report of the Librarian

Personnel

D. Wyrwa explained that at the time Judy Hurlbut was hired as Program Coordinator for Family Literacy (GRO), it was a provisional appointment because Civil Service did not have a current list. Judy has since taken the test and placed in the top three.
Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to permanently appoint Judy Hurlbut as Program Coordinator for Family Literacy (GRO).
All members voted yes. Motion carried.

2011-2012 Budget Calendar Revision

D. Wyrwa went over changes in the Budget Calendar. Two other corrections were noted by the Board.
Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve, with corrections, the 2011-2012 Budget Calendar Revision.
All members voted yes. Motion carried.

Resolutions Appointing Elections Inspectors and Noticing Meetings

RESOLUTION APPOINTING BOARD OF REGISTRATION

UPON THE MOTION OF T. Stokes and seconded by D. Charters the following resolutions were adopted.
All members voted yes. Motion carried.

RESOLVED that, pursuant to section 2606 of Education Law, the Board of Trustees of Richmond Memorial Library, Batavia, Genesee County, New York hereby appoints a Board of Registration for the term of one (1) year, consisting of one (1) member which number the Board of Trustees deems necessary, to wit, the following person:

Mrs. Cynthia Ferrando

BE IT RESOLVED, that the Board of Trustees hereby designates Richmond Memorial Library, 19 Ross Street, Batavia, New York, which is a place within the said Batavia City School District, as the place where such Board of Registration shall attend for the purpose of preparing a register of qualified voters of the District pursuant to Section 2606 of Education Law, and the compensation for Mrs. Cynthia Ferrando is hereby fixed at a stipend of \$140.00.

By the order of the Board of Trustees
Richmond Memorial Library
Dated: February 14, 2011

Diana Wyrwa, Clerk
Of Richmond Memorial Library

RESOLUTION NOTICING TIME AND PLACE OF REGISTRATION OF VOTERS FOR SPECIAL DISTRICT MEETING OF RICHMOND MEMORIAL LIBRARY, 19 ROSS STREET, BATAVIA, NEW YORK

UPON THE MOTION OF T. Stokes and seconded by D. Charters 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 12, 2011 which day is hereby fixed for the purpose, during the hours of 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 o'clock PM 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 12th of April, to wit, on March 29 and April 5 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 12, 2011 from 1:00 o'clock PM to 5:00 o'clock PM and from 7:00 o'clock PM 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 14, 2011

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 T. Stokes and seconded by D. Charters the following resolution was adopted.

All members voted yes. Motion carried.

RESOLVED: that pursuant to Section 2606 of Education Law, the Board of Trustees of Richmond Memorial Library publish, and it hereby directs the clerk thereof so to do, a motion stating that the library election registers have been filed and noting that the Richmond Memorial Library, 19 Ross St., Batavia, New York as the place at which they are on file, and setting the hours to wit: from 9:00 o'clock AM to 1:00 o'clock PM and 2:00 o'clock PM to 5:00 o'clock PM in each week day other than Saturday from date of the notice up to May 3, 2011 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 19 and April 26, 2011 which said notice shall be in the following form:

**NOTICE OF FILING OF REGISTERS
SPECIAL DISTRICT MEETING
RICHMOND MEMORIAL LIBRARY, BATAVIA, GENESEE COUNTY, NEW YORK**

Notice is hereby given that the registers prepared as provided in section 2606 of the Education Law have been completed and have been filed in the Richmond Memorial Library and notice is further given that said registers will continue to be on file at the Richmond Memorial Library, 19 Ross St., and will be open for inspection from the hours of 9:00 o'clock AM to 1:00 o'clock PM, and 2:00 o'clock PM to 5:00 o'clock PM in each week day other than Saturday from the date hereof up to the date of annual meeting to wit: May 3, 2011.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 14, 2011

Diana Wyrwa, Clerk
of Richmond Memorial Library

RESOLUTION NOTICING SPECIAL DISTRICT MEETING OF RICHMOND MEMORIAL LIBRARY

UPON THE MOTION OF T. Stokes and seconded by D. Charters 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 3, 2011, which dates of publication shall be on March 8, March 15, March 22 and March 29 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 3, 2011 during the hours of 12:00 o'clock noon 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 2011-2012 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, 2011 and ending June 30, 2016, as a result of the expiration of the term of office presently held by Dana Charters; and,

FURTHER NOTICE IS HEREBY GIVEN, that for the purposes of voting at such meeting on May 3, 2011, the polls will be open between the hours of 12:00 o'clock noon and 9:00 o'clock PM, prevailing time, and voting will be held in the Richmond Memorial Library, 19 Ross Street, Batavia, New York; and,

FURTHER NOTICE IS HEREBY GIVEN, that a copy of the statement of the amount of money which will be required for the ensuing year for Richmond Memorial Library's purposes, exclusive of public monies, may be obtained by any taxpayer in Batavia City School District during the seven days immediately preceding said meeting, except Saturday, Sunday and holidays, from Richmond Memorial Library, located at 19 Ross Street, Batavia, New York, during the hours of 9:00 o'clock AM to 5:00 o'clock PM, prevailing time; and,

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to Section 2017 of Education Law a public information meeting for purposes of discussion of the expenditure of funds and the budgeting thereof, will be held at Richmond Memorial Library, 19 Ross Street, Batavia, New York, on Monday, April 11, 2011 at 7:00 PM; and,

FURTHER NOTICE IS HEREBY GIVEN, that petitions nominating candidates for the office of Trustee of Richmond Memorial Library shall be filed in the Office of the Clerk of the Richmond Memorial Library, 19 Ross Street, Batavia, New York, not later than Friday, March 25, 2011 which petitions shall be filed between the hours of 9:00 o'clock AM to 1:00 o'clock PM and 2:00 o'clock PM to 5:00 o'clock PM, prevailing time. Vacancies on the library board are not considered separate, specific offices, and the nominating petitions, therefore, shall not describe any specific vacancies upon the library board for which the candidate is nominated. Each petition must be directed to the Clerk of the Richmond Memorial Library, must be signed by at least one hundred (100) qualified voters of the School District, and must state the residence of each signer, and the name and residence of the candidate; and,

FURTHER NOTICE IS HEREBY GIVEN, that personal registration of voters is required either pursuant to Section 2606 of Education Law or pursuant to article 5 of the Education Law. If a voter has heretofore registered pursuant to Section 2606 of Education Law and has voted at any annual or specific district meeting within the past four years, such voter is eligible to vote at this election; if a voter is registered and eligible to vote pursuant to Article 5 of the Election Law, such voter is also eligible to vote at this election. All other persons who wish to vote must register. The Board of Registration will meet for the purpose of registering all qualified voters of the District pursuant to Section 2606 of Education Law at Richmond Memorial Library on Tuesday, April 12, 2011 between the hours of 1:00 o'clock PM and 5:00 o'clock PM, and 7:00 o'clock PM and 9:00 o'clock PM, prevailing time, and in addition, voters may register at the Genesee County Board of Elections, to add any additional names to the register to be used at the aforesaid election, at which time any person will be entitled to have his or her name placed on such registers, providing that at the meeting of the Board of Registration he or she is known, or proven to the satisfaction of the Board of Registration to be then or thereafter entitled to vote at such public hearing or election for which such registers are prepared, and that the registers so prepared pursuant to section 2606 of the Education Law of the State of New York and the registration list prepared by the Board of Elections of Genesee County will be filed in the office of the Clerk of Richmond Memorial Library, 19 Ross Street, Batavia, New York and will be open for inspection by any qualified voter of the District between the hours of 9:00 o'clock AM to 1:00 o'clock PM, and 2:00 o'clock PM to 5:00 o'clock PM, prevailing time, on and after April 13, 2011 and each day thereafter prior to the day set for the special district meeting, except holidays, Saturdays and Sundays; and,

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to the provisions of 2018-a of the Education Law, absentee ballots for the election of Trustee of the Library and the adoption of the annual budget may be applied for at the Richmond Memorial Library, 19 Ross Street between the hours of 9:00 o'clock AM to 1:00 o'clock PM, and 2:00 o'clock PM to 5:00 o'clock PM. Such application must be received by the Clerk of the Richmond Memorial Library by 4:00 o'clock PM on April 19, 2011 if the ballot is to be mailed to the voter or by 4:00 o'clock PM on May 2, 2011 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 3, 2011, except Saturday, Sunday and holidays, and such list will be posted at the polling place in the Richmond Memorial Library on May 3, 2011.

By order of the Board of Trustees
Richmond Memorial Library
Dated: February 14, 2011

Diana Wyrwa, Clerk
of Richmond Memorial Library

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

UPON THE MOTION OF T. Stokes and seconded by D. Charters 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 3, 2011 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 14, 2011

Diana Wyrwa, Clerk
of Richmond Memorial Library

2011-2012 Budget and Vote Update

Budget: D. Wyrwa requested that the Finance Subcommittee meet with her to continue to discuss the proposed budget before the March 14 meeting.

Vote: D. Wyrwa explained that the library's election inspector, Cindy Ferrando is having surgery next month. While C. Ferrando plans to be available to perform as inspector in May, she has requested that Barbara Matarazzo, Clerk Typist at Genesee County Office for the Aging (OFA), be asked to substitute if necessary. B. Matarazzo carries out similar duties at OFA.

Voting Machines: D. Wyrwa explained that schools may continue to use the old style voting machines for the next two years. As libraries are governed by Education Law, they too fall under this provision. During the past November elections, the library's machine was taken and put in storage by the Board of Elections. D. Wyrwa is working to get it back.

Coffee Bar Proposals

Coffee Bar Proposals were reviewed and discussed. It was decided to set up interviews with four of the respondents before the end of February.

Long Range Plan Submission

D. Wyrwa highlighted the 2011 activities for each goal.

Library as Community Center: Coffee bar will be added, revise media policy, "Read" poster campaign, new electronic signage for lobby.

Utilize technology to enhance all aspects of library service: Website efforts continue, library begins digitizing local history materials on site, download station for ebook/audiobook access added in library, public scanning capability, add Blu-Ray DVDs and Movie Sticks into media collection, Red Box Media outreach investigated.

Practice fiscal responsibility: Foundation committee formed.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to accept the revised Long Range Plan for 2007 – 2011.

All members voted yes. Motion carried.

Library Statistics

Materials Circulation	January 2011	20,851
Internet Usage	January 2011	2844
Attendance	January 2011	14,769
Website Usage	January 2011	3443

Report of Committees – none.

Financials

Approval of Invoices for Payment

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to approve the payment of \$913.35 for invoices printed on Supplemental Warrant 33.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to approve the payment of \$1,331.38 for invoices printed on Supplemental Warrant 34.
All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to accept the proposed February invoice payments of \$31,116.24 on Warrant 36.
All members voted yes. Motion carried.

December Summary of Revenues and Appropriations

Upon the motion of B. Stich and seconded by T. Stokes it was resolved to accept the December 2010 Summary of Revenues and Appropriations.
All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa explained that the Capital Reserve funds approved for the remodeling of the main floor of the library are not listed in the December summary due to the unfinished audit. It will be listed in the January summary.

Communications

Genesee County Funding

D. Wyrwa noted that Genesee County Libraries presentation to the Genesee County Human Services committee has been changed from July 5 to August 1. She commented that this year's presentation will focus on the "trickle-down" effect the cut in Genesee County funding will have on all county libraries. As this funding is used by all the libraries for collection development, the smaller libraries will not only be unable to purchase as many materials, they will be hurt by the fact that they will not have as much to borrow from Richmond Library.

Nioga – Genesee County Representative

D. Wyrwa explained that the NIOGA Board of Trustees has a Trustee-at-Large Position open as well as the seat for a trustee representing Genesee County. She asked whether the board had any recommendations for these positions.

Unfinished Business

Audit

D. Wyrwa just received more data from Batavia City School District to assist EFP Rotenberg with the completion of the library's audit.

New Business

ALA Traveling Exhibitions Grant

D. Wyrwa explained that she applied for one of the American Library Association's new small-format traveling exhibitions entitled, "A Fine Romance: Jewish Songwriters, American Songs, 1910-1965." Letters of support were written by Kelly Kubala, Executive Director of Genesee-Orleans Regional Arts Council, and Kathy Zipkin and Jill Feine, Temple Emanu-El Vice President and Temple Emanu-El Sisterhood Treasurer, respectively.

Novel Destinations : New England Authors Literary Tour

D. Wyrwa explained that Richmond Library in conjunction with four other NIOGA libraries are working with 1st Choice Educational Tours LTD to put together a New England Authors Literary Tour as part of “Novel Destinations,” the 2011 Adult Summer Reading Club. The tour is tentatively scheduled for October 21-23, 2011 and will also be a fund-raiser.

Adjournment

There was no further business so, President Rosemary Surowka , adjourned the meeting at 8:57 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by Library Board of Trustees April 11, 2011
Richmond Memorial Library
Board of Trustees
March 14, 2011

The regular meeting of the Board of Trustees was held on Monday, March 14, 2011. President of the Board Rosemary Surowka called the meeting to order at 6:34.

Members Present: Dana Charters, John McGee, Beth Stich, Tracy Stokes, Rosemary Surowka. Also present: Colleen Brudz, Diana Wyrwa, and Paula Haven.

Approval of Minutes

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to accept the minutes of the meeting February 14, 2011.

All members voted yes. Motion carried.

Report of the Librarian

2010 Annual Report

Upon the motion of J. McGee, seconded by T. Stokes, it was resolved to accept the 2010 Annual Report of the Richmond Memorial Library.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters, it was resolve to accept the June 30, 2010 Monthly Summary of Revenues and Appropriations in conjunction with the 2010 Annual Report.

All members voted yes. Motion carried.

RESOLUTION APPOINTING ELECTION INSPECTORS FOR MAY 3, 2011 BUDGET VOTE/TRUSTEE ELECTION

Upon the motion of D. Charters seconded by B. Stich 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 3, 2011 the following qualified voters residing in Batavia City School District:

Cynthia Ferrando, Chairperson

Marge German

Carrie Henning

Barbara Matarazzo

And the clerk is hereby directed to give written notice of the appointment to the persons so appointed, and

BE IT FURTHER RESOLVED: That the compensation of each inspector is hereby fixed at \$75.00 and \$140.00 for the Chairperson.

By order of the Board of Trustees
Richmond Memorial Library
Dated: March 14, 2011

Diana Wyrwa, Clerk
of Richmond Memorial Library

Friend of the Year

Nancy Mortellaro has been selected as this year's Friend of the Year. A reception will be held in her honor in the Gallery Room on Friday, April 15 at 3:30 PM. All Board members are invited to attend.

Long Range Plan

D. Wyrwa discussed the Community Partners program done by the library for the past four years during National Library Week. Because participation in the last two years declined dramatically, it has been decided not to continue. As a new promotional program, the library has purchased software to make "Read" posters similar to those done by the American Library Association (ALA). Each year, ALA makes posters with contemporary celebrities holding a favorite book. Richmond Library will now be making posters of library patrons, starting with Friend of the Year Nancy Mortellaro. Staff members Kathy Facer and Alice Zito have attended training to use the software.

Coffee Bar Approval and Update

Upon the motion of D. Charters, seconded by T. Stokes, it was resolved to approve Tammy and Mark Schmidt of Batavia, NY as the chosen coffee bar vendor of the Richmond Memorial Library.

All members voted yes. Motion carried.

Library Statistics

Materials Circulation	February 2011	19,296
Internet Usage	February 2011	2575
Attendance	February 2011	14,024
Website Usage	February 2011	2167

Report of Committees

Finance Committee

2011 – 2012 Preliminary Budget

The preliminary budget was distributed at the meeting and discussed. The budget contains a 2% tax increase that would be equal to \$22, 877 in additional taxes. 2% is the Governor's suggested cap for tax increase.

Request to move to Executive Session

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to move to Executive Session at 7:42 pm.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to end Executive Session at 7:55 pm.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to approve the 2011 – 2012 proposed budget.

All members voted yes. Motion carried.

Budget Proposition

Upon the motion of J. McGee and seconded by B. Stich it was resolved to approve the following proposition:

Public Library Proposition

Shall the Board of Education of the City School District of Batavia be authorized to raise the tax \$22,877 to increase the annual appropriation from 1,143,872 to 1,166,749 for the benefit of the Richmond Memorial Library?

Yes No

All members voted yes. Motion carried.

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by J. McGee, it was resolved to approve the payment of \$1,863.34 for invoices printed on Supplemental Warrant 38.

All members voted yes. Motion carried.

Upon the motion T. Stokes and seconded by J. McGee, it was resolved to approve the proposed March invoice payments of \$23,287.56 on Warrant 39.

All members voted yes. Motion carried.

Transfers

Upon the motion of J. McGee and seconded by B. Stich it was resolved to approve the transfer of \$2151.93 from the utilities line (L7410-400-00-0454) to the Workmen's Comp line (L9040-800-00-0000).

All members voted yes. Motion carried.

January and February Summary of Revenues and Appropriations

Upon the motion T. Stokes and seconded by J. McGee, it was resolved to approve the January 2011 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Upon the motion T. Stokes and seconded by J. McGee, it was resolved to approve the February 2011 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa said that she asked Rick Bald, library architect for initial estimates for the installation of the coffee bar. He estimated between \$15,000 - \$20,000. No action specific action will be taken until a more exact amount is available.

Communications

On March 11, D. Wyrwa received notification from the American Library Association (ALA) that her application for Richmond Library to host the traveling exhibition, "A Fine Romance: Jewish Songwriters, American Songs, 1910-1965" has been accepted. The date for the exhibition has yet to be scheduled.

Unfinished Business

Audit Status

D. Wyrwa has discussed with the library auditing firm, EFP Rotenberg, the idea of addressing fixed assets in conjunction with the 2011-2012 process beginning in August 2011. Discussion ensued and all Board members agreed to this plan of action. D. Wyrwa was instructed to contact EFP Rotenberg and obtain written approval of this plan.

Affiliate Library Family Search

Procedures are in place for patrons to use the materials available now that the Richmond Library is an official Affiliate Library with Family Search International. Kathy Facer, Librarian, announced this at the recent session of the library's genealogy classes. She has also sent a press release to the paper and will discuss it at an upcoming Genesee Area Genealogists' meeting.

New Business

Request from Habitat for Humanity

Habitat for Humanity of Genesee County, requested that the library waive the cost for photocopies for the organization when they meet at the library. After some discussion, the Board decided that they would continue to enforce the current policy.

Mobile Unit

GCASA's Drug Free Coalition is pursuing D. Wyrwa's suggestion for a library mobile unit as the community project for their "500 Strong" initiative. A discussion on the project took place. Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the pursuit of the mobile unit project.

All members voted yes. Motion carried.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 9:00 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees May 9, 2011
Richmond Memorial Library
Board of Trustees
April 11, 2011

A Public Information Meeting of the Board of Trustees of Richmond Memorial Library was held on Monday April 11, 2011. President of the Board, Rosemary Surowka, called the meeting to order at 7:00 pm. Trustees present: Beth Stich, Dana Charters, John McGee, Tracy Stokes. Also present were: Kathleen Facer, John Roach, Dianne L. Boeheim, Paula Haven, Carol Richardson, Sandra A. Gillard, Francis McNulty, Terrence McCormack, Tammy Schmidt, Diana Wyrwa.

Welcome

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

Budget Presentation

D. Wyrwa reviewed the meeting's agenda and then presented the budget overview. Her presentation consisted of a review of past accomplishments aligned with the library's long-range plan. She focused on accomplishments of the past year and outlined future projects set for 2011-2012. Specifics regarding the status of anticipated revenues and expenditures aligned with the proposed 2011-2012 budget were also explained, as was the need for the proposed 2% tax increase.

Public Comment

John Roach and Dianne Boeheim had signed up to speak. Mr. Roach asked to wait until the question and answer portion of the meeting. Ms. Boeheim spoke on behalf of the Friends of the Library and as a taxpayer. She agreed with the library proposals as presented and referenced a recent article from a news magazine that discussed increased cost of library materials and the need to maintain effort in purchasing.

Questions and Answers

John Roach agreed with the majority of the library proposals and program overview. However, he questioned the need for hiring a children's librarian as part of the 2011-2012 budget proposal. D. Wyrwa explained that the children's librarian position is not a new position. The children's librarian would replace Sandra Gillard who retired in June 2010.

Conclusion of the Meeting

With no further questions, D. Wyrwa took the opportunity to introduce Tammy Schmidt, who along with her husband Mark, will be the coffee bar vendor for the library. Rosemary Surowka thanked all for attending and concluded the Public Information Meeting at 7:35 pm.

Continued Business

The regular meeting of the Board of Trustees was held following the Public Information Meeting on Monday, April 11, 2011.

President of the Board Rosemary Surowka called the meeting to order at 7:45 pm.

Members Present: Dana Charters, John McGee, Beth Stich, Tracy Stokes, and Rosemary Surowka.

Also present: Diana Wyrwa and Paula Haven.

Excused: Colleen Brudz

Approval of Minutes

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to accept the minutes of the meeting March 14, 2011.

All members voted yes. Motion carried.

Report of Librarian

United Way Day of Caring

United Way will coordinate their annual community volunteer day, Day of Caring, on Wednesday May 18, 2011. D. Wyrwa said that the library has requested four volunteers to paint the railings on the outside of the building and down the paved walkway to the parking lot, and to plant ground cover around the base of the four trees that lead down to the parking lot.

Coffee Bar Status Update

Tammy and Mark Schmidt, the library coffee bar vendors, have legally confirmed the name of the coffee bar. It will be Bestsellers Café, LLC. Tom Williams, library attorney, is in the process of drawing up the lease. D. Wyrwa presented drawings of possible designs of the coffee bar done by Rick Bald, library architect. Based on R. Bald's estimates, D. Wyrwa requested that \$25,000 be moved from Capital Reserve for the project.

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to approve but not exceed \$25,000 from Capital Reserve for the building of the coffee bar.

All members voted yes. Motion carried.

Long Range Plan – Main Floor Redesign Plan

D. Wyrwa discussed the steps that are being taken by the staff in preparation for the main floor redesign. The filing cabinets with the Family Files have been moved downstairs. Reference has been weeded and consolidated, and Local History will become the primary collection in the Reference/Local History area. Bookshelves will be added in the second and fourth openings leading into the Fiction room from Reference/Local History. One side of these shelves will be used for Fiction; the other for Local History.

Library Statistics

Materials Circulation	March 2011	22,986
Internet Usage	March 2011	3155
Attendance	March 2011	17,209
Website Usage	March 2011	2167

Report of Committees

None

Financials

GRO Budget Amendment

The library received the check for 2010-2011 grant year in March 2011, and the money must be spent by June 2011. In order to comply with the shortened time frame, D. Wyrwa and Judy Hurlbut, GRO coordinator, developed an amendment to the grant which decreased salary and benefits and increased monies for supplies and materials for the Children's Room. This amendment is being sent to NYS Library Development for approval.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the amendment to the GRO Budget pending approval by NYS Library Development.

All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$2,300.32 printed on Supplemental Warrant 41.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$38,499.89 printed on Warrant 43.

All members voted yes. Motion carried.

March 2011 Summary of Revenues and Appropriations

The March 2011 Summary will be reviewed for approval at the May 2011 meeting.

Capital Reserve

Upon the motion of J. McGee and seconded by D. Charters, it was resolved to approve but not exceed \$25,000 from Capital Reserve for the building of the coffee bar.

All members voted yes. Motion carried.

Communications

None

Unfinished Business

Mobile Unit Update

D. Wyrwa told the Board that GCASA's Drug Free Coalition may have found a suitable vehicle for the library's mobile unit.

ALA Traveling Exhibit *A Fine Romance* update

D. Wyrwa reported that the ALA Exhibit, *A Fine Romance*, will be at the library from July 13 – August 26. A meeting with members of Temple Emanu-El, Genesee Regional Arts Council and Roxy's Music Store will be held to plan all events associated with the exhibit.

New Business

Five Star Bank summer reading sponsor request

Jane Scott from Five Star Bank called D. Wyrwa with an offer of financial assistance for Children's Summer Reading Club. D. Wyrwa and Paula Haven, Youth Services Supervisor, met with Jane, and suggested that Five Star sponsor one of the Family Friday programs. Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to accept Five Star Bank's offer.
All members voted yes. Motion carried.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:42 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees June 13, 2011
Richmond Memorial Library
Board of Trustees
May 9, 2011

The regular meeting of the Board of Trustees was held on Monday, May 9, 2011. President of the Board Rosemary Surowka called the meeting to order at 6:30 PM. Members Present: Dana Charters, John McGee, Beth Stich, Tracy Stokes, Rosemary Surowka.

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

Approval of Minutes

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to accept the minutes of the meeting April 11, 2011.

All members voted yes. Motion carried.

Report of the Librarian

Review of Budget Results/Trustee Election

The budget was passed by 65% with 223 voting yes and 120 voting no. This is a 3 to 1 margin, which is the smallest margin in the history of the vote. D. Wyrwa discussed the factors she believes contributed to this and ways to improve. She suggested that patrons be kept well informed of all library events throughout this next year. Keeping them better apprised will help them be more aware of the importance of coming out to vote. Dana Charters, who ran unopposed, was elected for a 5-year term

Marshall Fund/SAGE Program Grant Application

D. Wyrwa went over the SAGE (Services to the Aging in Genesee County) Grant Application for 2011-2012, as written by SAGE Coordinator, Cathie Plaisted. She explained that the outcomes were based on guidelines given by the Rochester Foundation, who administer the Marshall Fund. She noted that the SAGE program would receive an additional \$5000 next year. These funds are earmarked for the mobile unit, as the SAGE program will be a primary user.

Upon the motion of T. Stokes and seconded by J. McGee, it was resolved to accept the SAGE Grant Application for 2011 – 2012.

All members voted yes. Motion carried.

Coffee Bar & Main Floor redesign update

D. Wyrwa explained that all the furniture for the main floor redesign is on order, with a projected delivery date of the end of June. The furniture company would come in and set everything up for an additional fee of 20% of the total order, but it has been decided that the custodial staff of the Richmond Library will do the set-up in order to save the library this cost.

D. Wyrwa has one quote on cabinets for the Coffee Bar. After she has gotten a quote from a second company, she will contact library architect Rick Bald to complete the drawings necessary for construction to begin.

Long Range Plan

D. Wyrwa explained that this is the last year of the Long Range Plan. She suggested contacting the community members of the original committee to see if they would be willing to serve again. Those willing would be reconvened to discuss the progress and future of the plan. B. Stich recommended that new people be added if all age groups are not represented in the returning members.

Library Statistics

Materials Circulation	April 2011	21,277
Internet Usage	April 2011	2938
Attendance	April 2011	14851
Website Usage	April 2011	No Statistics from Millennium

Financials

Approval of Invoices for Payment

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to approve the payment of \$2,300.32 on Supplemental Warrant 41 and \$2,013.66 on Supplemental Warrant 46.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the proposed May invoice payments of \$43,349.69 on Warrant 47.

All members voted yes. Motion carried.

Transfers

Upon the motion of D. Charters and seconded by J. McGee, it was resolved to approve the transfer of \$3,500.00 from the Other Expenses line (L7410-400-00-0000) to the Equipment line (L7410-200-00-0000); \$800 from the Other Expenses line (L7410-400-00-0000) to the Supplies line (L7410-450-00-0430); \$800 from the Electronic Resources line (L7410-450-00-0414) to the Supplies line (L7410-450-00-0430); and \$1,848.57 from the Conference line to the Part-time Salaries line (L7410-160-00-1800).

All members voted yes. Motion carried.

March and April Summary of Revenues and Appropriations

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to approve the March 2011 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Upon the motion of J. McGee and seconded by B. Stich, it was resolved to approve the April 2011 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa went over the projected amount that will be used from the Fund Balance from July to October before the tax revenue is collected.

Communications - none

Unfinished Business

Mobile Unit Update

D. Wyrwa told the Board that the mobile unit has been chosen. It will be a delivery van that has two doors that open in the back, and GCASA (Genesee/Orleans Council on Alcoholism and Substance Abuse, Inc.) will be able to purchase it with no further financial assistance. D. Wyrwa is going to ask the Friends of the Richmond Library to contribute to the customization of the unit.

Five Star Bank sponsorship

Five Star Bank is going to give \$200 for one of the Children's Summer Reading Club Family Friday programs, with the program choice being up to the library. D. Wyrwa commented that this would be of great assistance to the Friends of the Richmond Memorial Library, who sponsor all of the programs for Summer Reading Club.

New Business

NIOGA Board of Trustees Meeting at Richmond

D. Wyrwa said that Tom Bindeman, Director of NIOGA Library System, had scheduled the NIOGA Board of Trustees June meeting to be held at Richmond Library in June, with the hopes of patronizing the library coffee bar. As the coffee bar will not be complete at that time, D. Wyrwa has rescheduled the meeting for August.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:00 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees July 11, 2011
Richmond Memorial Library
Board of Trustees
June 13, 2011

The regular meeting of the Board of Trustees was held on Monday, June 13, 2011. President of the Board Rosemary Surowka called the meeting to order at 6:30 PM. Members Present: Dana Charters, Beth Stich, Tracy Stokes, Rosemary Surowka. Also present: Diana Wyrwa and Paula Haven. Excused: John McGee, Colleen Brudz

Approval of Minutes

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to accept the minutes of the meeting May 9, 2011. All members voted yes. Motion carried.

Report of the Librarian

Health Presentation – Jeremy Higgins

Jeremy Higgins from EMS Group presented options for health care for the library staff. Discussion ensued. It was decided to wait until J. McGee could have the information before a final decision would be made.

2011 – 2012 Library Board Meeting Calendar

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to accept the proposed 2011-2012 Library Board Meeting Calendar with a possible amendment of the April meeting to be made at the July meeting. All members voted yes. Motion carried.

AmeriCorps

D. Wyrwa explained that Karissa Guiste resigned from her third term of AmeriCorps service at the library. The library had paid their full share of the cost. The remainder of the money can be refunded or rolled over for a future AmeriCorps member. D. Wyrwa recommended that the money be rolled over as the library plans to request an AmeriCorps member for the following year.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to maintain the remainder of the library funds with AmeriCorps for a future member. All members voted yes. Motion carried.

NYS Construction Grant Approval

NYS has approved the Construction Grant proposal that D. Wyrwa wrote in August 2011. D. Wyrwa is concerned that the cost will be higher than the estimate because of the time lapse between the submission of the grant and the approval. The original proposal was written to replace two windows in Children's Room. T. Stokes suggested that replacing the window in Teen Corner might be more in line with the proposed amount of money. D. Wyrwa will look into the possibility.

Summer Reading Club

D. Wyrwa distributed fliers from the Adult, Teen and Children's Summer Reading Clubs.

Long Range Plan

D. Wyrwa noted that the 2011 – 2012 Marshall Grant application was approved and signed.

Library Statistics

Materials Circulation	May 2011	19,777
Internet Usage	May 2011	2581
Total Attendance	May 2011	14,258
Website Usage	May 2011	2974

Report of Committees

D. Wyrwa mentioned that she would be attending the Genesee County Funding meeting on June 16.

Financials

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the payment of \$7,060.29 on Supplemental Warrant 50.
All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the payment of \$536.49 on Supplemental Warrant 51.
All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the payment of \$23,425.19 on Warrant 52.
All members voted yes. Motion carried.

Transfers

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the transfer of \$2,521.33 from the Equipment – Marshall Grant line (L7410.200-03-0000) to the Other Expenses – Marshall Grant line (L7410.400-03-0450); \$1,715.00 from the Supplies – Parent/Child Grant line (L7410.450-02-2011.) to the Books – Parent/Child Grant line (L7410.451-02-2011); and \$700 from the Telecommunications line (L7410.400-00-0454) to the Part Time Salaries line (L7410.160-00-1800.)
All members voted yes. Motion carried.

May Summary of Revenues and Appropriations

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the May 2011 Summary of Revenues and Appropriations.
All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa mentioned the amounts that have been approved for the Coffee Bar and the matching funds for the NYS Construction Grant.

Communications – none

Unfinished Business

Update Coffee Bar/Main Floor Redesign

D. Wyrwa has been in discussion with coffee bar vendors Tammy and Mark Schmidt regarding the cabinets and menu. She has also been working with Jim Jacobs, planning for the plumbing and electricity.

Update ALA Traveling Exhibit – *A Fine Romance: Jewish Songwriters*

D. Wyrwa told the board that Temple Emau-El will be sending publicity to Jewish Community Centers in Monroe and Erie counties. The program with Michael Lasser will be held in the library, with Roxy's Music Store loaning the sound equipment. Plans are in progress for a Sing-Along with Jeffrey Clough in August.

D. Wyrwa noted that the mobile unit will be unveiled Tuesday, June 21.

D. Wyrwa explained briefly about some past NYS ERS (New York State's Employees Retirement System) issues and how they will be resolved.

New Business

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

D. Wyrwa requested a short special meeting to approve a final warrant to pay as many invoices as possible out of the budget for the 2010 – 2011 year and to decide on health care benefits for library staff. Board members agreed and scheduled it for June 20 at 6:30 p.m.

Adjournment

There was no further business so, Vice President Dana Charters, adjourned the meeting at 9:10 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Library Board of Trustees July 11, 2011
Richmond Memorial Library
Board of Trustees
June 20, 2011

The special meeting of the Board of Trustees was held on Monday, June 20, 2011. President of the board Rosemary Surowka called the meeting to order at 6:30 PM
Members Present: Dana Charters, Beth Stich, Tracy Stokes, Rosemary Surowka, John McGee. Also present: Diana Wyrwa

Health Care

Board members reviewed the information provided by Jeremy Higgins from the EMS Group- Stahlka Agency. Three plans were discussed and compared to the current health plan, GAHP. Also discussed was the FSA option.

Upon the motion of D. Charters, seconded by J. McGee it was resolved to approve the Univera AU96 health care plan for RML employees beginning September 1, 2011.

All members voted yes. Motion carried.

Upon the motion of J. McGee, seconded by B. Stich it was resolved to approve the P&A Group as managers of Richmond Memorial Library's HRA and FSA Programs.

All members voted yes. Motion carried.

Financials - Transfers

Upon the motion of T. Stokes, seconded by B. Stich it was resolved to approve three transfers of funds: \$2562.38 from electronic resources to custodial salaries; \$77.60 from electronic resources to clerical salaries; \$2611.40 from utilities to part-time salaries. All members voted yes. Motion carried.

Warrant

Upon the motion of J. McGee, seconded by T. Stokes it was resolved to approve the payment of \$38,604.20 on warrant 56.

All members voted yes. Motion carried.

2011-2012 Budget

Upon the motion of B. Stich, seconded by T. Stokes, it was resolved to adopt the 2011-2012 Budget commencing on July 1, 2011.

All members voted yes. Motion carried.

Warrant Schedule

Upon the motion of D. Charters, seconded by T. Stokes it was resolved to adopt the 2011-2012 warrant schedule as presented.

All members voted yes. Motion carried.

Adjournment

With no further business, President Rosemary Surowka adjourned the meeting at 7:40 PM

Respectfully submitted,

Diana Wyrwa, clerk

Approved by the Library Board of Trustees August 8, 2011

Richmond Memorial Library

Board of Trustees

July 11, 2011

The reorganization meeting of the Board of Trustees was held on Monday, July 11, 2011.

President of the Board Rosemary Surowka called the meeting to order at 3:15 pm.

Members Present: Beth Stich, Tracy Stokes, Rosemary Surowka

Excused: Dana Charters, John McGee

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

Swearing in of Board Members

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

Upon completion, Alice left the meeting.

Reorganization

Election of President and Election of Vice-President

Because the full Board was not in attendance, it was decided to wait until the August meeting to elect the President and Vice-President

Appointment of Clerk

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

All members voted yes. Motion carried.

Appointment of Assistant Clerk

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

All members voted yes. Motion carried.

Appointment of Treasurer

Upon the motion of T. Stokes, seconded by B. Stich, it was resolved to appoint Sally Sanford as Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Deputy Treasurer

Upon the motion of T. Stokes, seconded by B Stich, it was resolved to appoint Beth Stich as Deputy Treasurer to the Board of Trustees.

All members voted yes. Motion carried.

Appointment of Purchasing Agent

Upon the motion of T. Stokes, seconded by B. Stich it was resolved to appoint Diana Wyrwa as Purchasing Agent to the Board of Trustees.

All members voted yes. Motion carried.

Designation of Library Attorney

Upon the motion of T. Stokes, seconded by B. Stich, it was resolved that the Williams Law Firm (Thomas & Gerald Williams) be the attorney of record to represent the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Auditing Firm

Upon the motion of T. Stokes, seconded by B. Stich, it was resolved that EFP Rotenberg be the auditing firm for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Official Bank Depository

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

All members voted yes. Motion carried.

Designation of Bank Signatories

Upon the motion of T. Stokes, seconded by B. Stich, it was resolved that Sally Sanford, Beth Stich and Rosemary Surowka be appointed as the Bank Signatories for Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Payroll Certifier

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

All members voted yes. Motion carried.

Designation of Petty Cash Funds

Upon the motion of T. Stokes, seconded by B. Stich, it was resolved to approve a Petty Cash amount of \$200 for the Richmond Memorial Library.

All members voted yes. Motion carried.

Designation of Official Newspaper

Upon the motion of T. Stokes, seconded by B Stich, it was resolved that The Daily News be the Richmond Memorial Library's official newspaper.

All members voted yes. Motion carried.

By-Laws Review

D. Wyrwa suggested that there are a couple of small changes that need to be made to the by-laws, in part due the revised charter being approved by New York State in September 2010.

These changes will be brought to the Board at the August meeting.

Approval of Minutes

B Stich pointed out a typographical error in the minutes of June 20, 2011.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to accept the minutes of both the regular meeting of June 13, 2011 and the special meeting of June 20, 2011 as corrected.

All members voted yes. Motion carried.

Report of the Librarian

Board Member Vacancy

J. McGee submitted his letter of resignation to President Rosemary Surowka. Letter was read to the Board by D. Wyrwa. His resignation is due to an immediate relocation.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to accept the resignation of Library Trustee John McGee and wish him the best.

All members voted yes. Motion carried.

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

Board Meeting Calendar

At the June Board meeting, it was suggested that the April meeting be changed, due to the fact that it was scheduled for the Monday after Easter. The meeting, which is the Public Information Meeting for the Library Budget, has been changed from April 9 to April 16.

Upon the motion of B. Stich, seconded by T. Stokes it was resolved to approve the amended 2011 – 2012 Library Board of Trustees meeting calendar.

All members voted yes. Motion carried.

Personnel – Children's Librarian

D. Wyrwa announced that she plans to interview for the Children's Librarian on Tuesday, July 19. In addition to D. Wyrwa, the committee will include Librarians Kathy Facer and Paula Haven.

Health Care Update

D. Wyrwa said that Jeremy Higgins from the EMS Group came and did a presentation for library staff on the new health care plan. The paperwork will be submitted this week, so that the plan will be in place by September 1.

Long Range Plan

The Board reviewed an update of the Long Range Plan through July 2011.

Coffee bar/café update

D. Wyrwa informed the Board that an electrical box has been installed and the plumbing has been started for the coffee bar. She has also submitted RFQ's for cabinets to three local vendors, and an addendum was added for further cabinet requirements.

Library Statistics

Materials circulation	June 2011	21,553
Internet usage	June 2011	2778
Attendance	June 2011	14,176
Web page site access	June 2011	2922

Report of Committees

Genesee County Funding

D. Wyrwa distributed a letter from County Manager Jay Gsell in which he states that he will be recommending a budget where outside agencies be funded at or below their 2011 levels. D. Wyrwa said that she will be meeting with the Genesee County Funding Committee on July 17 and the committee will make their formal presentation on August 1. The presentation will focus on the fact that there are communities in Genesee County that have access to library services with no required financial support.

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes, seconded by B. Stich, it was resolved to approve the payment of \$13, 863.34 on Warrant 1.

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa reported that the funds designated for the remodel of the main floor of the library were rolled over and the funds from the New York State Construction Grant were deposited.

Marshall Grant Funding 2011-2012

D. Wyrwa reported that the library has received the full amount of \$58,000 for Marshall Grant Funding, the largest ever received.

On a motion made by B. Stich, seconded by T. Stokes, it was resolved to accept the Marshall Grant Fund Budget for 2011-2012.

All members voted yes. Motion carried.

2010-2011 Budget Status

The audit will begin in August.

Communications – none

Unfinished Business

ALA traveling exhibit *A Fine Romance* Update

The exhibit has arrived at the library and three programs are scheduled. The opening reception is scheduled for July 21; National Public Radio host Michael Lasser will present a program on July 28; and on August 22 there will be an Irving Berlin sing-along with Geoff Clough.

Mobile Unit Status

The library's mobile unit will be unveiled at the end of August. D. Wyrwa plans to have all the customization done by the presentation, so that the public can see how it will work. The board also reviewed insurance quotes.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 5:00 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees September 12, 2011

Richmond Memorial Library

Board of Trustees

August 8, 2011

The regular meeting of the Board of Trustees was held on Monday, August 8, 2011. President of the Board Rosemary Surowka called the meeting to order at 3:25 pm. Members present: Dana Charters, Beth Stich, Tracy Stokes, Rosemary Surowka
Also present: Colleen Brudz, Alice Zito, Diana Wyrwa and Paula Haven.

Swearing in of Board Member

Dana Charters was sworn in by Notary Public, Alice Zito. Upon completion, Alice left the meeting.

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 July 11, 2011.

All members voted yes. Motion carried.

Election of President/Vice President

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

All members voted yes. Motion carried.

Upon the motion of Rosemary Surowka, and seconded by B. Stich, Dana Charters was nominated as Vice-President of the Board of Trustees.

All members voted yes. Motion carried.

Report of the Librarian

Bylaws Revision

D. Wyrwa made several small changes to the Bylaws to bring them into agreement with the changes in the charter as approved by New York State in September 2010. The vote for possible approval will be taken at next month's meeting, in order for the Board to have them for review for the next 30 days.

Board vacancy

D. Wyrwa reported that Deborah Rider is interested in filling the vacancy on the Board left by J. McGee's resignation. This would be a two-year appointment that would complete J. McGee's term. Ms. Rider is a life-long resident of the city of Batavia and a regular patron of the Richmond Library. She is currently employed as an administrator in the Rochester City School District.

Upon the motion of T. Stokes, and seconded by B. Stich, it was resolved to approve the two year appointment of Deborah Rider to the Board of Trustees.

All members voted yes. Motion carried.

Personnel

Request to move to Executive Session

Upon the request of B. Stich and seconded by T. Stokes, it was resolved to move to Executive Session at 3:43 pm.

All members voted yes. Motion carried.

Upon the motion of T. Stokes, seconded by B. Stich, it was resolved to end Executive Session at 4:08 pm.

All members voted yes. Motion carried.

Upon the motion of B. Stich, and seconded by T. Stokes, it was resolved to approve the appointment of Vinise Campanella as Children's Librarian beginning September 1, 2011.

All members voted yes. Motion carried.

AmeriCorps

D. Wyrwa received a letter from AmeriCorps Project Director Kathy Frank stating that the library's request for a quarter-time (450) hour AmeriCorps member has been approved. D. Wyrwa explained that the AmeriCorps member will be assisting with After School. Erin Manning, who held the position for two years from 2008 – 2010, will be returning.

Health Care and ERS Updates

Health Care

D. Wyrwa explained that steps have been taken for the new health care to go into effect on September 1. Jeremy Higgins from the EMS Group – Stahlka Agency has spoken to individual staff members to answer questions, and the necessary bank accounts have been established.

ERS Update

When building the 2011-2012 budget, D. Wyrwa consulted with ERS to get a formula to calculate the necessary amount for the ERS line. The bill arrived and there is a substantial difference in the amount from what is budgeted. D. Wyrwa will contact ERS and make inquiries.

Workman's Comp 2012

D. Wyrwa received a letter from Kathleen Jasinski, Executive Secretary of Genesee County Self-Insurance regarding Workers' Compensation for Richmond Library. The library will remain insured under Batavia City School District for one more year. During that time, D. Wyrwa will explore all possibilities for the library to be insured as an independent entity.

Long Range Plan

Main Floor Redesign/ Coffee Café Update

All the furniture for the main floor was delivered today, August 8. The cabinets for the café have been ordered from Bakers' Frontier Kitchens. The downstairs plumbing and electrical are almost done.

Library Statistics

Materials circulation	July 2011	23,182
Internet usage	July 2011	2,527
Attendance	July 2011	15,505
Web page site access	July 2011	No statistics available from Millennium Computers

Report of Committees

Genesee County Funding

D. Wyrwa told the Board about the Genesee County Funding Committee's presentation to the Genesee County Legislature. D. Wyrwa provided the introduction and conclusion of the presentation. Esther Marone, former RML Board Member spoke on the history of Genesee County's funding to libraries; Anne Engel, current Haxton Library and Nioga Board Member, discussed current costs to the libraries; and Tom Bindeman, NIOGA Director discussed the region as a whole.

Financials

Approval of Invoices for Payment

Upon the motion of B. Stich, and seconded by D. Charters, it was resolved to approve the payment of \$8,695.47 on Supplemental Warrant 59.

All members voted yes. Motion carried.

Upon the motion of B. Stich, and seconded by D. Charters, it was resolved to approve the payment of \$1,765.08 on Supplemental Warrant 62.

All members voted yes. Motion carried.

Upon the motion of B. Stich, and seconded by D. Charters, it was resolved to approve the payment of \$19,150.72 on Warrant 61.

All members voted yes. Motion carried.

July Summary of Revenues and Appropriations

The July Summary of Revenues and Appropriations was tabled until the September meeting. Library Treasurer Sally Sanford was unable to complete them because she has been working on the Batavia City School District audit.

Marshall Grant – petty cash

Cathie Plaisted, SAGE Coordinator requested that the \$100 petty cash account be re-established.

Upon the motion of D. Charters, and seconded by T. Stokes, it was resolved to approve the re-establishment of the \$100 petty cash count for SAGE.

All members voted yes. Motion carried.

Capital Reserve Fund

Upon the motion of T. Stokes, and seconded by B. Stich, it was resolved to approve the transfer of \$1000 from the Equipment line (L7410.200-06-0000) to Contractual Services (L7410.400-06-0000) to pay for the installation of the Coffee Bar cabinets.

All members voted yes. Motion carried.

Communications**Note from Board Member John McGee**

D. Wyrwa read a note from Board Member John McGee, thanking the Board for the gift card that was sent in appreciation of his service.

Unfinished Business**Mobile Unit/Library Van**

D. Wyrwa explained how the van will be customized and that gas will be purchased through Genesee County. The van will be unveiled on August 30, 2011 from 5 – 7 pm.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 4:59 pm.

Respectfully submitted,
Diana Wyrwa, clerk.

Approved by the Board of Trustees October 17, 2011

Richmond Memorial Library

Board of Trustees

September 12, 2011

The regular meeting of the Board of Trustees was held on Monday, September 12, 2011. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members present: Dana Charters, Deborah Rider, Beth Stich, Tracy Stokes, Rosemary Surowka

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

Swearing in of Board Member

New board member Deborah Rider was sworn in by Notary Public, Alice Zito. Upon completion, Alice left the meeting.

Approval of Minutes

P. Haven noted that Alice Zito's name was not included in the minutes.

Upon the motion of B. Stich and seconded by T Stokes, it was resolved to approve the minutes of the regular meeting of August 8, 2011 as corrected.

All members voted yes. Motion carried.

Report of the Librarian

Bylaws Revision

D. Wyrwa reviewed the changes made to the by-laws in order to bring them into agreement with the changes made to the library's charter by New York State.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the revision to the library's bylaws.

All members voted yes. Motion carried.

AmeriCorps

D. Wyrwa explained that Erin Manning was unable to give the library the necessary time to work with After School @ Your Library as planned. Stacey Donahue, who completed her MLS studies in May, will fill the position. Stacey will work with After School on Mondays, Wednesdays and Fridays and will also assist with the GRO program. The cost of this number of hours is \$1100, but with \$250 left by Karissa Guiste's resignation, the library need only pay the remaining \$850. D. Wyrwa will take this from the Other Services line, as it is a contractual agreement.

NYS Construction Grant

D. Wyrwa applied for the NYS Construction Grant in August of 2010 to replace two windows in Children's Room; NYS approval was granted in July 2011. The grant requires matching funds of 50% of the total costs. With the length of time between application and approval, it was necessary to ask for an updated quote from Rochester Colonial. The quote came in at the same amount of \$7000 and they will do the work this

winter. D. Wyrwa reminded the board that they had recommended the matching funds be taken from the Capital Reserve Fund.

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to approve that \$3500 be taken from the Capital Reserve Fund to add to the NYS Construction Grant Funds to replace two windows in Children's Room.

All members voted yes. Motion carried.

Library Van – *Your Community Coalition Connection*

D. Wyrwa took the board members to see the library van, which was filled for its first trip to the Manor. General Motors donated \$2,000 worth of shelving, and Bill Plaisted worked with the sliding mechanism and book-cart, purchased by the library, to further customize and add to storage.

Donation of Painting

A painting of *Jonah and the Whale* by native Alaskan artist, Charles Tuckfield Jr. was donated to the library. The board agreed to accept the painting.

Health Care and ERS Updates

Health Care

Staff members have all the necessary health care cards as of this meeting, and they have been used. Everything seems to be working well with the new system.

ERS Updates

The money that is owed to ERS from the 1970's has been encumbered from last year's budget. D. Wyrwa will continue to work with an ERS staff member to try and resolve the difference in the current bill and what she calculated with the formula that ERS gave her when she built the 2011-2012 budget.

Summer Reading Reports

Registration for Adult, Teen and Children's Summer Reading Club was down this year. Children and Teen programs used an online registration, a "green effort" that was recommended and paid for by New York State. Staff believes that this had an effect on registration, as it makes the progress of the participant less visible. However, active participation in all three programs remained excellent. More children completed the program and claimed their final prize than last year.

Long Range Plan

Redesign and café progress

The redesign of the main floor of the library has progressed. The two tables of computers have been removed from in front of the entrance and have been replaced with new materials displays and a comfortable reading area. Six computers have been put in separate study carrels in reference, which seems to be the most popular area. The other six computers are on the original round table and they have been moved in front of the teen area.

The plumbing and electrical work are complete for the cafe and the cabinets are installed. An October opening is anticipated.

Core Community Group

Since the five-year plan ends in 2011, D. Wyrwa suggested that the library complete the entire year before getting the Core Community Group together. The group will then decide whether they recommend that the library do a two-year addendum or develop a completely new five-year plan. D. Wyrwa asked D. Charters and T. Stokes to be the library Board representatives when the group is re-established; both agreed to do so.

Library Statistics

Materials circulation	August 2011	24,440
Internet usage	August 2011	3215
Attendance	August 2011	16,427
Website usage	August 2011	3194
	July 2011	3145

Report of Committees

Genesee County Funding – 2012 letter

D. Wyrwa reviewed the letter that R. Surowka signed on behalf of Genesee County Libraries. The letter requested that library funding be kept at the 2011 allotment. The library allocation has been cut 20% in the past two years, which amounts to less than \$1 per person in the county.

Financials

2010-2011 Audit Update

The library did not receive a complete 2009-2010 audit as EF Rotenberg could not agree on the library's fixed assets. This year they have been able to satisfy their requirements and will do the full audit report at the October 17 Board meeting. There will also be a preliminary presentation of the audit on October 12 for library staff that work with financials as well as Sally Sanford, library treasurer. D. Wyrwa extended the invitation Finance Subcommittee members as well.

Approval of Invoices for Payment

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the payment of \$576.31 on Supplemental Warrant 65.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the payment of \$1,926.72 on Supplemental Warrant 67.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the payment of \$36,641.66 on Warrant 66.

All members voted yes. Motion carried.

Transfer of Funds

D. Wyrwa requested that funds be transferred from the Health Insurance Line to the newly created Healthcare High Deductible Appropriation Line. When the budget was built, D. Wyrwa did not know that the library would need to seek out new health care for staff. The new health care necessitated this new budget line.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the transfer of \$46,800 from the Health Insurance line L 9060.800-00-0000 to Healthcare High Deductible Appropriation.

All members voted yes. Motion carried.

July, August Summary of Revenues and Appropriations

Upon the motion of D. Rider and seconded by B. Stokes, it was resolved to approve the July 2011 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Upon the motion of D. Rider and seconded by B. Stokes, it was resolved to approve the August 2011 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

Adelaide Kenney Trust – CD Renewal

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the renewal of the CD in which the Adelaide Kenney Trust has been invested.

All members voted yes. Motion carried.

Capital Reserve Fund

D. Wyrwa is going to develop and keep a running report of expenditures using monies from the Capital Reserve Fund.

Communications – none

Unfinished Business – none

New Business

D. Wyrwa discussed the NYS 2% tax cap and the implication for the library. If the library board wanted to propose a budget that exceeds the tax cap for next year's budget, they could vote to do so with a 60% vote of the board, and the budget would need to be approved by a simple majority (+50%) of voters.

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:05 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees November 14, 2011

Richmond Memorial Library

Board of Trustees

October 17, 2011

The regular meeting of the Board of Trustees was held on Monday, October 17, 2011. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members present: Dana Charters, Deborah Rider, Beth Stich, Tracy Stokes, Rosemary Surowka

Also present: Amy Clements, Diana Wyrwa and Paula Haven.

Excused: Colleen Brudz

Approval of Minutes

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the minutes of the regular meeting of September 12, 2011.

All members voted yes. Motion carried.

Audit Review – Amy Clements from EFP Rotenberg

Amy Clements from the firm of EFP Rotenberg opened the review by commenting that this year's audit ran very smoothly. She explained that last year the firm was unable to offer a final opinion due to two issues: whether the library would be considered a non-profit organization or a quasi-government institution; and getting a value on the library's fixed assets, which the firm considered to be an itemized list of the library's entire collection of materials. This year it was determined that the library is a quasi-government institution, and that the value of the fixed assets could be calculated by using the library's last seven years of purchases. With these issues resolved, the audit was completed and EFP Rotenberg has issued a clean, unqualified statement. A. Clements closed by saying this is the best kind of statement to have. It is the final opinion of EFP Rotenberg that the operation of Richmond Memorial Library is as it should be.

Report of the Librarian

Holiday Calendar 2012

D. Wyrwa reviewed the Holiday Calendar for 2012, explaining that with major holidays falling during the work week rather than the weekend, there will not be a need for as many compensatory days for staff.

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the 2012 Holiday Calendar.

All members voted yes. Motion carried.

Tale for Three Counties Announcement

The announcement for the 2012 Tale for Three Counties Book will be November 14 at 7:00 p.m., which is the same evening as the Board meeting. D. Wyrwa suggested that the Board start their regular meeting at 6:30, and then attend the announcement program as they did last year. Everyone agreed.

Long Range Plan

- Bestsellers Café is open, with a soft opening on October 14. The Daily News and the Batavian were invited to visit today, October 17. There will be a grand opening soon.
- The library's audit is complete.
- The Library Van and the SAGE Program got some great newspaper coverage within the past two weeks.

Library Statistics

Materials circulation	September 2011	19,855
Internet usage	September 2011	2,568
Attendance	September 2011	13,883
Website usage	September 2011	No data from Millennium Computers

Report of Committees

Genesee County Funding – 2012 letter

D. Wyrwa reviewed a letter from Genesee County Manager Jay Gsell, which explained that the funding for libraries will be reduced by 5% from the 2011 level, which makes the 2012 amount \$46,311. D. Wyrwa also mentioned that the public hearing is scheduled for Thursday, November 10.

Financials

Approval of Invoices for Payment

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the payment of \$7,700.57 on Supplemental Warrant 70.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the payment of \$2046.12 on Supplemental Warrant 71.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the payment of \$750.82 on Supplemental Warrant 74.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the manual check on Summary Warrant 72. The amount of \$3,076.39 was received by P & A Administrative Services for September health care costs.

All members voted yes. Motion carried.

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the payment of \$18,933.91 on Warrant 75.

All members voted yes. Motion carried.

Summary of Revenues and Appropriations

The Summary of Revenues and Appropriations was tabled until the November meeting.

Budget Transfers

Upon the motion of D. Charters and seconded by D. Rider, it was resolved to approve the transfer of \$916.00 from Health Care/High Deductible Employer Contributions to the 105H Admin Costs; \$648.18 from Other Expenses to Worker's Comp. All members voted yes. Motion carried.

Capital Reserve Fund

Payment for new furniture on the main floor of the library and the final payment for the coffee bar cabinets will be paid on the November warrant. The library will also need to pay the Batavia City School District for supplies & materials used in building the coffee bar.

Genesee County 2011 Funds

D. Wyrwa suggested using \$6000 to purchase e-books for Batavia patrons, rather than the electronic databases purchased in the past. She will purchase the databases from the library budget. The other change is that Audio-Visual will receive \$9455 rather than \$10,000; the book appropriation will remain the same at \$8000.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the distribution of Genesee County Funds as suggested.

All members voted yes. Motion carried.

Communications – none

Unfinished Business – none

New Business - none

Adjournment

There was no further business so, President Rosemary Surowka, adjourned the meeting at 8:34 pm.

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees December 12, 2011

Richmond Memorial Library

Board of Trustees

November 14, 2011

The regular meeting of the Board of Trustees was held on Monday, November 14, 2011. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members present: Dana Charters, Deborah Rider, Beth Stich, Tracy Stokes, Rosemary Surowka

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

Approval of Minutes

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the minutes of the regular meeting of October 17, 2011.

All members voted yes. Motion carried.

Report of the Librarian

SAGE Annual Program Review 2011

D. Wyrwa explained that she and Cathie Plaisted, SAGE Coordinator, presented the Annual Program Review to the Rochester Area Community Foundation. The Foundation administers Marshall Grant funds, which support the SAGE program. Foundation staff was very pleased with the report, and especially impressed with the Community Connection van. They believe the van will be a great boon to outreach.

Meeting Room Policy Proposed Update

D. Wyrwa reviewed the current wording and proposed changes to the Meeting Room Policy.

Upon the motion of B. Stich and seconded by D. Charters, it was resolved to approve the changes to the Meeting Room Policy.

All members voted yes. Motion carried.

Visitor Internet Use Policy Proposed Update

D. Wyrwa reviewed the current wording and proposed changes to the Visitor Internet Use Policy.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to approve the changes to the Visitor Internet Use Policy.

All members voted yes. Motion carried.

Long Range Plan

- Richmond Memorial Library has been chosen as the Go Art! Monthly Arts Spotlight for November 2011.
- The grand opening of Best Sellers Café is scheduled for November 30.
- Reclassification of the DVD collection by title is in process with the help of a volunteer.
- Media Policy committee has been formed.

Library Statistics

Materials circulation	October 2011	20,256
Internet usage	October 2011	2,619
Attendance	October 2011	15,269
Website usage	October 2011	3,462

Tale for Three Counties Announcement

The book for the 2012 Tale for Three Counties is The Call by Yannick Murphy.

Report of Committees

Genesee County Funding

D. Wyrwa mentioned that she attended the Genesee County Budget Hearing on November 10, 2011.

Financials

Marshall Grant Budget Amendment

D. Wyrwa explained that \$4403 is the rollover amount from the previous fiscal year's Marshall Grant. Items were budgeted for the van renovations that did not take place until this fiscal year.

Upon the motion of T. Stokes and seconded by B. Stich, it was resolved to amend the 2011-2012 Marshall Grant Budget to include \$4403 of carry over funds.

All members voted yes. Motion carried.

Budget Transfers

Upon the motion of B. Stich and seconded by T. Stokes, it was resolved to approve the transfer of \$114.00 from the Health Insurance line to the Health Insurance Admin Costs line to cover administrative costs from previous health care insurer during July and August.

All members voted yes. Motion carried.

Approval of Invoices for Payment

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to approve the payment of \$2,266.91 on Supplemental Warrant 79.

All members voted yes. Motion carried.

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to approve the manual check on Summary Warrant 77. The amount of \$3,289.70 was received by P & A Administrative Services for October health care costs.

All members voted yes. Motion carried.

Upon the motion of D. Charters and seconded by B. Stich, it was resolved to approve the payment of \$75,641.73 on Warrant 80.

All members voted yes. Motion carried.

Summary of Revenues and Appropriations

Upon the motion T. Stokes and seconded by D. Rider, it was resolved to approve the June 2011 Summary of Revenues and Appropriations.

All members voted yes. Motion carried.

The September and October 2011 Summary of Revenues and Appropriations were tabled until the November meeting.

Capital Reserve Fund

D. Wyrwa told the Board that \$340 was raised through the October Literary Tour and recommended that it be added to the Capital Reserve Fund.

Upon the motion of D. Charters and seconded by T. Stokes it was resolved to approve the addition of \$340 from the October Literary Tour to the Capital Reserve Fund.

All members voted yes. Motion carried.

D. Wyrwa explained that she is working on a spreadsheet of Capital Reserve revenue and disbursements, which she plans to present to the Board at the December meeting.

Communications – none

Unfinished Business – none

New Business - none

Adjournment

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

Respectfully submitted,
Diana Wyrwa, clerk

Approved by the Board of Trustees January 9, 2012

Richmond Memorial Library

Board of Trustees

December 12, 2011

The regular meeting of the Board of Trustees was held on Monday, December 12, 2011. President of the Board Rosemary Surowka called the meeting to order at 6:30 pm. Members present: Dana Charters, Deborah Rider, Tracy Stokes, Rosemary Surowka Also present: Colleen Brudz, Diana Wyrwa and Paula Haven.

Approval of Minutes

Upon the motion of D. Charters and seconded by D. Rider, it was resolved to approve the minutes of the regular meeting of November 14, 2011.

All members voted yes. Motion carried.

Report of the Librarian

2012 – 2013 Budget Calendar

The budget calendar usually runs the same from year to year. Because 2012 is a leap year and the Board changed the Public Hearing for the Budget to a week later due to Easter, there were some changes. D. Wyrwa made the necessary adjustments.

Upon the motion of D. Charters, seconded by T. Stokes it was resolved to approve the 2012-2013 Budget Calendar.

All members voted yes. Motion carried.

EBook purchasing

D. Wyrwa explained that Richmond Library is going to start purchasing Ebooks on its own. Up to this point, all Ebooks have been purchased by NIOGA for the entire system using Overdrive as a vendor. The library will use an Overdrive Advantage account to purchase, which makes the library a subset of NIOGA. When patrons log on using their Richmond library card number, they will see what NIOGA owns as well as Richmond's holdings.

Long Term Health Care Insurance

Richmond Library is a member of the New York Library Association (NYLA). Members of NYLA may purchase long term health care insurance at a 5% discount. Because the library is a member, Library staff and Trustees may purchase this insurance through NYLA and receive the discount. A local representative will be presenting to the library staff on Wednesday, January 18, 2012. Interested Board of Trustee members may also attend. Additional accommodations may be made. There is no cost to the library. Staff or Trustees who are interested in purchasing long-term health care insurance would do so on their own and receive the 5% NYLA discount.

Long Range Plan

- Final audit report received and sent to Sally Sanford, Library Treasurer and Five Star Bank.

- Children’s Librarian Vinise Campanella participated in Taste of the Holidays Saturday Children’s Event.

Core Committee

D. Wyrwa will send out letters in January, 2012 to all members of the original core committee who helped develop the library’s 5-year plan to see if they would like to participate in the review of the current plan and development of a new one. D. Charters and T. Stokes will represent the Board of Trustees on the committee.

Report of Committees - none

Library Statistics

Materials circulation	November 2011	21,385
Internet usage	November 2011	2,563
Attendance	November 2011	15,041
Website usage	November 2011	3,146

Financials

Approval of Invoices for Payment

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$865.97 on Supplemental Warrant 81.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$11,260.47 on Supplemental Warrant 81.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$135,610.58 on Supplemental Warrant 87.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the manual check on Summary Warrant 85. The amount of \$3,184.95 was received by P & A Administrative Services for November health care costs.

All members voted yes. Motion carried.

Upon the motion of T. Stokes and seconded by D. Charters, it was resolved to approve the payment of \$30,509.74 on Warrant 86.

All members voted yes. Motion carried.

Summary of Revenues and Appropriations

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

All members voted yes. Motion carried.

B. Stich entered the meeting at 7:15.

Transfers

Upon the motion of T. Stokes and seconded by D. Rider, it was resolved to approve the transfer of \$11,000.00 from the Other Services line to New York State (NYS) Retirement line; and the transfer of \$11,789.00 from the Audio Visual line to NYS Retirement line to provide the additional funds needed for the New York State Employee Retirement System payment

All members voted yes. Motion carried.

Capital Reserve

D. Wyrwa put together a draft document that shows all Capital Reserve Fund Appropriations and Disbursements from the creation of the fund in 2008. She will share this with Sally Sanford, library treasurer. Final document should be ready next month. This will be reported on a monthly basis.

Communications

Genesee County 2012 Funding

The board discussed a letter from Genesee County Manager Jay Gsell. In the letter, Mr. Gsell encouraged Genesee County libraries to continue to look for alternate funding opportunities as he anticipates that the 2013 budget will continue to be difficult to balance with continued state and federal aid reductions. It was noted that over the past 7 years, the funding from the County to the 6 libraries has been decreased from \$60,000 to \$46,311.

Unfinished Business

Final Audit

The Final Audit report was received.

New Business

Joint Meeting with the Batavia Board of Ed. January 9, 2012 @ 7PM

D. Wyrwa suggested that the library presentation to the Board of Education be an overview of the library's accomplishments and a tour of the library to see all the recent changes on the library's main floor. The Library Board of Trustees regular meeting will begin at 6:00 p.m. in the Wilber Room.

Adjournment

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

Respectfully submitted,
Diana Wyrwa, clerk