

Walworth-Seely Public Library
Meeting Agenda: Board of Trustees
Thursday, January 8, 2009, 6:30 PM, library program room

X Blejwas, Brenda	X Harrison, Mark	X Stalker, Donna (Recording. Secretary)
X Burmeister, Tina (Vice Pres)	AB LaDelfa, Sheryl (Treasurer)	AB Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine (Corr. Sec'y)	X Zingerella, Mary (Library Director)
X French, Dorothy (Friends liaison)	X Maciuska, Frank (Town Board Rep)	

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order at 6:30 P.M. by President Crooks. Richard welcomed Brenda and Mark to their first official meeting as Trustees.	Richard
2.	Attendance	Ronald Wrightstone had hip replacement surgery on January 7. Sheryl LaDelfa had a previous commitment. Liz O'Toole joined the meeting shortly after opening.	Donna
3.	Period for Public Expression	NONE	
4.	Secretary's Report	Thanks to Christine for taking the minutes for the December meeting due to Donna's absence. A motion to accept the minutes of the December meeting was presented by Christine LoTempio, seconded by Tina Burmeister, and unanimously carried.	
5.	Treasurer's Report	<p>A. Monthly Report - Questions regarding some of the budget lines were discussed. Mary is to meet with Sheryl to confirm the numbers. A motion to accept both of the Treasurer's Reports with clarifications was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried. Because this report is sent as pre-reading, it was suggested the Trustees contact either Mary or Sheryl with questions prior to the meeting so they can be prepared with answers.</p> <p>B. Pay Bills – The motion to pay the bills was presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried.</p> <p>C. A motion to approve the end of year transfer of funds after clarification by the Treasurer was presented by Tina Burmeister, seconded by Donna Stalker, and carried.</p> <p>D. A motion to authorize the Treasurer to request our outside auditor prepare the 990 tax form was presented by Tina Burmeister, seconded by Brenda Blejwas, and was unanimously carried.</p>	
6.	Director's Reports (see attached)	President Crooks thanked Mary for her very thorough update of the Long Range Plan. Mary asked Trustees to give her input, via e-mail, on the types of statistics they would like reported for 2009. A motion to accept the Director's Report was presented by Christine LoTempio, seconded by Donna Stalker, and unanimously carried.	Mary Trustees
7.	Committee Reports	<p>A. Finance: NONE</p> <p>B. Personnel:</p> <p>(1) Library Director's Appraisal – Mary has submitted her goals for 2009. Those will be e-mailed to Trustees for approval. The Personal Committee will meet with Mary for final discussion and signatures.</p> <p>(2) Treasurer's Appraisal – 2009 goals were received and the draft will be sent to Trustees. Following approval, the Personal Committee will meet with Sheryl for signatures.</p>	Donna/Tina Dorothy

Agn.	Topic	Discussion	Responsibility
		<p>(3) It is recommended by the Personnel Committee that the Trustees follow the Yearly Calendar (Policy Manual 4.8) that states goal setting be done in October.</p> <p>(4) A letter of complaint was sent to Supervisor Plant and Mary regarding the process used when a patron donated books last fall for the book sale. Richard and Dorothy met with Mary and staff members. A letter of closure was sent to the patron and to Supervisor Plant. The Trustees will review the donation form (Policy Manual Ops 6.10). A copy will also be sent to the Friends for consistency. Mary has developed information sheets for staff to use regarding questions about donations.</p> <p>C. Nominating: NONE</p>	Trustees
8.	Friends' Reports (see attached)	The Friends have been saddened by the loss of Sandi Dickman. Sandi provided many volunteer services to our library and will be missed. A letter of memory has been posted outside the library. A motion to accept the Friends Report was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried. Richard will act as liaison to the Friends. Other Trustees are always welcome at their meetings.	Dorothy
9.	Communications	A card was sent to Ronald Wrihstone. President Crooks presented a card to Frank Maciuska, Town Board liaison, on his retirement from Constellation Energy. Thank you cards were received from Dorothy French for her "retirement from the Trustees" gift and from Liz O'Toole for her holiday gift.	Christine
10.	New Space	The deadline for the return of the RFPs (Request For Proposals) is fast approaching. The committee will meet after that.	Frank
11.	Unfinished Business	<p>A. Book Drop outside sign – Frank is continuing to work on this. The first estimate of cost was too prohibitive. He is working on a more cost effective sign.</p> <p>B. Increase in tax levies – Discussion was held concerning the request for additional funds in light of the economy. Mary shared one of the promotional pieces that was used for the last increase; it pointed out the increase in taxes and the value of 100 pennies. Trustees agreed additional money would be used for a part-time young adult/teen specialist and programming for all ages. We will ask for an increase of \$5,000 from each district's ballot. We would receive \$11,000 from Gananda Central School Tax Levy and \$10,000 from Wayne Central School Tax Levy. The Board authorized Mary to inform the Ontario and Macedon Library Directors of our decision. Mary will begin the necessary work for the proposition to appear on the ballots. The motion to increase by \$5,000 our tax levy request to Gananada and Wayne Central Schools was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried.</p>	<p>Frank</p> <p>Trustees</p> <p>Mary</p>
12.	New Business	<p>A. President Crooks has asked Dorothy French to serve in a crossover capacity for a few months transitioning from Trustee to Friends liaison.</p> <p>B. President Crooks made the following Committee appointments: Finance: Mark Harrison and Donna Stalker Personnel: Brenda Blejwas and Ronald Wrightstone Nominations: Tina Burmeister and Christine LoTempio</p>	<p>Richard</p> <p>Richard</p>
13.	Policy Review	A motion to accept the corrections in Section 4 – Trustees as set forth during the meeting was presented by Tina Burmeister, seconded by	Christine

Agn.	Topic	Discussion	Responsibility
		Brenda Blejwas, and unanimously carried. Christine will make the changes and distribute.	
14.	Adjournment	The meeting was adjourned at 7:52 P.M.	
		Next Meeting: February 12, 2009	

*Transmitted Electronically
January 11, 2009
Donna Stalker, recording Secretary*

Calendar Dates:

1/19/09 Library closed (Martin Luther King, Jr. Day)

Walworth-Seely Public Library
Board of Trustees Meeting
Thursday, February 12th, 6:30 PM, library

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order at 6:30 P.M. by President Crooks.	Richard
2.	Attendance	Trustee Wrightstone is recovering from surgery and unable to attend. Tina Burmeister arrived at 6:50 P.M.	Donna
3.	Period for Public Expression	NONE	
4.	Secretary's Report	A motion to accept the minutes as corrected was presented by Christine LoTempio, seconded by Brenda Blejwas, and unanimously carried.	
5.	Treasurer's Report	A. Monthly Report: Sheryl reported that an adjustment was made in the 2008 final report to reflect the addition of December salaries. Also an adjustment was made due to a copying error as well as an error from billing by the Town. The error from the Town bill is now in the correct budget line. A motion to accept the report was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried. B. Pay Bills – A motion to pay the bills was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried. C. NYS Annual Report completed – Mary and Sheryl have completed this report and it has been submitted to the Pioneer Library System. D. NYS Comptroller's Report – The auditors will be gathering the files from Mary and Sheryl in the coming week and prepare the report. E. Sheryl reported that Citizens Bank continues to have the best interest rates available.	Sheryl Donna/Mark Mary/Sheryl Sheryl
6.	Director's Reports (see attached)	A motion to accept the Director's Report was presented by Brenda Blejwas, seconded by Christine LoTempio, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: NONE B. Personnel: Mary's six month Performance Appraisal for the second half of 2008 was finalized on February 12, 2009. Motion to accept this report was presented by Donna Stalker, seconded by Brenda Blejwas, and unanimously carried. C. Nominating: NONE	Donna/Mark Ron/Brenda Tina/Christine
8.	Friends' Reports (see attached)	Dorothy French reviewed the report and 2008 goals and accomplishments that were sent via e-mail for prior reading. A motion to accept the Friends Report was presented by Tina Burmeister, seconded by Donna Stalker, and unanimously carried.	Dorothy
9.	Communications	Thank you notes were received from Maretta Kingsley for her gift on her retirement from the Board of Trustees and one from a patron's family for all the library means to them.	Christine
10.	New Space	A. Update on meeting from January - Twelve proposals were received from architectural firms. From those twelve, four have been selected to present to the Space Committee. That committee will then make a recommendation to the Town Board. The Town Board would after	Frank /Tina

Agn.	Topic	Discussion	Responsibility
		<p>deliberation vote to have a permissive referendum. Ultimately the voters of the town would have the final decision on the construction of new space for the library and recreation office space and town meeting rooms. Tina reported that the Board of Trustees will probably be asked to pay for the concept design bill.</p> <p>B. Suzi Mance requests that letters of support for the new library be forwarded electronically to her by February 28, 2009. These letters will benefit the process as she looks for grants to support the building project. smance@townofwalworthny.gov</p>	
11.	Unfinished Business	<p>A. Book drop outdoor sign/receive new estimates – Frank has requested that the sign also have Braille instructions as well as weatherproofing. He hopes to have a figure by the March meeting.</p> <p>B. School Tax Levy Status – The Ontario Library Board has voted to rescind their request for an increase in the Wayne Central School tax levy. After additional discussion it was decided that we would not rescind our request as the original intent to support further programming and a youth/teen specialist is still needed. There was no discussion regarding changing the Gananda School tax levy.</p>	Frank Trustees
12.	New Business	<p>A. Email options – Mark shared ideas about e-mail communications. Distributions lists are being used. He offered to help put our Board minutes as a PDF document on the Town website and/or the Library blog. This will be discussed further at the next meeting.</p>	Mark
13.	Policy Review	<p>A. Section 1- History – A motion to accept the revisions to the History section of the Policy Manual was presented by Christine LoTempio, seconded by Tina Burmeister, and unanimously carried.</p> <p>B. Section 6.10 – Donations/Gifts – This policy was revised to state the Library will not count or value donations. The motion to accept this policy revision was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.</p>	Christine
14.	Adjournment	The meeting was adjourned by President Crooks at 8:15 P.M.	
		Next Meeting March 12, 2009	

Transmitted Electronically
February 19, 2009
Donna Stalker, Recording Secretary

Calendar Dates:

2/16/09 – Library Closed due to President's Day

Walworth-Seely Public Library
Minutes of Board of Trustees Meeting
Thursday, March 12th, 6:30 PM, library

X Blejwas, Brenda	X Harrison, Mark	X Stalker, Donna (Recording. Secretary)
AB Burmeister, Tina (Vice Pres)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine (Corr. Sec)	X Zingerella, Mary (Library Director)
X French, Dorothy (Friends Rep.)	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 Crooks at 6:30 P.M. President Crooks congratulated Sheryl on her EMT certification and she was given a round of applause.	Richard
2.	Attendance	The Board was so pleased to have Ronald Wrightstone back after his surgery. Tina Burmeister was unable to attend due to a family commitment. Sheryl left after the Treasurer's Reports.	Donna
3.	Period for Public Expression	None	
4.	Secretary's Report	The motion to accept the minutes as previously sent was presented by Christine LoTempio, seconded by Brenda Blejwas, 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 Mark Harrison, and unanimously carried. B. Pay Bills The motion to pay the bills was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried. C. Year End Audit – All paperwork is in the hands of the auditor. D. Internal random audit with Finance Committee – This will be done prior to the May meeting.	Sheryl Donna/Mark Sheryl/Mary Sheryl/Donna/ Mark
6.	Director's Reports (see attached)	In addition to the report sent as pre-reading, Mary reported on Lobby Day and encouraged Trustees to write to the state legislators to restore funding for libraries in New York State. A motion to accept the Director's Report was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: None B. Personnel: None C. Nominating: None	Donna/Mark Ron/Brenda Tina/Christine
8.	Friends' Reports (see attached)	This report was sent as pre-reading. A motion to accept this Friends' Report was presented by Mark Harrison, seconded by Christine LoTempio, and unanimously carried.	Dorothy
9.	Communications	A thank you was received by the Library Staff for the sleepover, a thank you was sent to Jennifer Morris at PLS, and a congratulations card will be sent to Sheryl.	Christine
10.	New Space	A. Update on meeting from February -Four architectural firms will be making presentations on April 11 from 9-noon. The Board of Trustees and some members of the Friends of WSPL have been invited to attend as observers. There will not be time for comments as this is an informational meeting. Following these presentations the Committee will then meet to make a recommendation to the Town Board.	Frank

Agn.	Topic	Discussion	Responsibility
11.	Unfinished Business	<p>A. Book drop outdoor sign/receive new estimates -A motion to authorize Frank Maciuska to spend up to \$50 and order the sign was presented by Donna Stalker, seconded by Mark Harrison, and was unanimously carried.</p> <p>B. Board minutes converted to PDF file/posted -Frank will get authorization from Supervisor Plant to post the minutes on the Town of Walworth website.</p> <p>C. Item Location Summary -Mark gave an updated item location summary. He was given thanks for his efforts on this project.</p>	<p>Frank</p> <p>Mark/Frank</p> <p>Mark</p>
12.	New Business	<p>A. NYSALB Conference-May 2, 2009 -The Finance Committee presented a resolution that the Treasurer be given prior approval to pay for up to 5 Trustees to attend the annual Trustee Conference in Syracuse. The cost of registration is \$70 per person and mileage not to exceed \$100 – total expenditure from the Trustee Account not to exceed \$450. This resolution received unanimous approval. Trustees need to let Richard know of their intent to attend.</p> <p>B. Trustee “wish list” for new library -Trustees are to complete their list and return it to the library by April 1. Dorothy will collate them prior to the next meeting.</p> <p>C. PLS Dinner /Workshop/Meeting-March 31 – get your reservation to Mary</p>	<p>Richard</p> <p>Trustees</p> <p>Trustees & Dorothy</p> <p>Trustees</p>
13.	Policy Review	<p>A. Section 6.22 – 6.29 (Financials)-The motion to accept the revisions was presented by Christine LoTempio, seconded by Brenda Blejwas, and unanimously carried. Mary was to check on verbiage from State documents and clarify with Christine.</p> <p>Christine distributed the new policy pages from February’s meeting.</p>	<p>Christine</p> <p>Mary</p>
14.	Adjournment	The meeting adjourned at 7:53 P.M.	
		Next Meeting April 9, 2009 -Richard and Donna will not be present. Tina will preside and Brenda will record minutes.	

Transmitted Electronically
March 24, 2009
Donna Stalker, Recording Secretary

Calendar Dates:

3/10/09 – Library Lobby Day in Albany

Walworth-Seely Public Library
Minutes of Board of Trustees Meeting
Thursday, April 9th, 6:30 PM, library

Approved: May 14, 2009

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	Vice President Burmeister called the meeting to order at 6:30P.M.	Tina for Richard
2.	Attendance	Richard Crooks and Donna Stalker were unable to attend due to previously disclosed personal commitments. Sheryl left after the Treasurer's Reports	Brenda for Donna
3.	Period for Public Expression	No members of the public were present. The Board discussed and agreed upon including the Robert's Rules of Order "5 minutes per speaker limit" to future agendas for clarity.	
4.	Secretary's Report	The motion to accept the minutes as previously distributed was presented by Christine LoTempio, seconded by Ronald Wrightstone, and unanimously carried.	
5.	Treasurer's Report	<p>A. Monthly Report: Sheryl thanked the Board for the card sent to congratulate her on earning her EMT certification. Tina raised a question regarding the large operating expense figure for March. It was reported that the copier expense was included in that amount. Sheryl will verify that and report back. She requested that any questions be sent before the meeting so that she can research and respond at the Board meeting. Sheryl recommended that with the drop in interest rates the Board consider moving funds to both 90-day and 180 day CD's to maximize return. After analyzing historical expense data, the motion to move \$200,000 from the Library Operating Account to a 180 day CD was presented by Ronald Wrightstone, seconded by Brenda Blejwas, and unanimously carried. The motion to accept the Treasurer's Report was presented by Christine LoTempio, seconded by Mark Harrison, and unanimously carried.</p> <p>B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Christine LoTempio, and unanimously carried.</p> <p>C. Annual Financial Report: The Annual Financial Report has been completed and forwarded to Jean Johnson (Town of Walworth) for submission to the Comptroller's Office.</p> <p>D. Annual Audit: The audit is moving forward. The deadline is May 15th. The auditors will be meeting with Sheryl in the next couple of weeks. The discussion of the 990 & management letter was moved to this portion of the meeting to facilitate Sheryl's schedule. The management letter (provided by the auditors with the audit) will be discussed in May with the audit.</p>	<p>Sheryl</p> <p>Mark</p> <p>Sheryl</p> <p>Sheryl</p>

Agn.	Topic	Discussion	Responsibility
6.	Director's Reports (See attached)	Mary clarified that the outlet problem included in her report sent as pre-reading was actually a computer problem that was repaired. She presented the Board with copies of a letter describing the free program for developing marketing communications available from the Rochester Ad Council to Wayne County non-profit organizations. The Bullis Fund allows Wayne County non-profits to utilize the Council's other programs at a discounted rate. Mary strongly urged the Board to consider these opportunities. A motion to accept the Director's Report was presented by Christine LoTempio, seconded by Mark Harrison, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: None B. Personnel: None C. Nominating: None	Mark Ron/Brenda Tina/Christine
8.	Friends' Reports (See attached)	This report was sent as pre-reading. Dorothy highlighted that March's Book Sale earned the highest amount ever recorded (records dating from June 2002). The Friends fully anticipate achieving their 2009 fundraising goal of \$5000.	Dorothy
9.	Communications	A congratulatory card was sent to Sheryl. A card was sent to Friends President Kitty Meier reflecting the Board's support as she faces a difficult family situation. A thank you was received from a patron for the opportunity to attend Lobby Day in Albany.	Christine
10.	New Space	A. Update on meeting from March: In Frank's absence, Tina reiterated that the four chosen architectural firms will be making presentations on April 11 from 9-noon. Information regarding these presentations will be available at the next Board meeting.	Frank
11.	Unfinished Business	A. Book drop outdoor sign: The new sign is installed. B. Board minutes converted to PDF file/posted on blog: Mark has begun the process of posting minutes. He is beginning with the most current and working backwards. He requested that the past approved minutes be forwarded to him. The existing technology does not allow him to post directly to the blog. Mark is using a personal server to facilitate this function. Mary reported that PLS is investigating alternative technology. A decision regarding this will be made at the May Pioneer meeting. C. Trustee wish list for new library: Dorothy received and compiled the data provided by the Trustees. Ron questioned Dorothy on the next step for this information. It was agreed that Mary and Dorothy would work together to identify those items that will be required by statute for the new facility and also to prioritize the "wishes". D. NYSALB Conference – May 2, 2009: A motion that a Trustee Emeritus can be approved to attend an event payable from the Trustee account was moved by Ronald Wrightstone, seconded by Christine LoTempio, and unanimously carried. Richard, Ron, Mark, Dorothy and Mary will be attending this conference.	Frank Mark Trustees/ Dorothy Trustees
12.	New Business	A. Tax Levy Support: The board discussed the modest increase and reiterated the use of funds for enhanced programming and a youth/teen specialist. A patron has donated materials to be used to detail the benefits of these enhancements.	Mark/Christine/ Mary
13.	Policy Review	A. Section 6.22 – 6.23 (Financials): Christine moved to accept the policy changes as recommended at the last meeting. This motion was seconded by Mark Harrison and unanimously carried. B. 990 & Management Letter: Detailed in Treasurer's Report-Annual Audit-D (above).	Christine Sheryl

Agn.	Topic	Discussion	Responsibility
14.	Adjournment	Vice President Tina Burmeister adjourned this meeting at 8:06P.M.	
		Next Meeting May 14, 2009	

*Transmitted Electronically
April 20, 2009
Brenda Blejwas, Acting Secretary*

Calendar Dates:

4/12/09 – Library closed for Easter

Walworth-Seely Public Library
Meeting Minutes of Board of Trustees
Thursday, May 14th, 6:30 PM, library

Approved: June 11, 2009

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by President Crooks at 6:30 P.M.	Richard
2.	Attendance	Frank Maciuska was out of town on business.	Donna
3.	Period for Public Expression	None	
4.	Secretary's Report	A motion to accept the minutes of the April meeting was presented by Christine LoTempio, seconded by Mark Harrison, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report: A motion to accept the report was presented by Tina Burmeister, seconded by Mark Harrison, and unanimously carried. B. Pay Bills – A motion to pay the bills was presented by Mark Harrison, seconded by Christine LoTempio, and unanimously carried. C. 990 & Management Letter – Due to new IRS regulations, the auditors have filed for an extension until June 30 to complete the 990 form. Therefore it will be July before we will be able to discuss this at a Trustee meeting. The Finance Committee will meet with Sheryl prior to that meeting to review the 990 and the management letter.	Sheryl Mark Sheryl/Finance Committee
6.	Director's Reports (see attached)	A. Monthly Report: A motion to accept the Director's Report was presented by Christine LoTempio, seconded by Tina Burmeister, and unanimously carried. Mary was unable to update her report as she had some computer glitches. She will resend the report as updated when her computer is working properly. B. Declare 3 computers surplus: A motion to declare 3 computers as surplus and put them up for bid was presented by Christine LoTempio, seconded by Tina Burmesiter, and unanimously carried.	Mary Mary
7.	Committee Reports	A. Finance: A motion was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried to amend the by-laws of 2.5 Article D to state that the Library Director will have the bills ready for review by the Finance Committee by the Friday before the Trustee meeting. Further discussion focused on streamlining library operations allowing the Library Director to spend more time working on the library's vision and future programming. Additionally the Trustees need to review the types of reports we have asked Mary to generate to see what we want her to continue to do and/or delete. This should be done before the June meeting. The Library Director and the Treasurer will meet to discuss communications and procedures around payroll and finance. Mark Harrison has volunteered to assist with streamlining and automating library procedures by working on a spreadsheet for tracking	Finance Comm. Trustees Mary/Sheryl Mark

Agn.	Topic	Discussion	Responsibility
		<p>magazine and newspaper renewals.</p> <p>B. Personnel: A motion to authorize the Library Director to create a job description for a youth services/adult programming specialist and/or assistant director position was presented by Ronald Wrightstone, seconded by Mark Harrison, and unanimously carried.</p> <p>C. Nominating: nothing to report</p>	
8.	Friends' Reports (see Attached)	The motion to accept the Friends' Report was presented by Christine LoTempio, seconded by Brenda Blejwas, and unanimously carried.	Dorothy
9.	Communications	A graduation card was sent to Melanie Hamel on her graduation from college and her degree in Library Science. A thank you was presented to Allison Hosier for her work on the tax levy promotional materials. The Board wished her well in her library/communication science studies this fall at the University of Albany.	Christine
10.	New Space	A. Update on meeting from April – There was nothing to report as there has not been a meeting since the architect presentations. Tina was given a copy of the “wish list” to have for the committee when they want our input.	Tina
11.	Unfinished Business	<p>A. NYSALB Conference – Dorothy, Mark, Ron, and Richard attended. They felt that it was a very informative day. The sessions were, for the most part, practical, thought-provoking, and well presented. All thanked the Board for the opportunity to attend.</p> <p>B. Trustee wish list for new library – Copies were sent as pre-reading. A copy of this list will be added into the secretary's book.</p> <p>C. Location Statistics Summary - Thanks to Mark Harrison for working with Mary to complete this summary. It is a valuable resource for the Trustees.</p>	<p>Richard/Ron</p> <p>Mary/Dorothy</p> <p>Mark/Mary</p>
12.	New Business	NONE	
13.	Policy Review	<p>A. Section 6.17 – 6.21 (Operations) – The Trustees are to add this meeting date to pages 6.17 and 6.20 as there were no changes.</p> <p>B. Calendar – 4.8</p> <p>The motion to accept the revisions to Section 6.18, 6.19, and 4.8 was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried.</p>	Christine Trustees
14.	Adjournment	The meeting adjourned at 8:20 P.M.	
		Next Meeting June 11, 2009 The Finance Committee will meet with the Treasurer at 5:45 P.M. to perform the random internal audit and will report at the next meeting.	Sheryl/Finance Committee

Transmitted Electronically
Donna Stalker, Recording Secretary
May 19, 2009

Calendar Dates:

5/23/09-5/25/09 – Library closed for Memorial Day

Walworth-Seely Public Library
Board of Trustees Minutes
Thursday, June 11th, 6:30 PM, library

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

Agm.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order at 6:33 P.M. by President Crooks.	Richard
2.	Attendance	Tina Burmeister was unable to attend due to a commitment with her family.	Donna
3.	Period for Public Expression	NONE	
4.	Secretary's Report	A motion to accept the minutes of the May meeting was presented by Christine LoTempio, seconded by Brenda Blejwas, and unanimously carried.	Donna
5.	Treasurer's Report	<p>A. Monthly Report: The motion to accept the Treasurer's Report was presented by Mark Harrison, seconded by Ron Wrightstone, and unanimously carried.</p> <p>B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Christine LoTempio, and unanimously carried.</p> <p>C. Audited Financial Statements: The motion to accept the Financial Statement as prepared by the auditors was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried. The Management letter from the auditors detailing two changes they would like to see was discussed. The first item was already in place and Sheryl will share with them the Policy Manual's specific information. The second item concerned consistent procedures for daily receipts and their deposits. Sheryl will work with Mary to prepare the procedure and present a policy for the manual.</p>	<p>Sheryl</p> <p>Mark</p> <p>Sheryl/Finance Committee</p> <p>Sheryl/Mary</p>
6.	Director's Report (see attached)	<p>A. Monthly Report: The motion to accept the Director's Report was presented by Christine LoTempio, seconded by Brenda Blejwas, and unanimously carried.</p> <p>B. Hourly rate for new clerks: Two of our clerks will be leaving us this summer/fall. New clerks will need to be hired to replace those hours. A motion to authorize Mary to hire two clerks at \$9.00 per hour was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.</p>	<p>Mary</p> <p>Mary</p>
7.	Committee Reports	A. Finance: Random Internal Audit: The random internal audit was performed for March 2009. The Finance Committee found the books to be in order. One check for \$50 needed a check number for	Sheryl

Agn.	Topic	Discussion	Responsibility
		verification. The motion to accept this audit contingent on the verification of the \$50 check was presented by Christine LoTempio, seconded by Brenda Blejwas, and unanimously carried. B. Personnel: Discussion concerning creating a salary schedule was held. The Personnel Committee will work on this and present it to the Board at the next meeting. C. Nominating: NONE	Personnel
8.	Friends' Reports (see attached)	The motion to accept the Friends' Report was presented by Mark Harrison, seconded by Donna Stalker, and unanimously carried.	Dorothy
9.	Communications	A get well card was sent to Suzi Hawkins-Mance. Liz O'Toole shared a thank you that was sent to her for her children's programs. seconded by Mark Harrison, and unanimously carried.	Christine
10.	New Space	A. Current status of the Town Complex Study Group: The committee will meet on June 17 to discuss the previous presentations and determine the next steps in the process.	Richard for Tina
11.	Unfinished Business	A. Review of reports generated by the director: Mary will continue to share the reports she has been doing. Location reports will now be done quarterly as well as a report on trends/statistics that might be of interest. B. New Positions: Mary will meet with the Personnel Committee to determine next steps in the process of adding additional staff. Following that meeting, the Personnel Committee will meet with the Finance Committee to insure that this will be covered by the present budget.	Mary Mary/ Personnel Committee and Finance Committee
12.	New Business	A. Gates Foundation grant program – The application has been sent in.	Mary
13.	Policy Review	NONE	
14.	Adjournment	The meeting was adjourned at 8:23 P.M. by President Crooks.	
		Next Meeting July 9, 2009	

Transmitted Electronically
Donna Stalker, Recording Secretary
June 12, 2009
Approved Minutes Transmitted July 12, 2009

Calendar Dates:

Library closed Sundays mid June to mid September

Walworth-Seely Public Library
Minutes of Board of Trustees Meeting
Thursday, July 9th, 6:30 PM, library

Approved: August 13, 2009

AB Blejwas, Brenda	X Harrison, Mark	X Stalker, Donna (Recording. Secretary)
AB Burmeister, Tina (Vice Pres)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine (Corr. Sec)	X Zingerella, Mary (Library Director)
X French, Dorothy (Friends Rep.)	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 Crooks at 6:30 P.M.	Richard
2.	Attendance	Brenda Blejwas and Tina Burmeister were on vacation.	Donna
3.	Period for Public Expression	Richard Crooks shared photos of the new county library for Macon County, North Carolina. The photos gave many ideas that we could use as we plan for a new library.	
4.	Secretary's Report	The motion to accept the minutes of the June meeting was presented by Christine LoTempio, seconded by Ronald Wrightstone, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report: The motion to accept the Operating and Trustees Account reports was presented by Christine LoTempio, seconded by Mark Harrison, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Christine LoTempio, and unanimously carried. C. Audited Financial Statement – procedural changes report: Mary and Sheryl discussed the auditors' request for more consistent reconciliation of income. Mary will be investigating a new cash register that will keep track of types of transactions. She will report at the August meeting. D. Random Audit clarification: The \$50 discrepancy found as a debit was from a patron's check that had been returned for insufficient funds. The \$50 was credited back to the account the following month.	Sheryl Mark Sheryl/Mary Sheryl
6.	Director's Reports (see attached)	A. Monthly Report: The motion to accept the Director's Report was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: Report will be given under Old Business B. Personnel: Report will be given under Old Business C. Nominating:	Finance Comm. Personnel Comm.
8.	Friends' Reports (see attached)	The motion to accept the Friends' Report was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried.	Dorothy
9.	Communications	A copy of thank yous to Liz O'Toole from Freewill School librarian and students was shared. Christine sent a thinking of you card to Steve and Marlene Hall. Cards will be sent to Melanie and Allison before they leave for their new endeavors.	Christine
10.	New Space	A. Current status of the Town Complex Study Group: The last meeting was not held as there was not a quorum. The next meeting is scheduled for August.	Frank

Agn.	Topic	Discussion	Responsibility
11.	Unfinished Business	<p>A. New Position – Personnel Committee Report: Brenda, Ronald, Richard, and Mary met to discuss adding additional hours for an administrative assistant. They also discussed establishing a step scale/ladder for employee compensation. They will meet again prior to the August meeting to work on this. They recommended that additional hours be given if the budget could sustain the position for the remainder of this year.</p> <p>B. New Positions – Finance Committee Report: Mark, Richard, Mary, and Donna met to discuss the feasibility of adding additional clerk hours to support an administrative assistant and to discuss employee compensation. These items will be added to the 2010 budget.</p> <p>A motion to approve an additional 15 clerk hours, effective immediately, to assist with behind the scenes administrative tasks as assigned at the discretion of the Library Director was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.</p>	<p>Ron</p> <p>Mark/Donna</p>
12.	New Business	A grant has been received for a free camcorder when purchasing one. A motion to allow Mary to use the credit card to purchase a camcorder and receive one for free under the Buy One Get One Free offer was presented by Mark Harrison, seconded by Christine LoTempio, and unanimously carried.	Mary
13.	Policy Review	Policy 6.46 #7 The motion to add #7 to 6.46 stating “There will be a \$20 charge per check for checks that are dishonored by the bank. Until this fee is paid the patron’s record will be barred from use.” was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.	Christine
14.	Adjournment	President Crooks adjourned the meeting at 8:15 P.M.	
		Next Meeting August 13, 2009	

Transmitted Electronically
August 17, 2009
Donna Stalker, Recording Secretary

Calendar Dates:

Library closed Sundays mid June to mid September

Walworth-Seely Public Library
Minutes of the Board of Trustees Meeting
Thursday, August 13th, 6:30 PM, library

Approved: Sept. 9, 2009

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order at 6:28 P.M. by President Crooks.	Richard
2.	Attendance	Sheryl LaDelfa and Frank Maciuska are out of town.	Donna
3.	Period for Public Expression	NONE	
4.	Secretary's Report	The motion to accept the minutes of the July meeting was presented by Christine LoTempio, seconded by Tina Burmeister, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report: The approval of this report will be tabled until September as there was a question for the Treasurer. Mark Harrison will forward the question to her. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried.	Trustees Mark
6.	Director's Reports (see attached)	A. Monthly Report: Two clerks have been hired: Beth Milford and Julie Amesbury. Mary informed us that David Lukasik, a page, will be leaving. The newsletter will be out shortly. The motion to accept the Library Director's report was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried. B. 2010 Budget: The motion to accept the budget as revised on August 13, 2009 was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried.	Mary Mary
7.	Committee Reports	A. Finance: None B. Personnel: This committee is meeting next week. C. Nominating: None	Finance Personnel Nominating
8.	Friends' Reports (see attached)	The motion to accept the report was presented by Donna Stalker, seconded by Christine LoTempio, and unanimously carried.	Dorothy
9.	Communications	Cards were sent to Melanie and Alison.	Christine
10.	New Space	A. Current status of the Town Complex Study Group – The committee has not met.	Tina for Frank
11.	Unfinished Business	A. New Cash Register – This has not been done. Mary will work on this before the next meeting. B. Step Scale/Ladder for employee compensation – A motion to table this discussion was presented by Mark Harrison, seconded by Donna Stalker, and unanimously carried.	Mary Trustees/Mary
12.	New Business	All new business dealt with policy. A. Policy 5.4H: Medical Benefit: The library will offer health insurance	Trustees/Mary

Agn.	Topic	Discussion	Responsibility
		<p>to permanently appointed employees. Full time (40 hours per week) employees will pay 20% and the library will pay 80% of the premium cost. Part time (20-39 hours) employees will pay 50% and the library will pay 50% of the premium cost. Dental and Vision insurance is offered at 100% cost to the employee. The motion to approve this policy was presented by Tina Burmeister, seconded by Christine LoTempio, and carried.</p> <p>B. A motion to establish starting pay for pages as minimum wage was presented by Brenda Blejwas, seconded by Tina Burmeister, and unanimously carried.</p> <p>C. A motion was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried to add a map of the Pioneer Library System to the addendum portion of the Policy Manual.</p> <p>D. A motion presented by Brenda Blejwas, seconded by Mark Harrison, and unanimously carried to add the Households in Walworth information sheet to the History section of the Policy Manual.</p>	
13.	Policy Review	A. Section 6.30 – 6.36 The only change was made on 6.31, the Conference Form. The motion to accept this revision was presented by Brenda Blejwas, seconded by Mark Harrison, and unanimously carried.	Christine
14.	Adjournment	The meeting was adjourned at 8:30 P.M.	
		Next Meeting September 10, 2009	

Transmitted Electronically
Donna Stalker, Recording Secretary
August 17, 2009

Calendar Dates:

Library closed Sundays mid June to mid September

Library closed Labor Day Weekend – Saturday, September 5 – Monday September 7

Walworth-Seely Public Library
Minutes of Board of Trustees Meeting
Wednesday, September 9th, 7:00 PM, library

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

Agn.	Topic	Discussion	Responsibility
0.	Notes	This meeting date and time were changed so that Trustees and the Library Director could attend the Town Board budget work session on Thursday, September 10, 2009.	
1	Call Meeting to Order	The meeting was called to order by President Crooks at 6:58 P.M.	Richard
2.	Attendance	Trustee Blejwas was absent. Treasurer LaDelfa works on Wednesday nights. Trustee Burmeister arrived at 7:10 P.M.	Donna
3.	Period for Public Expression	NONE	
4.	Secretary's Report	The motion to accept the August minutes was presented by Christine LoTempio, seconded by Ronald Wrightstone and unanimously carried.	Trustees
5.	Director's Report (see attached)	The motion to accept the Director's report was presented by Mark Harrison, seconded by Christine LoTempio, and unanimously carried.	Mary
6.	Treasurer's Report	A. July Monthly Report – The motion to accept the July report as amended was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried. B. August Monthly Report – The motion to accept the August report was presented by Mark Harrison, seconded by Tina Burmeister, and unanimously carried. C. Pay Bills – The motion to pay the bills was presented by Mark Harrison, seconded by Christine LoTempio, and unanimously carried.	Trustees Mark Mark
7.	Unfinished Business	A. 2010 Budget – Discussion regarding the budget led to the following amendments- medical insurance offered at no cost to library (a decrease of \$20,000) and addition of the line for facilities contractual and maintenance expenses (an increase of \$18,600). This amount was added to the budget at the request of the Town Board to establish lines for facilities maintenance and upkeep in preparation for either building a new building or moving to a new building. The amount will be deducted from the General Fund and will be shown as income from the Library. There is no impact to the tax levy based on the expenses crossing over from General to Library. The motion to accept the amended budget was presented by Tina Burmeister, seconded by Mark Harrison, and unanimously carried. B. Cash Register – The purchase of the cash register will be taken care of before the October meeting. C. A. Policy 5.4H: Medical Benefit: The library will offer health insurance to permanently appointed employees. Full time and part-time employees will pay 100% of the cost. Dental insurance is offered at 100% cost to the employee. The motion to approve this policy was	Trustees/Mary Mary Christine

Agn.	Topic	Discussion	Responsibility
		presented by Tina Burmeister, seconded by Christine LoTempio, and carried with a 4 yes and 1 no vote (Mark Harrison).	
8.	Committee Reports	A. Finance: no additional report B. Personnel: Status of Mary's PA – The initial meeting has taken place. More work will continue prior to the October meeting. C. Nominating: no report	Mark Ron Tina
9.	Friends' Reports (see attached)	The motion to accept the Friends' report was presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried.	Dorothy
10.	Communications	Sympathy cards were sent to the Graham and the Weller families.	Christine
11.	New Space	A. Current status of the Town Complex Study Group – no report at this time	Frank
12.	New Business	None	Trustees/Mary
13.	Adjournment	President Crooks adjourned the meeting at 8:50 P.M.	
		Next Meeting October 8, 2009	

*Transmitted Electronically
Donna Stalker, Recording Secretary
September 10, 2009*

Calendar Dates:

Library closed Sundays mid June to mid September

Library closed Labor Day Weekend – Saturday, September 5 – Monday September 7

**Walworth-Seely Public Library
Board of Trustees Special Budget Meeting
Monday, September 21st, 5:00 PM, library**

DRAFT:
9/21/09

X Blejwas, Brenda X Burmeister, Tina (Vice Pres) AB Crooks, Richard (Pres.) AB French, Dorothy (Friends Rep.)	X Harrison, Mark AB LaDelfa, Sheryl (Treasurer) AB LoTempio, Christine (Corr. Sec) AB Maciuska, Frank (Town Board Rep)	X Stalker, Donna (Recording. Secretary) AB Wrightstone, Ron X Zingerella, Mary (Library Director)
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Agn.	Topic	Discussion	Responsibility
0.	Notes		
1	Call Meeting to Order	The meeting was called to order by Vice-President Burmeister at 5:21 P.M.	Tina
2.	Attendance	Absent with reason: Crooks, French, LaDelfa, LoTempio (Christine arrived just as we finished – thanks for the special effort to attend), Maciuska, and Wrightstone.	
3.	Period for Public Expression	None	
4.	Secretary's Report	None	
5.	Director's Report	None	
6.	Treasurer's Report	None	
7.	Unfinished Business	2010 Budget – The Finance Committee submitted a revised budget-round 2-for the Board's approval. The motion to accept the revised budget was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. Special thanks to Mark Harrison for all of the extra hours he has spent revising the budget, formatting it in Excel, and general work to make the budget document user friendly and more efficient.	Finance Committee
8.	Committee Reports	None	
9.	Friends' Reports	None	Dorothy
10.	Communications	None	Christine
11.	New Space	None	Frank
12.	New Business	None	Trustees/Mary
13.	Adjournment	Meeting adjourned at 5:23 P.M.	
		Next Meeting October 8, 2009	

*Transmitted Electronically
September 21, 2009
Donna Stalker, Recording Secretary*

Calendar Dates:

Library closed Sundays mid June to mid September

Library closed Labor Day Weekend – Saturday, September 5 – Monday September 7

**Walworth-Seely Public Library
Board of Trustees Meeting Minutes
Thursday, October 8th, 6:30 PM, library**

X Blejwas, Brenda	X Harrison, Mark	X Stalker, Donna (Recording. Secretary)
X Burmeister, Tina (Vice Pres)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine (Corr. Sec)	X Zingerella, Mary (Library Director)
X French, Dorothy (Friends Rep.)	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 Crooks at 6:30 P.M.	Richard
2.	Attendance	All were in attendance.	Donna
3.	Period for Public Expression	NONE	
4.	Secretary's Report	The motion to accept the minutes of the September meeting was presented by Christine LoTempio, seconded by Brenda Blejwas and unanimously carried.	Donna
5.	Treasurer's Report (see attached)	A. Monthly Report: The motion to accept this report was presented by Tina Burrmeister, seconded by Mark Harrison, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried. C. A motion to transfer \$500 from the equipment budget line to supplies line was presented by Tina Burmeister, seconded by Mark Harrison, and unanimously carried.	Sheryl Mark
6.	Director's Reports (see attached)	A. Monthly Report: In addition to the report that Mary sent earlier she also gave an explanation of a "blog". Mary gave a tutorial about what happens in the library ...sort of a "Day in the Life of the Library". The motion to accept the Library Director's report was presented by Christine LoTempio, seconded by Brenda Blejwas, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: 2010 Budget debriefing; Motion to accept the report given by Mark Harrison was presented by Tina Burmeister, seconded by Christine LoTempio, and carried. One nay vote by Mark Harrison. B. Personnel: Discussion of the policy regarding Performance Assessments procedures will be handled under Policy Review. C. Nominating: review of term expiration dates: Nothing to report.	Mark Ron/Brenda Tina
8.	Friends' Reports (see attached)	The motion to accept the Friends' Report was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.	Dorothy
9.	Communications	NONE	Christine
10.	New Space	A. Current status of the Town Complex Study Group – The committee has nothing to report at this time.	Frank
11.	Unfinished Business	A. The cash register has been purchased and has been in use since the first of October.	Mary

Agn.	Topic	Discussion	Responsibility
12.	New Business	A: The motion to change the name of our policy binder to WSPL Policy Manual & Trustee Handbook was presented by Christine LoTempio, seconded by Tina Burmeister, and unanimously carried. B. The motion to purchase 12 \$25 “Wegmans” gift cards as holiday thank yous was presented by Donna Stalker., seconded by Tina Burrmeister, and carried. Nay vote given by Mark Harrison. Donna will purchase the gift cards and Christine will prepare the letter to accompany the gift cards to all library employees (clerks, pages, treasurer, library director).	Christine Christine/Donna
13.	Policy Review	Policy 5.4 Performance Assessment: The motion presented by Brenda Blejwas, seconded by Christine LoTempio, and unanimously carried changed the Library Director’s Performance Assessment to January. Staff and Trustees will be given surveys to complete by mid-November. Goals for the ensuing year will be set with the Director during the Performance Assessment in January.	Christine
14.	Executive Session	Personnel Matters: A motion to adjourn to Executive Session was presented by Tina Burmeister, seconded by Mark Harrison, and unanimously carried.	Trustees
15.	Adjournment	The meeting adjourned at 8:20 P.M.	Richard
		Next Meeting November 10, 2009	

*Transmitted Electronically
Donna Stalker, Recording Secretary
November 20, 2009*

Calendar Dates:

October 7, 2009 – PLS Annual Dinner
October 14 - 17, 2009 – Annual NYLA Conference, Niagara Falls

Walworth-Seely Public Library
Board of Trustees Meeting Minutes
Thursday, November 12th, 6:30 PM, library

APPROVED 12/10/2009

X Blejwas, Brenda	X Harrison, Mark	X Stalker, Donna (Recording. Secretary)
X Burmeister, Tina (Vice Pres)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Crooks, Richard (Pres.)	X LoTempio, Christine (Corr. Sec)	X Zingerella, Mary (Library Director)
X French, Dorothy (Friends Rep.)	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 Crooks at 6:30 P.M.	Richard
2.	Attendance	All members present as well as Jennifer Morris, Executive Director Pioneer Library System; Liz O'Toole, Youth Services Specialist; and Adrienne Van Horn, Library Clerk.	Donna
3.	Period for Public Expression	None	
4.	Secretary's Report	The motion to accept the minutes of the October meeting was presented by Brenda Blejwas, seconded by Tina Burmesiter, and unanimously carried.	Donna
5.	Director's Report (see attached)	A. Jennifer Morris: library funding presentation – Jennifer spoke on options such as a supplemental budget proposal, direct tax support, changing our status to a special district library, and an annual fund drive. She is willing to return when we wish to pursue any of these or other options that may be available for funding. The Board thanked Jennifer for attending and sharing information with them. B. Monthly Report: The motion to accept the Library Director's report was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried.	Mary
6.	Treasurer's Report (see attached)	A. Monthly Report: The motion to accept the Treasurer's report was presented by Mark Harrison, seconded by Christine LoTempio, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Tina Burmeister, and unanimously carried.	Sheryl Mark
7.	Committee Reports	A. Finance: An internal audit will be performed just prior to the December Board meeting. B. Personnel: Director PA form and staff survey. A motion to accept the new surveys for the Director's PA as well as a new time table was presented by Ronald Wrightstone, seconded by Christine LoTempio and unanimously carried. C. Nominating: Christine LoTempio has resigned from the Board effective the end of the year due to work commitments. A motion to accept this resignation with regrets was presented by Tina Burmeister, seconded by Ronald Wrightstone, and unanimously carried. The Personnel Committee will begin work on recruiting potential Board members.	Finance Comm. Personnel Comm Nominating Com.
8.	Friends' Report (see attached)	The motion to accept the Friends' report was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.	Dorothy
9.	Communications	NONE	Christine
10.	New Space	Current status of the Town Complex Study Group - NONE	Frank
11.	Unfinished Business	NONE	

Agn.	Topic	Discussion	Responsibility
12.	New Business	A. Adding memorial donations to the reserve fund for construction: This was discussed. Donations are mentioned in the Policy Manual. Donations will be added to the appropriate portion of the budget as stipulated by the donor.	Mary/Trustees
13.	Policy Review	A. Section 6.33 – Publicity B. Section 2 – By-laws C. Section 3.37 – 3.40 – Open Meeting Law The motion to accept the corrections and revisions of the above Policy Manual sections was presented by Tina Burmeister, seconded by Brenda Blejwas, and unanimously carried.	Christine Christine Christine
14.	Adjournment	Just prior to adjournment, President Crooks verbally tendered his resignation as President and Board member as he is moving from the Town of Walworth, The Board members wished him well. The meeting was adjourned at 8:10 P.M.	
		Next Meeting December 10, 2009	

*Transmitted Electronically
November 22, 2009
Donna Stalker, Recording Secretary*

Calendar Dates:

November 25, 2009 – Library closed at 3:00 p.m.
November 26, 2009 – Library closed for Thanksgiving

Walworth-Seely Public Library
Board of Trustees Meeting Minutes
Thursday, December 10th, 6:30 PM, library

X Blejwas, Brenda	X Harrison, Mark	X Stalker, Donna (Recording. Secretary)
A Burmeister, Tina (Acting Pres)	X LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
A French, Dorothy (Friends Rep.)	A LoTempio, Christine (Corr. Sec)	X Zingerella, Mary (Library Director)
	X Maciuska, Frank (Town Board Rep)	

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order at 6:34 P.M. by Donna Stalker.	Tina
2.	Attendance	Weather was very inclement – those not in attendance were excused. Adrienne VanHorn, WSPL administrative assistant, attended.	Donna
3.	Period for Public Expression	Robert's Rules of Order – limit of 5 minutes per speaker	
4.	Secretary's Report	The motion to accept the Secretary's Report was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried.	Donna
5.	Treasurer's Report (see attached)	A. Monthly Report: The motion to accept the Treasurer's Report was presented by Mark Harrison, seconded by Donna Stalker, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried. C. The motion to pay the bills for the remainder of 2009, upon approval of the Finance Committee, was presented by Ronald Wrightstone, seconded by Mark Harrison, and unanimously carried. D. Verify receipt of school tax levies from Wayne and Gananda Central School Districts – These checks have not been received as of this meeting.	Sheryl Mark Trustees Sheryl/Trustees
6.	Director's Reports (see attached)	A. Monthly Report: The motion to accept the Director's Report was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried. The Friends were acknowledged for their recent gift of \$1,000 to assist with Young Adult and Adult programming. The newsletter is at the printer.	Mary
7.	Committee Reports	A. Finance: Random Audit for September 2009 – All financials were in order and the audit was completed. The motion to accept the random audit was presented by Mark Harrison, seconded by Donna Stalker, and unanimously carried. B. Personnel: Status of PA-The motion to table this discussion was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. Mary will be contacting the members of the Personnel Committee to meet to determine job descriptions for the Administrative Assistant and the Youth Services positions. C. Nominating: Status of Trustee search, Proposal of Officers for 2010- Mary has received no letters of intent for new Trustees. A motion to table the discussion of 2010 officers was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried. The Nominating Committee will be in contact via e-mail about prospective Officers for 2010.	Finance Com. Personnel Com. Nominating Com.
8.	Friends' Reports (see attached)	The motion to accept the Friends' Report as transmitted electronically was presented by Donna Stalker, seconded by Brenda Blejwas, and	Dorothy

Agn.	Topic	Discussion	Responsibility
		unanimously carried.	
9.	Communications	A. Mary will distribute the Appreciation Gifts to the staff at their meeting next week. The Personnel Committee also prepared a thank you for the staff for their survey input.	Christine
10.	New Space	A. Current status of the Town Complex Study Group – no report	Frank
11.	Unfinished Business	none	
12.	New Business	<p>A. Appoint Treasurer for 2010 - The motion to appoint Sheryl LaDelfa as Treasurer was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried.</p> <p>B. Establish Meeting Dates for 2010 – The motion to set Trustee Board meetings as the second Thursday of each month was presented by Brenda Blejwas, seconded by Ronald Wrightstone, and unanimously carried. Mary will send these dates to all parties.</p> <p>C. A motion to present Appreciation Remembrances to Richard Crooks (President, Trustee 4 years) - \$50 , and Christine LoTempio (Trustee and Corresponding Secretary 2 years) - \$25 gift card was presented by Brenda Blejwas, seconded by Mark Harrison, and unanimously carried.</p>	<p>Trustees</p> <p>Trustees</p> <p>Mary</p> <p>Donna/Sheryl</p>
13.	Policy Review	A. 2010 budget for WSPL Policy Manual & Trustee Handbook The budget has not been printed to put in the Policy Manual. The motion to table this until the January meeting was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried.	Christine
14.	Executive Session	Personnel Matters – This was not held.	Trustees
15.	Adjournment	The motion to adjourn the meeting at 6:50 P.M. was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried.	
		Next Meeting January 14, 2010	

Transmitted Electronically
January 17, 2010
Donna Stalker, Recording Secretary

Calendar Dates:

December 24, 2009 – Library Closed 3PM
 December 25, 2009 – Library Closed
 December 31, 2009 – Library Closed
 January 1, 2010 – Library Closed