

**Walworth-Seely Public Library**  
**Board of Trustees Meeting Minutes**  
**Thurs., January 10, 2008, 6:30 PM, library program room**

X Burmeister, Tina ab Cala, Jane (Friends Pres. & co-rep) X Crooks, Richard (VP) TBA (replaces Ellen)	X French, Dorothy X Kingsley, Maretta (Corr. Secretary) X LaDelfa, Sheryl (Treasurer) ab Maciuska, Frank (Town Board Rep)	TBA (Friends VP& co-rep) X Stalker, Donna (Recording. Secretary) X Wrightstone, Ron X Zingerella, Mary (Library Director)
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<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
1.	Call Meeting to Order	The meeting was called to order by Vice-President Richard Crooks at 6:30 P.M.	VP Richard
2.	Election of Officers	The slate of officers was presented by Dorothy French for the Nominations Committee. There were no concerns regarding the slate and the secretary was instructed to cast one unanimous ballot for: Richard Crooks-President, Tina Burmeister-Vice-President, Maretta Kingsley-Corresponding Secretary, and Donna Stalker-Recording Secretary. Thanks to all who have assumed these positions.	Dorothy
3.	Attendance	Jane Cala is very ill. Frank Maciuska was at a Town sub-committee meeting.	Donna
4.	Notes	Welcome to Frank Maciuska, 2008 Town Board representative – This will be handled at the next meeting when Frank is present.	Richard
5.	Period for Public Expression	Supervisor Plant and Town Councilwomen Marini and Mance came to congratulate Richard on his election as President. They thanked all Trustees for serving on the Library Board	
6.	Secretary's Report	A. Dec. 12 executive session – The motion to accept the minutes was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried. B. Dec. 20 monthly meeting minutes-The motion to accept the minutes was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried.	Donna
7.	Treasurer's Report	A. Monthly Report for Dec. 2007 – The motion to accept the Treasurer's Report was presented by Donna Stalker, seconded by Dorothy French, and unanimously carried. B. Pay Bills – The motion to pay the bills was presented by Donna Stalker, seconded by Maretta Kingsley, and unanimously carried. C. A motion was presented by Tina Burmesiter, seconded by Maretta Kingsley, and unanimously carried to approve the salaries for 2008 for the library staff. The roster with salaries will be included in the year end report for the auditors. D. Preparation of 990 tax return by outside auditor – The motion to authorize Sheryl LaDelfa to contact Ray Wager's office (our CPA) to prepare the annual 990 tax return was presented by Dorothy French, seconded by Donna Stalker and unanimously carried.	Sheryl  Sheryl
8.	Director's Reports	A motion was presented by Dorothy French, seconded by Maretta Kingsley and unanimously carried to accept both the December 2007 and the January 2008 Library Director's reports.	Mary
9.	Committee Reports	A. Personnel: (1) Performance Appraisals for Library Director and Treasurer – an executive session will be held on January 17 following the Open House to complete these appraisals. (2) Committee appointments are as follows: Nominations: Ron Wrightstone and TBA Personnel: Dorothy French and Maretta Kingsley Finance: Tina Burmeister and Donna Stalker	Trustees

Agn.	Topic	Discussion	Responsibility
		<p>The President is an ex-officio member of all committees.</p> <p>(3) Clarification of Personnel Policy 5.3 for Sick Time and Personal Leave- A motion was presented by Maretta Kingsley, seconded by Tina Burmesiter, and unanimously carried to amend as of January 10, 2008 the Personnel Policy 5.3 for Sick and Personal Leave to reflect that the wording change from “leave” to “time” and there will be 3 sick days and 2 personal days. Personal days do not accumulate. Dorothy French will update the Policy Manual.</p> <p>(4) A request was made that Mary check the time sheets to accurately see what “sick time” has been accumulated by the staff.</p>	Dorothy Mary
10.	Friends’ Reports	The December 2007 and January 2008 reports were presented by Dorothy French due to Jane’s illness. These reports were accepted.	
11.	Communications	<p>(1) Thank you was received from Pam Wolfanger for her parting gift.</p> <p>(2) Maretta will send a get well card to Jane Cala.</p> <p>(3) A letter from the Community Foundation was received along with a \$500 grant.</p> <p>(4) A letter was received regarding Lobby Day. Friends have been asked to once again help to fund the cost of the bus to Albany.</p> <p>(5) Maretta will send a thank you to Suzi Mance for her two years of service as Town Board Liaison to the WSPL Board of Trustees.</p> <p>(6) Mary is to write a Press Release about the Election of Officers for the WSPL Board of Trustees,</p>	Maretta  Maretta Mary
12.	New Space	Report from Town Complex Space Study Committee – The next meeting will be January 19 when they will be visiting Town Complexes in Ontario, Macedon, and Williamson. One of their short term goals was to problem-solve was to alleviate the space issue the Town and Library is having.	Tina/Maretta
13.	Unfinished Business	<p>A. Trustee vacancy – Mary has sent out a press release. Letters of interest and resumes are due by January 22 with possible interviews slated on January 30 at 6:30 PM.</p> <p>B. Open House – January 17 Mary will contact Jane asking the Friends to provide refreshments. Mary will be responsible for the liquid portion of the refreshments.</p> <p>C. Newsletter Schedules (<u>Town Topics</u> and Library) – Mary has had some meetings with Jackie VanLare, Recreation Director, about this. At this time the schedules do not allow for combined newsletters.</p> <p>D. Further discussions will take place regarding combined programs, targeted audiences, and the fact that the Library programs are free while the Town recreation programs incur a fee. Some of our funding has stipulations that charges cannot be made to patrons.</p>	Trustees  Mary  Trustees
14.	New Business	<p>A. Board/Staff meeting will be January 30 at 8:00 PM. Dorothy French will send information from the 2007 meeting to the Trustees prior to the meeting.</p> <p>B. Teambuilding – Donna will check with Ruth Hollis about dates in April for our training.</p>	Trustees Dorothy  Donna
15.	Policy Review	<p>A. Ops 6.22-6.23: Purchasing - no changes. Motion to accept was presented by Tina Burmesiter, seconded by Dorothy French and unanimously carried.</p> <p>B. Ops 6.24-26: Cash Management Investment – This must include a list of banking institutions that we use. “The Walworth Seely Public Library acknowledges the following bank(s) as financial institutions that the library does or may do business with: Bank of America, Five Star Bank, and any other banks the Board may approve.” Motion to accept this change was presented by Donna Stalker, seconded by Maretta Kingsley</p>	

Agn.	Topic	Discussion	Responsibility
		<p>and unanimously carried.</p> <p>C. Ops 6.27: Eligible List of Securities – no changes. Motion to accept this was presented by Dorothy French, seconded by Tina Burmesiter, and unanimously carried.</p> <p>D. Ops 6.28: Use of the Debit Card – in the wording remove “and Treasurer”. Motion to accept this change was presented by Tina Burmeister, seconded by Dorothy French, and unanimously carried.</p> <p>E. Ops 6.29: Internal Audit – no change. Motion to accept was presented by Donna Stalker, seconded by Dorothy French, and unanimously carried. Dorothy French will update these policies and have them prepared for the next meeting.</p>	Dorothy
16.	Adjournment	The meeting adjourned at 8:30.	
		<p>Next Regular Meeting: February 14, 2008</p> <p>Executive Session: January 17 following the Open House</p>	

*Transmitted Electronically*  
*February 19, 2008*  
*Donna Stalker, recording Secretary*

Calendar Dates:

- Tues., Jan. 1:** Library closed New Year’s Day  
**Mon., Jan. 21:** Library closed Martin Luther King Jr. birthday

**Walworth-Seely Public Library  
Board of Trustees Meeting Minutes**

Approved as amended: March 13, 2008
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**Thurs., February 14, 2008, 6:30 PM, library program room**

ab Burmeister, Tina (Vice Pres) X Cala, Jane (Friends President) X Crooks, Richard (Pres.) X French, Dorothy	ab Kingsley, Maretta (Corr. Secretary) X LaDelfa, Sheryl (Treasurer) X LoTempio, Christine ab Maciuska, Frank (Town Board Rep)	X Stalker, Donna (Recording. Secretary) X Wrightstone, Ron X Zingerella, Mary (Library Director)	
Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call to Order	The meeting was called to order by President Crooks at 6:30 PM.	
2.	Attendance	Maretta and Frank were ill. Tina had notified Richard that she would be absent. Jane arrived at 6:45 PM.	
3.	Period for Public Expression	None	
4.	Secretary's Report	A. Jan. 10: monthly meeting minutes B. Jan. 17: executive session minutes (performance appraisals) C. Jan. 30: AM - executive session minutes (interview trustee) D. Jan. 30: PM – executive session minutes (performance appraisal) E. Jan. 30: PM – executive session minutes (Board/Staff meeting) A motion to accept all of the above minutes as previously distributed was submitted by Dorothy French, seconded by Ron Wrightstone, and unanimously carried.	
5.	Treasurer's Report	A. Monthly Report for Jan. – A motion to accept this report was submitted by Dorothy French, seconded by Christine LoTempio, and unanimously carried. B. Pay Bills – A motion to pay the bills as listed was presented by Donna Stalker, seconded by Ron Wrightstone and unanimously carried. C. 990 tax return by outside auditor – the materials to complete this are at the auditors. D. New York State Annual Report-This was completed by Mary and Sheryl. It has been submitted to Pioneer. It will be compiled along with the rest of the Pioneer system and submitted by March 31, 2008. E. Municipal Report – The materials for this report are with the auditors.	Sheryl
6.	Director's Reports (see attached)	In addition to the previously distributed report, Donna asked Mary about the cleaning of the keyboards between patrons. Mary reported that it is not possible to clean between each patron but the keyboards are wiped down as often as possible. Motion to accept the report was presented by Dorothy French, seconded by Christine LoTempio, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: The interim random audit will be completed in April. B. Personnel: <ul style="list-style-type: none"> <li>- Performance Appraisals for Library Director and Treasurer have been completed. Dorothy, Ron, and Richard met with Sheryl and reviewed her PA. Richard and Ellen hope to meet with Mary in the next week to complete her PA process.</li> <li>- Sick Leave Benefit to retirement- Sheryl presented an information sheet on allowing employers to provide additional service credit toward retirement for employees who are entitled to accumulated sick leave. This information was given for thought and will be discussed at a future meeting. Further discussion will take place after Sheryl gets more information.</li> </ul>	Donna/Tina Richard  Sheryl  Trustees Sheryl
8.	Friends' Reports (attached to minute book)	A motion was presented by Donna Stalker, seconded by Dorothy French, and unanimously carried to accept this report from the Friends of the WSPL. Thanks was expressed for all they do for our library.	Jane

9.	Communications		
10.	New Space	A. Report from Town Complex Space Study Committee – The report from this committee will be presented to the Town Board in March or April. No details are available at this time.	Tina/Maretta
11.	Unfinished Business	A. Trustee vacancy/replacement – Richard welcomed Christine LoTempio to the Board of Trustees. Christine’s term is for 5 years and <b>succeeds</b> that of Ellen Dietterick. B. Documenting Sick Time – Sheryl is going to create a form that Mary can use to document employee sick time and personal time. C. Personnel Folders – Trustees do not have the right to view employee personnel files. This report was in response to the Trustees request of Sheryl to research this question. She contacted several people who work in Human Resources field for this information.	Richard <b>Sheryl</b> Sheryl
12.	New Business	A. National Library Week – This will be the week of April 13. Press releases will be sent using materials from the <b>ALA</b> press kit provided by Pioneer. The Board agreed to not hold an Open House this year. This event comes during the school break and could result in low attendance. B. Feb. 28 Visit with Assemblyman Robert Oaks – Richard reported that this will be run similar to the “town meeting format”. The Friends were asked to provide refreshments. They agreed. C. Ron Wrightstone has noted that there seems to be a “lot of traffic” near the closing time for the library on Saturdays and Sundays and suggested that we may wish to consider extending our hours on those days. Mary will check on numbers and usage and report at the next meeting. D. Computer Surplus – A motion was presented by Ron Wrightstone, seconded by Christine LoTempio, and unanimously carried to surplus the old series E computer that no longer works. E. Trustee Terms – A motion was presented by Donna Stalker, seconded by Ron Wrightstone, and unanimously carried that a Trustee of the WSPL may serve three consecutive terms. All Trustees are asked to reflect on this proposal as a vote will be taken at the March meeting. F. Lobby Day is March 11 – if interested in attending see Mary G. Trustee Workshops are March 8 in Geneseo and/or April 5 in Wolcott. Complete your registration on-line or by mail. Richard will be attending the April 5 workshop.	Mary <b>Jane</b> <b>Mary</b> <b>Mary</b> <b>Trustees</b> <b>Richard</b>
13.	Policy Review	A. 1.1-4: History/Past and Present People Who Have Served the Library: B. 1.5-8: History/Historical Notes C. 1.9-10: History/Grants Received D. 1.11-14: History/Misc. Donations/Bequests E. 1.15: History/School Based Funding for WSPL F. 1.16: History/Circulation A motion to accept all of the History Section policy changes was presented by Donna Stalker, seconded by Ron Wrightstone, and unanimously carried. G. 4.10: Trustees/Orientation for New Trustees – Motion to accept was presented by Dorothy French, seconded by Christine LoTempio, and unanimously carried. H. 6.3: Ops/Circulation – Motion to accept was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried. Dorothy will update and place in envelopes in the library the new pages for our Policy Manuals. Special thanks to Dorothy and Mary for all of their efforts for compiling information from past records to update our Policy Manual History section.	<b>Dorothy</b> <b>Mary</b>

		March Policy Review will be on Personnel and Civil Service. Mary will do a brief information session on this prior to the review.	
14.	Adjournment	The meeting adjourned at 8:22 PM.	
		<b>Next Meeting:</b> March 13, 2008 <ul style="list-style-type: none"> <li>• <b>Policy Review:</b> Remainder of Pers. policy (job desc./evaluation forms)</li> </ul>	

*Transmitted Electronically*

*February 19, 2008*

**Calendar Dates:**

**Tues., Mar. 11:** Library Lobby Day in Albany

**Thurs., Feb. 28:** 7:30 PM Assemblyman Bob Oaks Town Hall visit    **Mar. 13-14-15:** Book Sale (3/12 set-up 12, 9 – 8)

**Sat., Mar. 8:** Trustee Workshop, Wadsworth Library, Geneseo    **Sat., Apr. 5:** Trustee Workshop, Wolcott Library

**Oct. 9-10-11** Fall Book Sale

**Walworth-Seely Public Library**

APPROVED: April 10, 2008

**Board of Trustees Meeting**

**Thurs., March 13, 2008, 6:30 PM, library program room**

X Burmeister, Tina (Vice Pres)	X Kingsley, Maretta (Corr. Secretary)	X Stalker, Donna (Recording. Secretary)
ab Cala, Jane (Friends President)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine	X Zingerella, Mary (Library Director)
X French, Dorothy	X Maciuska, Frank (Town Board Rep)	

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
0.	Notes		
1.	Call Mtg to Order	Meeting was called to order at 6:31 by President Crooks.	Richard
2.	Attendance	Cala – absent working at Friends Book Sale; Burmesiter arrived 6:35; Maciuska arrived 7:10; Wrightstone arrived 6:34.	Donna
3.	Period for Public Expression	No one was present to speak.	
4.	Secretary’s Report	A. Feb. 14 Minutes – Motion to accept the minutes as amended was presented by Dorothy French, seconded by Maretta Kingsley, and unanimously carried.	Donna
7.	Treasurer’s Report	A. Monthly Report –Motion to accept the Treasurer’s report was presented by Donna Stalker, seconded by Maretta Kingsley, and unanimously carried. B. Pay Bills- Motion to pay the bills was presented by Donna Stalker, seconded by Maretta Kingsley, and unanimously carried. C. New York State Comptroller’s Report-The auditors are still working on the report. D. 990 Tax Return-The auditors are still working on this return. It will be completed on time. Mary and Sheryl met with them on March 3, 2008. E. Citizens’ Bank – Sheryl has investigated the costs of changing banks. Citizens’ Bank is willing to work with Sheryl on minimizing costs for a changeover. Motion was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried to switch our banking to Citizens’ Banks if there is a minimal expense.	Sheryl Sheryl Sheryl Sheryl
8.	Director’s Reports	Motion to accept this report was presented by Maretta Kingsley, seconded by Ron Wrightstone and unanimously carried.	Mary
9.	Committee Reports	A. Finance: Internal Audit will be in April at 6:00 P.M. B. Personnel: - Library Director’s Performance Appraisal – Richard and Ellen Dietterick ( past President) will be meeting with Mary the week of March 18, 2008 to review the appraisal for the first six months of 2007.	Donna/Tina Richard
10.	Friends’ Reports	As Jane was over working at the Book Sale, Dorothy and Donna reported that the Book Sale was going well and that the Friends appreciated all of the help from the Library Staff and the many friends of the library.	
11.	Communications	(1) A thank you was received from a scout troop for their overnight at the library. (2) Information was received about Trustee Conference attendance at Saratoga Springs. (3) Maretta will send a thank you to Assemblyman Oaks for meeting with Library Staff, Trustees, and Friends of WSPL following his community town meeting. The importance of the Legislature re-instating the Governor’s proposed cut for library funding was emphasized. He was thanked for his continued interest in our Library.	Maretta

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
12.	New Space	A. Report from Town Complex Space Study Committee- Many thanks to Tina and Maretta for their extra efforts in serving on this committee. The report was presented to the Town Board. Supervisor Plant will form a new committee for finance and logistics. Dorothy French will send a letter of thanks to Tina, Maretta, and the Town Board for their efforts on the Town Complex Study committee.	Tina/Maretta Mary/Trustees  Dorothy
13.	Unfinished Business	A. Sick Leave Benefit to retirement – Sheryl did not receive the information she had requested from NYS Retirement System. She will report at the April meeting. B. Documenting Sick Time form-Sheryl created a spreadsheet form that Mary is now using when she submits the payroll. This is working well. C. Weekend Numbers and Usage- Mary has data from 2007. This data was turned over to Christine LoTempio to review and report at the next meeting. Mary is to determine cost of an additional hour on Sundays. D. Trustee Workshops: April 5 (Wolcott) – Richard and Christine are planning on attending.	Sheryl  Sheryl  Mary/Christine  Richard
14.	New Business	A. 4 <sup>th</sup> of July Holiday Weekend Schedule- The Library was scheduled to be closed July 4 and July 6. A motion was presented by Ron Wrightstone, seconded by Dorothy French, and unanimously carried to close the Library from Friday, July 4 through Sunday, July 6, 2008. B. The NYS ALB conference is May 2 & 3 in Saratoga Springs. All conference sessions are most applicable for our Board. Motion presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried to use funds from the Trustee Account, not to exceed \$750, to cover expenses for Trustees to attend. C. Another article written by Kate Chamberlin about the Walworth-Seely Public Library was printed in the <u>Wayne County Mail</u> . Maretta will e-mail Kate showing our appreciation.	Mary      Maretta
15.	Policy Review	A. By-Laws/Trustee Term Limit – There will be no change in term limits. Discussion of an ex officio former trustee to be appointed on a yearly basis will take place at the April meeting. B. Civil Service Tutorial – Mary gave a brief overview of Civil Service and how it applies to employees at the WSPL. C. Section 5/Personnel – 5.5 to end of section - New information from Civil Service was updated and replaced. Our repurposed position information for internal use has been included. All Civil Service information will precede the internal forms. Motion to accept the updated Personal section 5.5 to the end was presented by Dorothy French, seconded by Maretta Kingsley, and unanimously carried. Dorothy will print and distribute the updated forms.	Trustees  Mary     Dorothy
16.	Adjournment	8:12 PM by President Crooks	
		Next Meeting: April 10, 2008	

*Transmitted Electronically  
April 12, 2008  
Donna Stalker, Recording Secretary*

**Calendar Dates:**

Thurs-Fri: Mar. 13-15 Friends of WSPL Book Sale: Thurs. 9-8; Fri. 9-6, Sat. 10-2; Set up is Wed. 9-8  
Sun., Mar. 23 Closed Easter Sunday  
Sat., Apr. 5 Trustee Workshop, Wolcott Library

**Walworth-Seely Public Library**

Approved : May 8, 2008

**Board of Trustees Meeting**

**Thurs., April 10, 2008, 6:30 PM, library program room**

X Burmeister, Tina (Vice Pres)	X Kingsley, Maretta (Corr. Secretary)	X Stalker, Donna (Recording. Secretary)
X Cala, Jane (Friends President)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine	X Zingerella, Mary (Library Director)
X French, Dorothy	X Maciuska, Frank (Town Board Rep)	

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by President Richard Crooks at 6:30 P.M.	Richard
2.	Attendance	All were in attendance as indicated above.	Donna
3.	Period for Public Expression	There were no additional people present.	
4.	Secretary's Report	A motion to accept the minutes from the March 13, 2008 meeting as amended was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried.	
5.	Treasurer's Report	<p>A. Monthly Report – Motion to accept this report was presented by Tina Burmeister, seconded by Ronald Wrightstone and unanimously carried.</p> <p>B. Pay Bills – Motion to pay the bills was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried.</p> <p>C. Citizens Bank – Checks have arrived and Sheryl will begin using them after the next payroll.</p> <p>D. New York State Comptroller's Report- This report was filed prior to the March 31, 2008 deadline.</p> <p>E. 990 Review This IRS report for non-profit groups is due by May 15, 2008. This will be completed by the auditors prior to that deadline.</p> <p>F. Auditor's Management Letter-Sheryl has received a tentative copy, we will have a final copy for the May meeting. As Sheryl will not be at the May meeting she will review it with the Board at the June meeting.</p> <p>G. NYS Retirement – In order to have Library employees participate in this, the Town of Walworth must be participants. This topic will be discussed at a Town Board meeting. If the Town Board elects to participate, our staff then will be included. Approximate cost will be around \$82.25.</p>	<p>Sheryl</p> <p>Sheryl</p> <p>Sheryl</p> <p>Sheryl</p> <p>Sheryl</p> <p>Sheryl</p> <p>Sheryl</p>
6.	Director's Report (attached)	The motion to accept the Library Director's report was presented by Ronald Wrightstone, seconded by Tina Burmeister, and unanimously carried.	Mary
7.	Committee Reports	<p>A. Finance: Prior to the Board meeting, Christine, Dorothy, Tina, and Donna met with Sheryl to conduct the random internal audit. The books for February 2008 were audited. All was in order.</p> <p>B. Personnel: Richard reported that the Library Director's Performance Appraisal had been completed for the first 6 months of 2007. He also reminded the Board that it will soon be time to conduct the performance appraisal for December 2007-June 2008.</p>	<p>Donna/Tina/ Sheryl</p> <p>Richard</p>
8.	Friends' Report (attached)	The motion to accept the report from the Friends of the WSPL was presented by Dorothy French, seconded by Donna Stalker, and unanimously carried.	Jane
9.	Communications	Maretta Kingsley will send a sympathy card to Liz O'Toole on the death of her mother.	
10.	New Space	Town Board liaison, Frank Maciuska, reported that Supervisor Plant has	Frank

Agn.	Topic	Discussion	Responsibility
		formed a committee to investigate size, costs, and next steps. Members on this committee include: Chairperson Suzi Hawkins-Mance, Tom Yale, Mike Frederes, Jackie VanLare, Pat Schmidt, and Tina Burmeister. This committee has not yet met. Frank and Tina will report back when appropriate.	
11.	Unfinished Business	A. April 5 Trustee Workshop Feedback – Christine found this training to be very valuable. Handouts were included with the Director’s Report. B. May 2 & 3 Trustee Conference/Saratoga Springs – Richard will be attending. Christine and Tina found that they would not be able to attend due to other commitments.	Christine Richard
12.	New Business	A. Weekend Numbers and Usage Report-Christine reviewed the statistics Mary gave. It was decided that the staff would query those patrons that utilize the library on Sundays to determine if patrons felt an extra hour of time would be beneficial. This information will be gathered by Mary and given to the Board at the next meeting. At that time the Board will continue its discussion of an extra hour on Sunday. Budget constraints may prohibit this. This consideration is tabled until May. B. First Aid Training – Mary had prepared some data. She was given more information by Frank and Sheryl. She will continue to investigate costs and feasibility. A motion was presented by Dorothy French, seconded by Christine LoTempio, and unanimously carried to table this action until Mary has done further investigation. C. Green Libraries Program April 28 – This is an informational program held at Roberts Wesleyan College. Richard and Mary are planning on attending. Others who are interested should contact Richard or Mary. D. Mary requested that a substitute clerk be hired for the summer to replace Linda’s hours. The rate of pay would be \$9.00 per hour. There is money in the budget for this. The motion was presented by Donna Stalker, seconded by Dorothy French and unanimously carried. E. Richard Crooks announced that Christine LoTempio will be organizing the agenda as of the May meeting. All agenda items should now be sent to Christine. F. President Crooks distributed self evaluations for Trustees. He asked that each Trustee thoughtfully complete the questionnaire.	Christine and Mary  Mary  Richard and Mary  Mary  Trustees
13.	Policy Review	A. Ex-Officio Discussion- After discussion it was determined that an ex-officio Board member is not needed. B. Trustee 4.8: Organization Chart Update -This portion of the Policy Manual needs to be updated and given to the auditors annually. The motion to accept this updated chart was presented by Tina Burmeister, seconded by Maretta Kingsley, and unanimously carried. C. Table of Contents and Policy Review Schedule -The review schedule included dates for review through 2010. The motion to accept this revised Table of Contents and Policy Review Schedule was presented by Donna Stalker, seconded by Dorothy French, and unanimously carried. Dorothy French will copy these sections for the manual and distribute.	
14.	Adjournment	Meeting was adjourned at 8:02.	
		Next Meeting: May 8, 2008	

*Transmitted Electronically  
May 9, 2008  
Donna Stalker, Recording Secretary*

Calendar Dates:

Week of April 13: National Library Week

May 24, 25, and 26: Closed: Memorial Day Weekend

**Walworth-Seely Public Library**  
**Meeting of the Board of Trustees**  
**Thursday, May 8th, 6:30 PM, library program room**

X Burmeister, Tina (Vice Pres)	X Kingsley, Maretta (Corr. Secretary)	X Stalker, Donna (Recording. Secretary)
X Cala, Jane (Friends President)	_ LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	_ LoTempio, Christine	X Zingerella, Mary (Library Director)
X French, Dorothy	X Maciuska, Frank (Town Board Rep)	

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by Vice-President Tina Burmeister at 6:32 P.M.	Richard
2.	Attendance	Christine LoTempio injured her back. Sheryl LaDelfa is out of town – she informed the Board of this at the last meeting. Richard Crooks arrived at 7:00 P.M. due to doctor’s appointment that ran late.	Donna
3.	Period for Public Expression	Jane Cala apologized for her comments at the last meeting regarding representation by the Friends on the newly formed space committees. She has since learned more about the make-up of the committees. Vice-President Burmeister told her no apology was necessary but was appreciated.	
4.	Secretary’s Report	The motion to accept the minutes of the April 10, 2008 meeting was presented by Maretta Kingsley, seconded by Dorothy French, and unanimously carried.	
5.	Treasurer’s Report	A. Monthly Report – The motion to accept the report was presented by Donna Stalker, seconded by Ronald Wrightstone, and unanimously carried. B. Pay Bills-The motion to pay the bills was presented by Donna Stalker, seconded by Ronald Wrightstone, and unanimously carried. C. 990 Review Status – Mary reported that this had been completed and was mailed on May 8, 2008. D. Auditor’s Management Letter Received – This will be presented at the June meeting.	Sheryl Sheryl Sheryl Sheryl
6.	Director’s Report (attached)	The motion to accept the Library Director’s report was presented by Dorothy French, seconded by Maretta Kingsley, and unanimously carried. Thanks was extended to Mary for updating the Service Responses for the Long Range Plan. She is now doing this on a quarterly basis.	Mary
7.	Committee Reports	A. Finance: Nothing to report. B. Personnel: Maretta Kingsley reported that it was time to review the Performance Appraisal process for new Board members. Surveys for the staff will be distributed at the May 14 Board/Staff meeting. It is time to begin the Performance Appraisal for the Library Director for January – June 2008.	Donna/Tina Maretta/Dorothy
8.	Friends’ Reports	(1) The Friends have added a Business level for membership in Friends. About 60 letters will be going out shortly to inform local businesses and invite them to join Friends. (2) The Friends have declined Mary’s request for an additional laptop for patron one-on-one tutoring. (3) The Friends have declined Mary’s request to have an ink cartridge recycling project as a fundraiser as this is already being done at the Town Hall by a Gananda school group.	Jane

Agn.	Topic	Discussion	Responsibility
		Motion to accept the Friends report was presented by Dorothy French, seconded by Maretta Kingsley, and unanimously carried.	
9.	Communications	NONE	
10.	New Space	A. Report from newly-formed committee – Three sub-committees were formed for Grants, Bonds & Funding, and Building Concepts. Each group had assigned work. The sub-committees will reconvene in August.	Frank
11.	Unfinished Business	<p>A. May 2-3 Trustee Conference Feedback – Richard thanked the Board for the financial support to attend this conference. It was very informative and information would be forthcoming the next few months. One very informative session was on Board and Friends group dynamics, responsibilities, etc.. He is hoping that our Board and the Friends might sponsor a similar program for some of the local Library Boards and Friends groups. Further discussion at the next meeting.</p> <p>B. Sunday Hours Query – Data from the survey taken since the last meeting does not show evidence of need at this time. This will be revisited at least annually to determine patron need.</p> <p>C. First Aid Training – Options for training are being formulated and will be presented to staff soon. Mary is also working with Jackie VanLare as the Recreation Department might wish to offer this training as well. A motion was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried that this training be optional for library staff. Frank did check and there is no AED machine at the Town Hall. He will talk with the Town Board about possibly securing one for the Town Hall Complex.</p>	<p>Richard</p> <p>Mary</p> <p>Mary</p>
12.	New Business	<p>A. Planning for the May 14<sup>th</sup> Trustee/Staff Meeting – Richard is sending a reminder to the staff. Mary will post the public notice.</p> <p>B. Going Green Program – After attending the Going Green Program, Mary provided a fact sheet regarding the Going Green Program and the new library at Roberts Wesleyan College. This sheet will be attached to the minutes for future reference.</p> <p>C. Board Self Evaluation – Session 1 – The Process - This month's portion of the process was for individuals to anonymously rate the Board's performance. Jane will collate the data for the next meeting.</p>	<p>Richard</p> <p>Mary</p> <p>Richard</p> <p>Jane</p>
13.	Policy Review	A. Section 7/Technology Plan Mary provided clarification of Pioneer System updates and upgrades on equipment. It was noted that Pioneer specifications are followed for security, filtering, and machine configurations. The motion to approve this updated Technology Plan for the Policy Manual was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried. Thanks were extended to Mary for her excellent work on this portion of the manual.	Mary
14.	Adjournment	The meeting was adjourned at 7:56 P.M. Good wishes were extended to Ron Wrightstone on his upcoming hip replacement surgery.	
		Next Meeting: June 12, 2008	

*Transmitted Electronically  
June 25, 2008  
Donna Stalker, Recording Secretary*

Calendar Dates:

May 24, 25, and 26: Closed: Memorial Day Weekend

**Walworth-Seely Public Library**  
**Minutes of Board of Trustees Meeting**  
**Thursday, June 12 6:30 PM, library program room**

AB Burmeister, Tina (Vice Pres)	X Kingsley, Maretta (Corr. Secretary)	X Stalker, Donna (Recording. Secretary)
AB Cala, Jane (Friends President)	X LaDelfa, Sheryl (Treasurer)	AB Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine	X Zingerella, Mary (Library Director)
X French, Dorothy	X Maciuska, Frank (Town Board Rep)	

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order at 6:34 by President Richard Crooks.	Richard
2.	Attendance	Tina Burmeister was absent as her daughter was receiving an award at school. Ron Wrightstone is recovering from his hip surgery.	Donna
3.	Period for Public Expression	There were no additional people in attendance.	
4.	Secretary's Report	Motion to accept the minutes was presented by Dorothy French, seconded by Christine LoTempio, and unanimously carried.	
5.	Treasurer's Report	A. Monthly Report- Motion to accept the report was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried. B. Pay Bills-Motion to pay the bills was presented by Donna Stalker, seconded by Dorothy French and unanimously carried. Donna thanked Mary for having the bills so well organized each month for review as it makes the job of the Finance Committee easier. C. Auditor's Management Letter Received – Sheryl reviewed the letter with the Board. A discrepancy was found in the alignment from the financial statement on page 9. Sheryl will call the auditors to have this corrected. Thanks were expressed to Sheryl and Mary for the preparation of materials that were provided for the auditors.	Sheryl  Donna  Sheryl
6.	Director's Reports	The motion to accept the Library Director's Report was presented by Dorothy French, seconded by Maretta Kingsley, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: - nothing to report at this time B. Personnel: The Personnel Committee will meet before the next meeting and work on a draft of the Library Director's Performance Appraisal which will be e-mailed to the Board for pre-reading.	Donna/Tina/ Maretta/Dorothy
8.	Friends' Reports	In Jane Cala's absence, Dorothy French read the report that Jane had prepared.	Dorothy
9.	Communications	Maretta will send a sympathy card to clerk, Judy Quinn on the death of her mother.	Maretta
10.	New Space	A. Report from newly-formed committee – The committees are still working and plan to report to the Town Board in August.	Frank
11.	Unfinished Business	A. CPR Training will be held on June 21. Mary Abrams is presenting the training. Mary Zingerella will invite other town employees to participate if they are interested. B. AED machine –Frank Maciuska is working with Supervisor Plant to try to obtain funding from the County Operations to purchase an AED machine for the Town Complex.	Mary  Frank
12.	New Business	A. Feedback from the May 14 <sup>th</sup> Staff/Board informal meeting – The feedback was very positive.	Richard

Agn.	Topic	Discussion	Responsibility
		<p>B. A motion was presented by Dorothy French, seconded by Donna Stalker, and unanimously carried that the Board establish from its Trustee Account a petty cash fund of \$50 to pay for the cost of postage and cards. This will be administered by the Corresponding Secretary, Maretta Kingsley. Sheryl will prepare a check for Maretta.</p> <p>C. Mary presented a draft of the 2009 budget. It was requested that Mary annotate rational and/or descriptors and resend to the Board.</p> <p>D. It was reported in the Wayne County Mail that Election Day will be a floating holiday for town employees. The library will be open on Election Day.</p>	<p>Sheryl</p> <p>Mary</p>
13.	Policy Review	<p>A. Publicity – This was sent as pre-reading. A motion to accept the policy was presented by Maretta Kingsley, seconded by Donna Stalker, and unanimously carried.</p> <p>B. Section 3/Principles: 3.1-3.20 was sent as pre-reading. A motion to accept 3.1 – 3.20 as sent was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried.</p> <p>C. Purchasing – A motion was presented by Dorothy French, seconded by Christine LoTempio, and unanimously carried that Purchasing Policy 6.22 #5 be amended to read that the multiple purchases of items of consumable nature are exempt.</p> <p>Dorothy French will prepare the new copies of the above policies for our notebooks.</p>	<p>Mary</p> <p>Dorothy</p>
14.	Adjournment	The meeting adjourned at 8:41 P.M.	
		Next Meeting: June 12, 2008	

*Transmitted Electronically  
July 11, 2008  
Donna Stalker, Recording Secretary*

Calendar Dates:

Library closed mid-June through mid-September.  
Library closed July 4, 5, 6 for the July 4<sup>th</sup> holiday weekend.

**Walworth-Seely Public Library  
Board of Trustees Meeting Minutes**

APPROVED: 08/14/08

**Thursday, July 10th, 6:00 PM, library program room**

X Burmeister, Tina (Vice Pres)	X Kingsley, Maretta (Corr. Secretary)	X Stalker, Donna (Recording. Secretary)
AB Cala, Jane (Friends President)	AB LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine	X Zingerella, Mary (Library Director)
X French, Dorothy	X Maciuska, Frank (Town Board Rep)	

Agn.	Topic	Discussion	Responsibility
0.	Notes	Executive Session to be held at 6:00 P.M.	
1.	Call Meeting to Order	President Richard Crooks called the meeting to order at 6:00 P.M. A motion was presented by Dorothy French, seconded by Christine LoTempio and unanimously carried that the Board move to Executive Session for the purpose of discussing the Library Director's Performance Appraisal. A motion was presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried to leave Executive Session at 6:34 P.M. President Richard Crooks then called the regular meeting to order at 6:35 P.M.	Richard
2.	Attendance	Tina Burmeister arrived at 6:05. Maretta Kingsley arrived at 6:20. Sheryl was absent as she was on vacation. Frank had to leave at 7:30 to go to work.	Donna
3.	Period for Public Expression	NONE	
4.	Secretary's Report	A motion to accept the minutes of the June meeting was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried.	
5.	Treasurer's Report	A. Monthly Report – A motion to accept the report that Sheryl had sent electronically was presented by Dorothy French, seconded by Maretta Kingsley, and unanimously carried. B. Pay Bills – A motion to pay the bills was presented by Donna Stalker, seconded by Maretta Kingsley, and unanimously carried. C. Auditor's Financial Statement Discrepancy – Sheryl sent a copy of the corrected report prior to the meeting.	Sheryl  Donna/Tina  Sheryl
6.	Director's Reports (on file in the Secretary's Book)	A motion to accept the Library Director's report was presented by Tina Burmeister, seconded by Dorothy French, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: nothing at this time B. Personnel: The Library Director's Performance Appraisal has been completed and the committee will be setting up a time to meet with Mary. C. Nominating: Trustee term expiration dates – As there will be at least one vacancy as of December 31, 2008, this committee has created a letter requesting interested individuals to contact President Crooks. This letter will be placed on the blog, in the newsletter, and in the newspapers.	Donna/Tina Maretta/Dorothy  Ron/Christine  Mary
8.	Friends' Reports (on file in the Secretary's Book)	The Trustees received a letter from President Jane Cala that she was resigning as President of the Friends of the WSPL due to health issues. The Board expressed their regret but also wished Jane well in the future.	Jane
9.	Communications	Maretta will be sending a thank you to Jane Cala for her service to the WSPL and to Kate Chamberlin for the article on the WSPL and Candy	Maretta

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
		Komorowski that was printed in the <u>Wayne County Mail</u> .	
10.	New Space	A. Report from newly-formed committee/next meeting in August – The committees have not met. Frank hopes to have a report for the September meeting.	Frank
11.	Unfinished Business	A. AED machine for town hall – Supervisor Plant is working at the county level to try to obtain an AED machine for the Town Complex. B. 2009 Budget – This was reviewed. Mary has done a thorough job of reporting and has held the line on spending to match the 2008 budget. Final budget approval will be in August once the Town has given information regarding percentage increases for salaries. Additionally, some budget lines are done by formula after the State has made the formula determination. Those line items will then be adjusted accordingly at a later date.	Frank All
12.	New Business	A. A motion was presented by Tina Burmeister, seconded by Ron Wrightstone, and unanimously carried that Mary be authorized to use the debit/bank card to pay for the room at the NYLA Conference in November. B. Dorothy French shared an article from the <u>Wayne County Mail</u> that Kate Chamberlain had written about Candy Komorowski which included information about the WSPL.	Mary
13.	Policy Review	A. Policy Review: Section 3/Principles (pre-reading e-mailed 6/29) 1. Summary of Parts I and II – Motion to approve the changes to was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried. 2. Policies 3.21 – 3.40 – Motion presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried to approve with changes WSPL policy 3.21 “Acceptable Use Policy for Internet Use” and accept NYLA and ALA policies 3.22 - 3.40. and adopt these policies as set forth by NYLA.  Dorothy French will prepare the new pages for the Policy Manuals and will distribute at the August meeting.	Dorothy  Dorothy
14.	Adjournment	The meeting was adjourned by President Crooks at 7:40 P.M.	
		Next Meeting August 14, 2008. There will be an Executive Session at 6:00 P.M.	

*Transmitted Electronically  
July 11, 2008  
Donna Stalker, Recording Secretary*

Calendar Dates:

Library closed Sundays mid June to mid September  
Library closed Saturday, Aug. 23 (Festival in the Park)  
Library Closed: Labor Day Weekend: Aug 31-Sept. 1

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**Thursday, August 14, 6:00 PM, library program room**

X Burmeister, Tina (Vice Pres)	X Kingsley, Maretta (Corr. Secretary)	X Stalker, Donna (Recording. Secretary)
_ Meier, Kitty (Friends Vice Pres.)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine	X Zingerella, Mary (Library Director)
X French, Dorothy	X Maciuska, Frank (Town Board Rep)	

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
0.	Notes	Dorothy French moved, seconded by Christine LoTempio, and unanimously carried to move into Executive Session at 6:00 P.M. Motion by Dorothy French, seconded by Tina Burmeister, and unanimously carried to move out of Executive Session at 6:27 P.M.	
1.	Call Meeting to Order	The meeting was called to order at 6:30 P.M. by President Richard Crooks.	Richard
2.	Attendance	Kitty Meier unable to attend. Sheryl LaDelfa arrived at 6:50 P.M.	Donna
3.	Period for Public Expression	None	
4.	Secretary's Report	The motion to accept the minutes of the July 2008 meeting was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report – The motion to accept this report was presented by Donna Stalker, seconded by Ronald Wrightstone, and unanimously carried. B. Pay Bills – A motion was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried to pay the bills. C. A motion to transfer \$1,000 from the medical line in the budget to the computer related expenses line was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried.	Sheryl  Donna/Tina  Sheryl
6.	Director's Reports (see attached)	A motion to accept the Director's Report was presented by Dorothy French, seconded by Ronald Wrightstone, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: Nothing new at this time. B. Personnel: Marietta reported that the Library Director's 6 month Performance Appraisal had been completed. C. Nominating – Nothing at this time until interviews for the trustee position.	Donna/Tina Maretta/Dorothy  Christine/Ron
8.	Friends' Reports (see attached)	This report was given by Dorothy French in Kitty Meier's absence. The motion to accept this report was presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried.	Kitty
9.	Communications	Thank you notes were received from Liz O'Toole and Frank Maciuska.	Maretta
10.	New Space	A. Update on Meeting in August – The committee will meet on August 27, 2008.	Frank
11.	Unfinished Business	A. AED machine update – Supervisor Plant continues his efforts to secure funding for an AED machine for the Town Complex. However, funding at this time looks very uncertain. B. Budget – Richard and Mary will meet with Supervisor Plant for the initial presentation and budget explanation on August 19, 2008. C. Senior Project – Mary has been informed of the Senior Project for Wayne Central School. She is in the process of working with Tracy DonVito, Project Coordinator, to determine needs and how the	Frank  Richard/Mary  Donna/Mary

Agn.	Topic	Discussion	Responsibility
		WSPL can be of assistance to our students.	
12.	New Business	<p>A. Board President Discussion Topics – Training of Trustees was the President’s topic for discussion. A motion was presented by Maretta Kingsley, seconded by Dorothy French, and unanimously carried that on the Orientation Page (4.10) of the Trustee Manual, the following be added: “Training sessions for Trustees are available and attendance is encouraged.” Dorothy French will add this to the Orientation Page 4.10 and provide a copy to Trustees.</p> <p>B. Oct 15<sup>th</sup> PLS Annual Dinner in Canandaigua – Mary invited the Board but Trustees will be unable to attend as that is the previously determined date for the Board of Trustees meeting with the Staff.</p> <p>C. Trustee Workshops scheduled for Saturday, October 25<sup>th</sup>, in Geneseo or Saturday, November 15<sup>th</sup>, in Newark. The date for the Newark session was added to personal calendars.</p> <p>D. Paychex to do payroll – Sheryl LaDelfa and Mary Zingerella have been in contact with Paychex. The offer was discussed and the benefits/advantages were very positive. A motion to contract with Paychex to process the WSPL payroll was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried.</p>	<p>Richard All</p> <p>Dorothy</p> <p>Mary</p>
15.	Policy Review	None	Dorothy
16.	Adjournment	The meeting adjourned at 7:49 P.M.	
		Next Meeting September 11, 2008	

*Transmitted Electronically  
August 16, 2008  
Donna Stalker, Recording Secretary*

Calendar Dates:

Library closed Sundays mid June to mid September  
 Closed Sat., Aug. 23: Festival in the Park  
 Closed Sat. Aug. 30 through Mon., Sept. 1: Labor Day Weekend  
 Sunday hours (1-3pm) resume on Sept. 7<sup>th</sup>.

**Walworth-Seely Public Library**  
**Board of Trustees Meeting Minutes**  
**Thursday, September 11th, 6:00 PM, Town Complex Meeting Room**

X Burmeister, Tina (Vice Pres)	X Kingsley, Maretta (Corr. Secretary)	X Stalker, Donna (Recording. Secretary)
AB Meier, Kitty (Friends Vice Pres)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine	X Zingerella, Mary (Library Director)
X French, Dorothy	X Maciuska, Frank (Town Board Rep)	

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
0.	Notes	<p>Executive Session: A motion to move to Executive Session at 6:00 PM was presented by Dorothy French, seconded by Ronald Wrightstone, and unanimously carried. The purpose of the Executive Session was pe discussion of the Treasurer's salary.. The motion to adjourn the Executive Session at 6:20 PM was presented by Ronald Wrightstone, seconded by Christine LoTempio, and unanimously carried.</p> <p>The meeting was moved from the Program room to the workroom as there was a youth program planned for the Prpgram room. The workroom was too crowded so the meeting moved to the Town Complex Meeting Room.</p>	
1.	Call Meeting to Order	The meeting was called to order at 6:30 PM by President Richard Crooks.	Richard
2.	Attendance	Three individuals interested in the Trustee position for 2009-2013 were in attendance. They were Brenda Blejwas, Mark Harrison, and Lou Villanova. Kitty Meier was unable to attend.	Donna
3.	Period for Public Expression	Introductions of Board candidates were made. Candidates were welcomed by President Crooks. All expressed pleasure to have been invited.	
4.	Secretary's Report	The motion to accept the Secretary's report was presented by Tina Burmeister, seconded by Maretta Kingsley, and unanimously carried.	Donna
5.	Treasurer's Report	<p>A. Monthly Report – The motion to accept the Treasurer's report was presented by Donna Stalker, seconded by Dorothy French, and unanimously carried.</p> <p>B. Pay Bills – The motion to pay the bills was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried.</p> <p>C. A motion to move \$1,000 from the medical insurance line to the reading program line was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried. This was done to cover the expense of a special program for teens originally the Director had hoped to be covered by a grant that did not come through.</p>	Sheryl  Donna/Tina
6.	Director's Reports (see attached)	<p>Additional topics of discussion included the problem with the book drop being jammed and/or the book drop being full. Mary will create a visual to demonstrate the procedure for using the drop that will then be made into a quality sign to be displayed by the book drop. Frank has offered to pave the way to get the sign installed on the side of the building.</p> <p>Mary has designed an aggressive, interesting, and informative program schedule for the fall. There are numerous programs offered for all ages.</p>	Mary Frank  Mary

Agn.	Topic	Discussion	Responsibility
		<p>Mary will create a display for Breast Cancer Awareness Month in October.</p> <p>Discussion of possible ideas for programs for teens brought forth ideas that Mary is going to further investigate. She and Liz have several ideas to pursue. Some of the discussion involved the busing of students from both Gananda and Wayne Central. Frank will have this idea brought before the Tri-Board meeting for the fall. (The Tri-Board meeting is a combined meeting of the Town Boards of Walworth and Ontario and the Wayne Central School Board.)</p> <p>Motion to accept the Director's Report was presented by Dorothy French, seconded by Christine LoTempio, and unanimously carried.</p>	<p>Mary</p> <p>Mary</p> <p>Frank</p>
7.	Committee Reports	<p>A. Finance: Nothing to report.</p> <p>B. Personnel: The committee is working on a new survey for the staff that more closely matches items on the performance appraisal form for the Library Director.</p> <p>C. Nominating: New Trustee Interviews scheduled for Oct 4<sup>th</sup> at 10am</p>	<p>Donna/Tina Maretta/Dorothy</p> <p>Ron/Christine</p>
8.	Friends' Reports (see attached)	<p>The Friends took an active role in the Festival in the Park with their float and book giveaway. The annual Fall Book and Bake Sale is fast approaching and any and all help is appreciated. Set up for the sale is October 8<sup>th</sup> and the sale runs Thursday through Saturday, October 9, 10, and 11. This report was given by Dorothy French in Kitty Meier's absence. The motion to accept this report was presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried.</p>	Kitty
9.	Communications	<p>Copies of thank you notes received by Liz O'Toole, Youth Specialist, were shared.</p>	Maretta
10.	New Space	<p>Frank anticipates a report at our October meeting.</p>	Frank
11.	Unfinished Business	<p>A. AED machine update – Supervisor Plant continues to request funds from Wayne County for this. The County is in the process of budget construction at this time.</p>	Frank
12.	New Business	<p>A. Tutorial – Director Zingerella did an excellent job explaining the different types of libraries. She prepared handouts comparing the types of libraries to make information clear. This presentation is one of several that will be used as continuing education for the Board. Mary will keep track of the hours and add this to her annual report for the state auditors.</p> <p>B. Trustee Workshop scheduled for Sat, Nov 15<sup>th</sup> in Newark.</p>	<p>Mary</p> <p>All</p>
13.	Policy Review	<p>None</p>	Dorothy
14.	Adjournment	<p>President Crooks adjourned the meeting at 7:55 PM.</p>	Richard
		<p>Next Meeting October 9th, 2008</p>	

*Approved Minutes*  
*Transmitted Electronically*  
*October 17, 2008*  
*Donna Stalker, Recording Secretary*

Calendar Dates:

Library now open on Sunday's from 1-3pm

**Walworth-Seely Public Library  
Board of Trustees Meeting Minutes**

Approved 11/13/08

**Thursday, October 9, 2008 6:30 PM held in the library program room**

X Burmeister, Tina (Vice Pres)	X Kingsley, Mareta (Corr. Secretary)	X Stalker, Donna (Recording. Secretary)
AB Meier, Kitty (Friends President)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine	X Zingerella, Mary (Library Director)
X French, Dorothy	X Maciuska, Frank (Town Board Rep)	

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by President Richard Crooks at 6:34 P.M.	Richard
2.	Attendance		Donna
3.	Period for Public Expression	Mike Jacobs had been helping with the Book and Bake Sale and decided to join us for the meeting. He was introduced and welcomed by President Crooks.	
4.	Secretary's Report	The motion to accept the September minutes was presented by Dorothy French, seconded by Ronald Wrightstone, and unanimously carried.	
5.	Treasurer's Report	A. Monthly Report – The motion to accept the Treasurer's Report was presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried. B. Pay Bills – The motion to pay the bills was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried.	Sheryl  Donna/Tina
6.	Director's Reports (see attached)	A. Ronald Wrightstone asked if WSPL had ever applied for the PR grant. Director Zingarella replied that she had and that we have also won grants in the past. B. Donna Stalker praised Liz O'Toole, Youth Services Specialist, and the Walworth Recreation Department for the "Build a Teddy" presented on October 6, 2008. There were many happy children and parents. C. The motion to accept the Director's Report was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: The Finance Committee will meet with Sheryl to work on the Internal Audit for the second half of the year. They will meet at 5:45 P.M. in the program room on November 13, prior to the Board meeting. B. Personnel: Staff meeting scheduled for Oct 22 <sup>nd</sup> at 8 P.M. – Mareta and Dorothy will be working on the staff surveys in hopes of having it prepared in time for the staff meeting. C. Nominating: Update on three candidates/one more scheduled for Oct 25th	Donna/Tina  Maretta/Dorothy  Ron/Christine
8.	Friends' Reports (see attached)	The Friends' Report was given by Dorothy French. The motion to accept the Friends' Report was presented by Donna Stalker, seconded by Mareta Kingsley, and unanimously carried.	Kitty/Dorothy
9.	Communications	NONE	Maretta
10.	New Space	Update on meeting from Sept – Tom Yale will be working on writing the RFP (Request for Proposal) and hope to have this phase completed by the end of October. "The purpose of this RFP is to identify an architectural firm to assist in the preparation of preliminary conceptual documents, budgets, and presentation materials to assist the Town in its	Frank

Agn.	Topic	Discussion	Responsibility
		pursuit of their needs.” Quoted from a memo from Suzi Hawkins-Mance.	
11.	Unfinished Business	A. AED machine update – There is no funding at the County level. Additionally, state mandates would require additional trainings at significant expense. As the ambulance is housed a mile from the Town Complex, the Town Board feels this would be close to a duplication of services and does not want to enter into this expense at this time.	Frank
12.	New Business	<p>A. Declare equipment surplus – The motion to authorize Mary Zingerella to offer surplus equipment for bid was presented by Tina Burmeister, seconded by Maretta Kingsley, and unanimously carried.</p> <p>B. Increases in tax levies - A discussion was begun concerning requesting additional funding through the school tax levy. This was tabled until the next meeting. Additionally, it was discussed to add a line item on the 2010 budget for the tax levy as a receipt and a line item on the expense side to show how it is used.</p> <p>C. The shelves in the cage area are hazardous and need to be secured. Mary is to notify building maintenance so this can be addressed.</p> <p>D. There was some discussion about the money we thought was protected in a capital reserve fund for library expansion. There was also discussion about our having this money. Both Mary and Frank indicated we were told years ago that we had to start saving for library expansion and that's why we put this money in a capital reserve fund.</p>	<p>Mary</p> <p>Mary/Sheryl</p> <p>Mary</p>
13.	Policy Review	<p>A. 6.1 - 6.9: Operations-General, Circulation and Collection Development policies (scheduled review) - The motion to accept the changes under Operations-General, as sent in the pre-reading, was presented by Maretta Kingsley, seconded by Dorothy French, and unanimously carried. There were no changes in the Circulation and Collection sections. <b>Trustees are to mark in their own Policy Manuals the date that shows these two policies were reviewed and accepted.</b> Dorothy will prepare new copies of the Operations-General section.</p> <p>6.22 - 6.29: Purchasing, Gen. Municipal Law, Use of Debit Card, and Internal Audit There were no changes. The motion to accept this section of the Policy Manual was presented by Maretta Kingley, seconded by Donna Stalker, and unanimously carried. <b>Trustees are to mark in their own Policy Manuals the date that shows these policies were reviewed and accepted.</b></p> <p>4.8 Yearly Calendar of Agenda and Items D from Table of Contents section: Review Schedule by Year and Month - The motion to accept this section was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried. Dorothy will prepare new copies for this section</p>	<p>Dorothy</p> <p>Trustees Dorothy</p> <p>Trustees</p> <p>Dorothy</p>
14.	Adjournment	The meeting was adjourned by President Crooks at 7:43 P.M.	
		Next Meeting November 13, 2008	

*Transmitted Electronically  
Donna Stalker, Recording Secretary  
October 17, 2008*

Calendar Dates: Book/Bake Sale – Oct 9-11<sup>th</sup>; Staff Meeting – Oct 22<sup>nd</sup>; Trustee Workshop – Nov 15<sup>th</sup>

**Walworth-Seely Public Library**  
**Board of Trustees Meeting Minutes**  
**Thursday, November 13th, 6:30 PM, Library Room**

Approved  
12/11/08

X Burmeister, Tina (Vice Pres)	X Kingsley, Maretta (Corr. Secretary)	X Stalker, Donna (Recording. Secretary)
AB Meier, Kitty (Friends Vice Pres)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
AB Crooks, Richard (Pres.)	X LoTempio, Christine	X Zingerella, Mary (Library Director)
X French, Dorothy	X Maciuska, Frank (Town Board Rep)	

Agn.	Topic	Discussion	Responsibility
0.	Notes	Thanks to Maretta for bringing the delicious dessert.	
1.	Call Meeting to Order	The meeting was called to order at 6:33 pm by Vice-President Tina Burmeister.	Tina
2.	Attendance	Richard was out of town visiting his daughter in Iowa. Mark Harrison attended and Liz O'Toole joined in at 7:45 pm.	Donna
3.	Period for Public Expression	No additional people were in attendance.	
4.	Secretary's Report	The motion to accept the Secretary's report with changes for the October 9 <sup>th</sup> and November 1 <sup>st</sup> minutes was presented by Dorothy French, seconded by Maretta Kingsley, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report – The motion to accept the Treasurer's report was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried. B. Pay Bills – The motion to pay the bills was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried.	Sheryl Donna/Tina
6.	Director's Reports (see attached)	Library Advocacy Rally in Albany on Nov 18 <sup>th</sup> that Mary & Liz are planning to attend. Trustees are invited. Governor's cuts are at a higher level than those for other areas/departments which would set us back to 1998 levels. The mileage incurred must come from the trustee account.  The NYLA conference went well. Mary attended the Time Management Seminar – for next review include staffing responsibility changes.  Motion to accept the Director's Report was presented by Donna Stalker, seconded by Ron Wrightstone, and unanimously carried.	Mary  Mary
7.	Committee Reports	A. Finance: The July interim audit was successfully completed. B. Personnel: 1. Board/Staff Meeting- staff suggested meetings not needed with board, one staff member will try to attend each meeting, 2. Staff survey – Dorothy has been totaling them 3. Performance Appraisal – meeting scheduled for Nov 20 <sup>th</sup> at 6:30pm. Mary will post executive session. C. Nominating: New trustees have been nominated and Richard's term has been extended for five years. Frank is taking this information to the Town Board. Officers are slated for next year.	Donna/Tina Dorothy  Christine/Ron
8.	Friends' Reports (see attached)	This report was given by Dorothy French in Kitty Meier's absence. The motion to accept this report was presented by Donna Stalker, seconded by Maretta Kingsley, and unanimously carried.	Dorothy
9.	Communications	Email of thanks was sent to Kate Chamberlin for her most recent article in the Wayne County Mail about the library.	Maretta
10.	New Space	RFP is out and will be brought to the Town Board, then sent out.	Frank

Agn.	Topic	Discussion	Responsibility
		<p>Smaller committee will be looking at responses and make recommendations to full committee.</p> <p>Frank recommends that the Library Board should begin to communicate to the public about library expansion well in advance of any architect selection. Plan how to make this successful. There are many in public who are opposed. Need to wage a campaign to get more folks on the side of the new library. To be discussed more at January meeting.</p>	
11.	Unfinished Business	<p>A. 2009 Town Budget Status – passed, payroll decreased from 4 to 3%.</p> <p>B. School Tax Levies – letters sent to Gananda &amp; Wayne. Received the \$6,000 from Gananda. Mary will send reminder to Wayne Central for their \$5,000. Discussion on increasing tax levy will be at the Jan. Library Board meeting.</p> <p>C. November 15<sup>th</sup> Trustee Workshop – attending are Richard, Tina, and Ron.</p>	<p>Frank Mary</p> <p>Tina</p>
12.	New Business	<p>A. Thank you gifts of appreciation for staff to be presented. Moved by Dorothy French to purchase eleven \$25 gift cards from Wegman’s which will be taken from the Trustee Account, seconded by Ron Wrightstone, and unanimously carried.</p>	Dorothy
13.	Policy Review	<p>A. New Policy – Disaster Plan Motion to accept Disaster Plan as amended was presented by Dorothy French, seconded by Donna Stalker, and unanimously carried.</p> <p>B. Motion by Donna Stalker, seconded by Christine LoTempio, and unanimously carried, to accept as corrected the following policies: “Donations &amp; Gifts, Memorial/Honor Books Donation, Request for Reconsideration of Library Materials, and Use of Equipment.</p>	
14.	Adjournment	<p>Vice President Burmeister adjourned the meeting at 7:50 PM.</p> <p>Next Meeting December 11<sup>th</sup> at 6:30pm</p>	Tina

*Transmitted Electronically  
November 19, 2008  
Christine LoTempio for Donna Stalker, Recording Secretary*

Calendar Dates:

Nov 26<sup>th</sup> – Library closing at 3 pm

Nov 27<sup>th</sup> – Library closed for Thanksgiving Day

**Walworth-Seely Public Library**  
**Board of Trustees Meeting Minutes**  
**Thursday, December 11<sup>th</sup>, 6:30 PM, library**

APPROVED:  
January 8, 2009

X Burmeister, Tina (Vice Pres)	X LaDelfa, Sheryl (Treasurer)	AB Stalker, Donna (Recording. Secretary)
AB Meier, Kitty (Friends President)	X LoTempio, Christine (Corr. Sec)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	AB Maciuska, Frank (Town Board Rep)	X Zingerella, Mary (Library Director)
X French, Dorothy		

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
0.	Notes		
1.	Call Meeting to Order	President Richard Crooks called the meeting to order at 6:30 pm.	Richard
2.	Attendance	Donna Stalker, Kitty Meier, and Frank Maciuska were not able to attend. Brenda Blejwas and Mark Harrison were in attendance. Jane Cala showed up at 6:37 pm.	Donna
3.	Period for Public Expression	Richard Crooks welcomed the new trustees to the meeting, Brenda Blejwas and Mark Harrison, and thanked them for coming.	
4.	Secretary's Report	The motion to accept the Secretary's report for the 11/13/08 minutes was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried. The 11/20/08 minutes were presented by Ron Wrightstone, seconded by Christine LoTempio, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report – Richard gave Sheryl her Wegman's gift card on behalf of the board. Richard & Dorothy gave the other library employees their gift cards at their Dec 4 <sup>th</sup> staff meeting. The motion to accept the Treasurer's report was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried. B. Pay Bills – Once Tina Burmeister reviewed the bills, a motion was made by her to pay the bills, seconded by Christine LoTempio, and unanimously carried. C. Tax levies have been received from Wayne & Gananda Central School Districts. Mary has requested the board look at increasing the levies for Wayne Central since the Ontario Library has asked for \$10,000. This will be discussed further at the January board meeting. D. Authorize transfers to pay bills arriving between December board meeting and end of year close-out of books – a motion was presented by Tina Burmeister that the board will approve the finance committee to finalize the bills to be paid for December, seconded by Ron Wrightstone and unanimously carried.	Sheryl  Donna/Tina  Mary/Sheryl (Jan agenda)  Sheryl
6.	Director's Reports	See attached. Mary would like to have 2 computers, 3 keyboards, and 2 monitors declared surplus since they are unusable. Dorothy French made the motion to have these items declared surplus, seconded by Christine LoTempio, and unanimously carried. Mary commented that the library monies have been restored due to the successful advocacy in Albany last month. Motion to accept the Director's report was presented by Tina Burmeister, seconded by Ron Wrightstone, and unanimously carried.	Mary
7.	Committee Reports	A. Finance – nothing to report B. Personnel – Dorothy reported she & Richard reviewed Mary's P.A.with her on Dec 8 <sup>th</sup> and requested her to submit three management related goals by Jan 8 <sup>th</sup> . Approval signatures will be done at that time. Dorothy noted that 8 out of 9 staff surveys were	Donna/Tina Dorothy

Agn.	Topic	Discussion	Responsibility
		<p>returned.</p> <p>C. Nominating – a motion was made by Dorothy French to present the slate of officers at the December meeting instead of January with the elections to be done in December, seconded by Tina Burmeister, and unanimously carried. Officers for 2009 will be Richard Crooks, president; Tina Burmeister, vice-president; Donna Stalker, recording secretary; and Christine LoTempio, corresponding secretary.</p> <p>Slates of officers – a motion was presented by Ron Wrightstone to accept these elections, seconded by Dorothy French, and unanimously carried. The committee positions will be looked at by Richard Crooks and decision made prior to January 1<sup>st</sup>.</p>	Ron/Christine
8.	Friends' Reports	<p>See attached.</p> <p>Reported by Dorothy French on behalf of Kitty. The board presented Dorothy with a Friends of the Library flag &amp; holder for her 10 years served on the board.</p>	Kitty
9.	Communications	<p>A thank you card was received from Mary Zingeralla &amp; Linda Heberger for the Wegman's gift cards. Jason Good sent Mrs. O'Toole a thank you card for the library overnight in November. Dorothy sent a sympathy card to the Leahy family on the death of her husband. Richard mentioned he received several verbal thanks for the gift cards as well.</p>	Christine
10.	New Space	<p>A. Update on meeting from November – The Request for Proposals (RFP) went out last month. The next meeting is scheduled in January and they will hope to narrow down to three RFP's.</p>	Tina
11.	Unfinished Business	<p>A. Book drop outdoor sign – waiting for Frank to get back with Mary regarding a better sign than the pink paper on the inside.</p> <p>B. Trustee Workshop feedback – There was a lot of legal information. Showed that it's best to work as a team to avoid conflicts. More libraries should be taking advantage of the tax levies through the school as sources of income. We ranked somewhere in the middle. More trustees should work on attending these seminars to keep them current.</p>	Mary/Frank Tina
12.	New Business	<p>A. Gift for Maretta for her 2 years of service – Dorothy French made a motion to purchase a \$25 gift card from Border's to be given to Maretta for her time on the board with money to come from the Trustee account, seconded by Christine LoTempio, and unanimously carried. Tina will work on getting that for her &amp; also a card. Mary will be getting Maretta's new address.</p> <p>B. Appoint treasurer for 2009 – a motion was made by Richard Crooks to re-appoint Sheryl LaDelfa as the treasurer for next year, seconded by Dorothy French, and unanimously carried.</p> <p>C. Approval of employee's base salaries &amp; 2009 amount they will earn – it was suggested that additional columns be added to the sheet such as date of hire, title, hours work in a week. Mary will make revisions. Trustees agreed to re-look these amounts at a later date. Tina Burmeister made a motion that the base salaries be approved for 2009, seconded by Dorothy French, and unanimously carried.</p> <p>D. January welcoming event for town board members &amp; dept heads – Because of the conflict with the meeting nights, there will not be a welcoming event.</p>	All Tina Mary Trustees/Mary
13.	Policy Review	<p>A. Disaster Plan</p> <p>B. 5.43-44: Library Director PA</p> <p>C.4.8: Yearly calendar of agenda items</p>	Dorothy

Agn.	Topic	Discussion	Responsibility
		D.2.1-8: ByLaws E.6.29: Internal Audit F.5.48-50: Treasurer's PA G. Volunteers H. Addenda:  A motion was made by Tina Burmeister to accept all policies as corrected, seconded by Ron Wrightstone, and unanimously carried.	Mary
14.	Adjournment	Ron will not be attending the January meeting due to surgery being done on his hip. We all wished him well and hope to see him in February. President Crooks adjourned the meeting at 8:01 pm.	
		Next Meeting January 8 <sup>th</sup> , 2009	

*Transmitted Electronically*  
*By Christine LoTempio*  
 12/16/08

Calendar Dates:

- 12/24: Library closing at 3pm for Christmas Eve
- 12/25: Library closed Christmas Day
- 12/31: Library closing at 3pm for New Year's Eve
- 1/1: Library closed for New Year's Day