

Walworth-Seely Public Library
Meeting Minutes: Board of Trustees
Thurs., January 11, 2007, 6:30 PM, library program room

*****Next Meeting: February 8, 2007, 6:30 PM*****

Red: action

Blue: future agenda item

Date: 01/11/07	x_ Bentzoni, Cathy (Treas.)	x_ French, Dorothy (Sec'y)	x_ <u>Schwind, Dawn</u> or Cala,
Time: 6:40	x_ Burmeister, Tina	x_ Kingsley, Maretta	Jane (Friends Co-Reps)
Called to order by	x_ Crooks, Richard	x_ Lee, Allison	x_ Stalker, Donna
Ellen Dietterick	x_ Dietterick, Ellen	x_ Mance, Suzi (Town Board Rep)	x_ Zingerella, Mary (Lib Dir)

Agn.	Topic	Discussion	Action
	Attendance	- Motion by Tina to open the meeting.	
	Welcome New Trustee	Welcome to Donna Stalker, who succeeds retiring trustee (and president) Becky Appleman, for a five year term.	
	Nominating Committee	A. Allison announced the 2007 officer candidates: Dorothy French (secretary), Richard Crooks (vice-president), and Ellen Dietterick (president).	
	Election of Officers	B. Motion by Allison, seconded by Richard to nominate Dorothy; motion by Allison, seconded by Dorothy to nominate Richard; and motion by Richard, seconded by Allison to nominate Ellen. All motions were unanimously carried.	
	Appointment of Treasurer	C. Motion by Ellen, seconded by Dorothy to re-appoint Cathy Bentzoni as treasurer; motion unanimously carried.	
1.	Secretary's Report	A. <u>Meeting Minutes:</u> Motion by Allison, seconded by Tina to approve Dec. 14, 2006, meeting minutes; motion unanimously approved. Motion by Allison, seconded by Ellen to approve Dec. 26, 2006, meeting minutes/ executive session; motion approved by the meeting's attendees.	
	Correspondence	B. <u>Thank You's Received From:</u> <ul style="list-style-type: none"> - Judy Quinn (Dec. 2006) and Linda Heberger (Jan. 2007) staff members for the holiday Wegman's gift card given to staff members. - Melanie (staff member) and Janelle (Dec. 2006) for allowing them to demo their college-course presentation, "Teen Space, Teen Programming" to us; they scored 25 out of 25. Congratulations! - Becky Appleman for the bird feeder and garden gifts. - Liz O'Toole, Youth Services Specialist, from Children's Continuing Child Care for letting them borrow books. 	
2.	Treasurer's Report (attached)	A. <u>Report:</u> Operating Account: Revenue increased significantly more than anticipated during 2006 due to higher interest rates. Transfer of \$50,000 of unreserved fund balance, made to a capital reserve fund for potential library construction, was completed before end of 2006. Trustees Account: had net profit of \$404.81. Motion by Donna, seconded by Maretta, to approve Treasurer's Report; motion unanimously carried. B. <u>Pay Bills:</u> Motion by Richard, seconded by Tina to pay the bills; motion unanimously carried. C. <u>Pay End of Year Bills:</u> Motion by Maretta, seconded by Allison to pay bills for period Dec. 14 – 31, 2006; motion unanimously carried. D. <u>Year-End Transfers:</u> Motion by Donna, seconded by Richard to approve \$2,945 budget transfer from Retirement Account to Educational Seminars (\$60); Books (\$2,856), and Travel (\$29); motion unanimously carried. E. <u>Bank Location of WSPL Investment Portfolios:</u> Cathy reported our money market accounts are with Bank of America and CDs are with Five Star Bank. She will continue to review interest rates at other banks before investing additional funds. F. <u>Preparation of 990 Tax Return:</u> Motion by Donna, seconded by Allison,	Cathy Cathy Cathy Cathy

Agn.	Topic	Discussion	Action
		<p>Martin Fredrickson.</p> <ul style="list-style-type: none"> - <u>SWBR</u>: Their president showed us we have a lot of work and pre-planning to do; gave us guidance and direction. Excellent dialogue. - <u>Habiterra</u>: Richard reported conversation with Dansville library personnel re: Habiterra; although the company is not locally based, they have a large staff and can easily correspond via e-mail. - <u>Additional Meetings</u>: Maretta provided feedback from Irondequoit library. Architect from the Thomas Group did a study of the buildings. Richard Panz, independent consultant and past director of Rochester Public Library, did the interior studies. Trustees requested Maretta to ask Mr. Panz if he would meet with us at no charge. - <u>Jim McIndoe</u>: Mary reported he was the architect hired by the town for the Academy project. <p>B. <u>Laptop for Treasurer</u>: Purchased, received, and given to Cathy.</p> <p>C. <u>Public Internet Printer Purchase</u>: Tina reported she called a Xerox 1-800 number; we would need to make 2,000 monthly copies on a new printer. Suggestion was made we could use it to print library newsletter. Tina will call another Xerox number for additional offers. Dorothy reported Jane Cala compared Mary's HP price from Village Office Supply with another vendor and found the price was comparable.</p> <p>D. <u>Survey</u>: Mary will have PLS survey samples within a week and will obtain copy of Williamson library survey; these will be given to Tina and Maretta.</p> <p>E. <u>Recorded Books/State Contract</u>: Mary reported New York State has not yet reviewed Recorded Books' paperwork.</p> <p>F. <u>Wish List/Input from Trustees</u>: postponed due to time constraint.</p> <p>G. <u>Library Director's Unused 2006 Vacation Days</u>: Letter given to library treasurer, authorizing Library Director to purchase seven unused vacation days (56 hours) for 2006 calendar year; payment processed Dec. 29, 2006.</p> <p>H. <u>Library Director's and Treasurer's Performance Appraisals</u>: <ul style="list-style-type: none"> - Reviewed with Library Director on Jan. 2. - Newly-formed Personnel Committee will write Treasurer's P.A. </p> <p>I. <u>Jan. 4 Open House for Town Board</u>: Attended by Supervisor Plant and several Town Board members. Opportunity for town officials to meet new trustees. Thank you gift presented to retiring Library Board president, Becky Appleman.</p> <p>J. <u>Thank You Gifts for Ed and Becky</u>: <ul style="list-style-type: none"> - Ed: Mary provided info on several journalism-related books; trustees asked her to look for a video/DVD on TV journalism. Selected item will be purchased in Ed's name for the library. - Becky: gift presented at Jan. 4 open house. - Cost of both pre-approved gifts will be paid from Trustees' Account. </p> <p>K. <u>Library Newsletter</u>: Dates: March 15 deadline; April 3 publication.</p> <p>L. <u>Types of Libraries</u>: Response to Ellen's question: Detailed info available in <u>Handbook for Library Trustees, 2005 Edition</u> in appendices (following page 48). We are a municipal public library.</p>	<p>Feb. Agenda Maretta</p> <p>Tina Feb. Agenda</p> <p>Feb. Agenda Mary/Tina/ Maretta/ Mary/Feb. Agenda Feb. Agenda</p> <p>Feb. Agenda</p> <p>Pers. Comm.</p> <p>Mary Feb. Agenda</p> <p>Cathy</p>
6.	New Business	<p>A. <u>Committees Proposal</u>: Motion by Donna, seconded by Allison that Board President appoint Finance, Personnel, and Nominating Committees; motion unanimously carried.</p> <ul style="list-style-type: none"> - Committee members are: <ul style="list-style-type: none"> -- <u>Finance</u>: Tina and Donna; Ellen is alternate; Cathy will be asked when advice is required. -- <u>Personnel</u>: Richard, Maretta, and Allison; Dorothy is alternate. -- <u>Nominating</u>: Allison. 	<p>Feb. Agenda</p>

Agn.	Topic	Discussion	Action
		<ul style="list-style-type: none"> - Specific duties and responsibilities will need to solidified. - Agreed the Finance Committee will review the monthly bills before they are presented to the Board for approval. - Chairpersons need to be selected. - Suggestion made to consider having a purchasing agent. <p>B. <u>Vault Storage for Records:</u> Motion by Dorothy, seconded by Allison, to move library info prior to 1990 and computer records from upper level vault to downstairs vault when space is needed for town clerk's project; motion unanimously carried.</p> <p>C. <u>NY State Assn. of Library Board Membership:</u> Motion by Donna, seconded by Allison to approve \$100 membership; motion unanimously carried.</p> <p>D. <u>Jan. Meeting with Staff:</u> Dorothy will ask library staff to select either Wed., Jan. 31, at 8 PM or Fri., Feb. 2, at 6 PM for the next trustee/staff meeting.</p> <p>E. <u>Regional Trustee Training:</u> Trustees suggested a Saturday date, either Feb. 10 or March 3 at 1 PM as possible dates for the 2-3 hr. training program. Mary to notify PLS.</p> <p>F. <u>Tax Levy Check:</u> \$5,000 check received from Wayne Central School. \$6,000 Gananda Central School check received last Fall. Action: Library Director to send reminder letter to each school in Oct. stating checks are due to library by Nov. 1. It was decided to not ask for an increase at this time.</p> <p>G. <u>Misc.:</u> we need to publicize availability of income tax forms at the library and our copier, fax, and printer services.</p> <ul style="list-style-type: none"> - Suzi to announce at Town Board meeting - Mary to include in library publicity - Dawn to make flyer for display case <p>H. <u>Garlock Giving Day:</u> Allison's husband, Mike, a Garlock employee, submitted our library's name for the company's January promotion (Thank you!). Employees donate a minimum of \$2.00 at the Garlock reception desk, enabling them to enter a drawing for a \$25 gift certificate. Proceeds will benefit designated area libraries.</p> <p>I. <u>Book Orders:</u> Trustees requested no book orders be placed this month and, in the future, fewer copies of new books should be ordered.</p>	<p>Feb. Agenda Fin. Comm: Pre Feb. 8 Feb. Agenda Feb. Agenda</p> <p>Mary</p> <p>Mary</p> <p>Dorothy</p> <p>Mary Feb. Agenda</p> <p>Mary/Oct.</p> <p>Suzi Mary Dawn</p> <p>Mary</p>
7.	Policy Review	Agreed to table policy review of Section 2/By-Laws due to time constraint.	Feb. Agenda
8.	Adjourn	Motion by Donna, seconded by Tina to adjourn at 8:50 PM; motion unanimously carried.	

Dorothy A. French, Secretary
Transmitted Electronically January 17, 2007

2007 Meeting Dates (2nd Thursday, 6:30 PM) (12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
July 12	Aug. 9	Sept. 13	Oct. 11	Nov. 8	Dec. 13

Walworth-Seely Public Library
Meeting Minutes: Board of Trustees
Thurs., February 8, 2007, 6:30 PM, library program room

*****Next Meeting: March 8, 2007, 6:30 PM*****

Red: action

Blue: future agenda item

Date: 02/08/07	<input type="checkbox"/> Bentzoni, Cathy (Treas.)	<input type="checkbox"/> French, Dorothy (Sec'y)	<input type="checkbox"/> Schwind, Dawn or <u>Cala</u>
Time: 6:40 PM	<input checked="" type="checkbox"/> Burmeister, Tina	<input type="checkbox"/> Kingsley, Maretta	<u>Jane</u> (Friends Co-Reps)
Called to order by	<input checked="" type="checkbox"/> Crooks, Richard (VP)	<input type="checkbox"/> Lee, Allison	<input type="checkbox"/> Stalker, Donna
Ellen Dietterick	<input checked="" type="checkbox"/> Dietterick, Ellen (Pres.)	<input type="checkbox"/> Mance, Suzi (Town Board Rep)	<input type="checkbox"/> Zingerella, Mary (Lib Dir)

Agn.	Topic	Discussion	Action
	Attendance	<ul style="list-style-type: none"> - Motion by Ellen, seconded by Donna to open meeting; motion unanimously carried. - Absent: Cathy Bentzoni (vacation) 	
1.	Secretary's Report	<p>A. <u>Meeting Minutes:</u></p> <ul style="list-style-type: none"> - Motion by Ellen, seconded by Donna to approve Jan. 11 meeting minutes as amended to read: "Allison suggested we contact Garlock to be included in their library promo". (See Old Business/J below) - Motion by Donna/seconded by Tina to approve notes from Jan. 31 executive session/meeting. - Both motions were unanimously carried. <p>B. None received.</p>	
2.	Treasurer's Report (attached)	<p>A. <u>Report:</u> Presented by Mary in Cathy's absence. Mary reported we have received checks to be deposited from the Bullis Advised Fund and from the town. Motion by Allison, seconded by Maretta, to approve Treasurer's Report; motion unanimously carried.</p> <p>B. <u>Pay Bills:</u> Finance Committee members Donna and Tina reported they reviewed the bills for payment and are ready for trustees' signatures. They asked Mary to have future bills ready for review by Tuesday of meeting week. Motion by Donna, seconded by Allison to pay the bills; motion unanimously carried.</p> <p>C. <u>Annual Report:</u> Donna reported she reviewed the report, which has been sent to Pioneer Library System for final review, along with the required New York State financial report for municipal libraries. Motion by Richard, seconded by Maretta; motion unanimously carried.</p>	Mary
3.	Friends Report (Jane Cala)	<p>A. <u>2006 Achievements:</u> Jane shared an impressive list of last year's accomplishments, noting that 2007 goals will soon be finalized.</p> <ul style="list-style-type: none"> - <u>Election of Officers:</u> President Jane Cala, Vice-President Dawn Schwind, Secretary Gail Houghtaling, Treasurer Valerie Knight, and Member-at-Large Sandi Dickman. Committee chairpersons are in place. - <u>By-Laws:</u> Revised by-laws will be reviewed at their Feb. 21 meeting. - <u>Requisition Form:</u> new form will show paper trail for requisitions. - <u>Festival-in-the-Park:</u> Christal and Lloyd Eddy volunteered to chair booth and float committee. - <u>Copying Old Records:</u> Christal volunteered to photocopy old library records. - <u>Lobby Day Bus:</u> Friends donated \$50 to PLS toward bus rental expenses for March 13 trip to Albany to meet with legislators. - <u>Gaming Materials:</u> Friends donated \$500 to library for teen gaming program. - <u>Wish Lists:</u> Library's list received from Mary and Liz. Jane asked the trustees what the Friends can do for us (the trustees) in regard to helping with the plans for the new library. - <u>Handout Brochure:</u> Dawn is updating (it is included in welcoming 	Trustees Mar.Agenda

Agn.	Topic	Discussion	Action
		<p>package sent to new residents by the town.)</p> <ul style="list-style-type: none"> - 501(c)3: Has been received by IRS (applause from Trustees). <p>Motion by Maretta, seconded by Richard to approve Friends report; motion unanimously carried.</p>	
4.	Director's Report (attached)	<ul style="list-style-type: none"> • Abbreviations: Board asked Mary to spell out abbreviations, i.e. OWWLUG (Ontario, Wayne, Wyoming, Livingston User Group). • Motion by Richard, seconded by Tina to approve Director's Report; motion unanimously carried. 	
5.	Old Business	<p>A. <u>New Space:</u></p> <ul style="list-style-type: none"> - <u>Richard Panz, independent consultant:</u> Board reviewed pkg. he provided to Maretta. Board asked Maretta to tell him we have more work to be done before we contact him. - <u>Thank you Letters:</u> Need to be sent to Kohlstaedt & Fredrickson Architects, SWBR, and Habitera, thanking them for their presentations but noting we have preliminary work to do first before making a decision. Maretta to send draft letter to trustees; Dorothy to do final mailing. - <u>Next Steps:</u> Motion by Tina, seconded by Allison, to hire Dave Beinetti of SWBR for \$150 to help us put together an outline; motion unanimously approved. Ellen to contact him re: possible date for Saturday workshop. - <u>Proposed Outline:</u> Richard asked to include on April agenda. <p>B. <u>Public Internet Printer Purchase:</u> Tina reviewed info (attached) about Xerox WorkCenter C2424 color multifunction machine that prints, copies, and scans. Application process is done on line; machine arrives appx. 2 weeks later. Staff and Board reviewed several possible locations; may be more difficult to connect all computers with printer from some locations. Suzi will contact Supervisor Plant re: need to have additional wiring and ask if town will pay for work. No decision until electrical issue is resolved.</p> <p>C. <u>Survey:</u> Tabled until meeting with SWBR.</p> <p>D. <u>Recorded Books/State Contract:</u> R.B. mailed application Dec. 8 to Offices of General Services and is waiting response from Albany.</p> <p>E. <u>Thank You Gift for Ed:</u> Board authorized Mary to purchase the book, "Talking Back", by Andrea Mitchell as a thank you gift for Ed's tenure as trustee. Bookplate will be attached before it is available for circulation. Motion by Allison, seconded by Donna that payment will come from Trustee Account; motion unanimously carried.</p> <p>F. <u>Responsibilities of Finance Committee:</u> Tabled</p> <p>G. <u>Responsibilities of Personnel Committee:</u> Tabled</p> <p>H. <u>Treasurer's Performance Appraisal:</u> "Veteran" trustees to submit input to Richard for consolidation.</p> <p>I. <u>Feb. 10 Trustee Workshop/Walworth:</u> All trustees except Allison (she recently completed a similar workshop) have registered. Trustees from several other libraries will also be attending.</p> <p>J. <u>Garlock Giving Days:</u> Jan. minutes corrected to reflect that WSPL has to apply directly to Garlock; Allison volunteered to contact them.</p> <p>K. <u>Magnets:</u> Motion by Ellen, seconded by Allison authorizing Mary to re-order same style magnet; 500 will be ordered from Quality Printers of Walworth @ \$.30 each; motion unanimously carried.</p>	<p>Maretta</p> <p>Maretta Dorothy</p> <p>Ellen Apr. Agenda</p> <p>Suzi Mar Agenda Mar Agenda</p> <p>Mary Mary</p> <p>Mar Agenda Mar Agenda Trustees/ Richard Mar Agenda</p> <p>Allison Mary</p>
6.	New Business	<p>A. <u>Ordering Procedure:</u> Board authorized Mary to cut in half or less her proposed book order and requested only single copies should be ordered.</p> <p>B. <u>Define Personal Time Use:</u> Tabled; trustees need more time to review.</p> <p>C. <u>March 13 Lobby Day:</u> Library supporters urged to attend; contact Mary for reservations. Bus leaves Manchester area 7:15 AM; returns 6:15 PM. Opportunity to talk with our legislators about library issues.</p> <p>D. <u>March 4 MySpace Program, "Parents and Online Communities":</u></p>	Mary

Agn.	Topic	Discussion	Action
		<p>Board agreed previously-scheduled program should be held, depending on availability of presenter.</p> <p>E. <u>ALA Membership Renewal:</u> Motion by Ellen, seconded by Tina to approve \$570 for membership renewal; motion unanimously carried.</p> <p>F. <u>National Library Week Observance:</u></p> <ul style="list-style-type: none"> - Board agreed to have kick-off celebration on Sat., April 14, from 10 – 2 - Celebrations to continue week of April 15, with individual days for specific groups. - Richard to check when Walworth Seniors meet. - Mary to ask Liz for names of possible guest readers, and staff for other ideas. - Mary to ask if Booker (the PLS OWWL mascot's costume) is available. - Board asked Jane if Friends could provide food during the celebration. - Board noted this would be an excellent opportunity to hand out our proposed survey form. - Discussion on how to get teens to visit library; Allison offered to do a program on iPods. - Donna suggested Barb Heald of Wayne Central School could help with computer training programs. <p>G. <u>Publicity Kit for National Library Week and Posters:</u> Motion by Tina, seconded by Donna to authorize Liz to order from ALA; motion unanimously carried.</p> <p>H. <u>Fundraising Ideas for Library Expansion:</u> Ideas suggested by trustees – Bottles for Books, penny jar to be placed in local businesses for loose change, and Starbucks coffee bar if they were to significantly add to our construction fund.</p> <p>I. <u>Length of Board Meetings:</u> Trustees suggested more business could be conducted via e-mail to reduce length of meeting time. Mary suggested we ask other trustees at Saturday's workshop re: their meeting process.</p> <p>J. <u>Assemblyman Oaks' 2/15 Visit:</u> Jane and Gerry Cala and Dorothy will meet with him during designated 11:30 – 1 office hours at town hall.</p> <p>K. <u>Summer Reading List:</u> Donna/trustees to work with Liz before Feb. 15 on her submitted list regarding materials' ordering.</p> <p>L. <u>Handouts at Board Meeting:</u> Trustees asked Mary to copy handouts on three-hole paper.</p> <p>M. <u>Newsletter Deadline:</u> March 15 deadline may be advanced due to publicizing feature story about National Library Week and Open House.</p>	<p>Mary</p> <p>Mary</p> <p>Richard Mary/Liz/ Staff Mary Friends/Jane Maretta/ Tina Allison</p> <p>Donna</p> <p>Liz</p> <p>Trustees</p> <p>Calas/ Dorothy Donna/Liz</p> <p>Mary</p>
7.	Policy Review	Agreed to table policy review of Section 2/By-Laws due to time constraint. Dorothy to send pre-reading to trustees.	Dorothy
8.	Adjourn	Motion by Tina, seconded by Allison to adjourn at 8:40 PM; motion unanimously carried.	

Dorothy A. French, Secretary
Transmitted Electronically 02/13/07

2007 Meeting Dates (2nd Thursday, 6:30 PM) (12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
July 12	Aug. 9	Sept. 13	Oct. 11	Nov. 8	Dec. 13

Walworth-Seely Public Library
Meeting Minutes: Board of Trustees
Sat., February 10, 2007, 3:50 PM

*****Next Meeting: March 8, 2007, 6:30 PM*****

Red: action

Blue: future agenda item

Date: 02/10/07	<input type="checkbox"/> Bentzoni, Cathy (Treas.)	<input checked="" type="checkbox"/> French, Dorothy (Sec'y)	<input type="checkbox"/> Schwind, Dawn or <u>Cala</u>
Time: 3:50 PM	<input checked="" type="checkbox"/> Burmeister, Tina	<input type="checkbox"/> Kingsley, Maretta	<u>Jane</u> (Friends Co-Reps)
Called to order by	<input type="checkbox"/> Crooks, Richard (VP)	<input type="checkbox"/> Lee, Allison	<input checked="" type="checkbox"/> Stalker, Donna
Ellen Dietterick	<input checked="" type="checkbox"/> Dietterick, Ellen (Pres.)	<input type="checkbox"/> Mance, Suzi (Town Board Rep)	<input checked="" type="checkbox"/> Zingerella, Mary (Lib Dir)

Agn.	Topic	Discussion	Action
	Attendance	<ul style="list-style-type: none"> - Motion by Tina, seconded by Donna to open meeting; motion unanimously carried. - Absent: Richard, Maretta, and Allison. 	
		<p>This special meeting was held immediately following the PLS trustee workshop and called to discuss the request by Youth Services Specialist for summer reading program materials. Deadline for mailing order is February 15.</p> <p>Mary was present to answer some questions we had regarding the order. The Board previously asked her to work on compiling a list of programs and individual program costs so that a record is available.</p> <p>Motion by Donna, seconded by Ellen, to revise Liz' order for summer reading program materials, as noted on her request; motion unanimously carried.</p>	
	Adjourn	Motion by Ellen, seconded by Dorothy to adjourn at 4:15 PM; motion unanimously carried.	

Dorothy A. French, Secretary
Transmitted Electronically 02/12/07

2007 Meeting Dates (2nd Thursday, 6:30 PM) (12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
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Changes approved 04/12/07 and bolded in red italics. DFrench

Walworth-Seely Public Library

Meeting Minutes: Board of Trustees

Thurs., March 8, 2007, 6:30 PM, library program room

*****Next Meeting: April 12, 2007, 6:30 PM*****

Red: action

Blue: future agenda item

Date: 03/08/07	x_ Bentzoni, Cathy (Treas.)	x_ French, Dorothy (Sec'y)	x_ Cala, Jane (Friends Rep)
Time: 6:35 PM	x_ Burmeister, Tina	x_ Kingsley, Maretta	x_ Stalker, Donna
Called to order by	x_ Crooks, Richard (VP)	_ Lee, Allison	x_ Zingerella, Mary (Lib Dir)
Ellen Dietterick	x_ Dietterick, Ellen (Pres.)	_ Mance, Suzi (Town Board Rep)	

Agn.	Topic	Discussion	Action
1.	Attendance	<ul style="list-style-type: none"> • Motion by Maretta, seconded by Tina to open meeting; motion unanimously carried. • <u>Pioneer Library System</u>: Jennifer Morris, Executive Director of PLS and former president of New York Library Association. • <u>Library Staff</u>: Linda Heberger, Melanie Hamel, <i>and</i> Liz O'Toole; and Adrienne VanHorn <i>and Allison Hosier attended at 8:15, after library was closed.</i> • <u>Members of the Community</u>: Rick Nudd and Bob and Gail Houghtaling • <u>Absent</u>: Suzi Mance (ill) and Allison Lee (<i>ill</i>) 	
2.	Secretary's Report Correspondence	<p>A. <u>Meeting Minutes</u>:</p> <ul style="list-style-type: none"> - Motion by Donna, seconded by Maretta to approve minutes from Feb. 8 executive session, Feb. 8 monthly meeting, and Feb. 10 meeting after PLS workshop; motions unanimously carried. <p>B. None received.</p>	
3.	Treasurer's Report (attached)	<p>A. <u>Report</u>: Cathy reported the Operating Account included \$247,880 received from the town for Real Property Taxes and \$6,000 from the Bullis Advised Fund. Only change in Trustee Account was interest earned. Motion by Richard, seconded by Tina, to approve Treasurer's Report; motion unanimously carried.</p> <p>B. <u>Pay Bills</u>: Finance Committee members Donna and Tina reported they reviewed the bills for payment and the bills are ready for trustees' signatures. Motion by Donna, seconded by Dorothy authorizing Cathy to pay the bills; motion unanimously carried.</p> <p>C. <u>Resignation Letter</u>: Motion by Donna, seconded by Dorothy to accept – with regret – Cathy's letter of resignation, effective April 28, 2007; motion unanimously carried. Cathy proposed the name of Dawn Salatino who is interested in the position, and will ask her to send resume to Ellen; trustees may submit names of other candidates. Cathy offered to work with new treasurer for a short period of time to ensure a smooth transition. Trustees tentatively agreed to meet with trustee candidate(s) on Thursday, March 22 beginning at 6:30 PM.</p>	<p><i>Cathy</i></p> <p><i>Cathy Trustees</i></p> <p><i>Mar. 22</i></p>
4.	Director's Report (attached)	<ul style="list-style-type: none"> • <u>Generator</u>: Supervisor Plant notified Mary that he hopes generator work will be completed on Thursday. • <u>Pre-Reading</u>: The Director's Report, per Board request, is currently forwarded by Mary 6 days prior to monthly meeting. Trustees thanked her for now including Treasurer's Report and other pertinent information, and requested future sends for pre-reading should be received by end of day Monday of meeting week. Last-minute changes can be presented at Board meeting. • Richard complimented Mary on her report, noting it is the best one she has done. • Motion by Donna, seconded by Tina to accept Director's Report; motion 	<i>Mary</i>

Agn.	Topic	Discussion	Action
		<p>on spending; the dollars will need to come from the community.</p> <ul style="list-style-type: none"> • <u>Rick Nudd</u>: Public will be looking at how library money is being spent because of high taxes; library needs to make economical use of resources, i.e. by ordering only 1 book instead of multiple copies. Board can only give Library Director spending guidelines. • <u>Linda</u>: Stated Mary asked clerks to help with correct choices and provided info re: how many items were in OWWL and Holds. Clerks know what people like and don't like. • <u>Bob Houghtaling</u>: Library has been stacking books for 13 years (response to trustee comment re: cannot put everything in the library due to space constraints.) • <u>Maretta</u>: Is concerned how things are said. • <u>Linda</u>: staff representative will be attending future meetings. Would like to leave meeting with clear understanding of issues. • <u>Jennifer</u>: suggested trustees could amend the Materials budget if want to cut back and do a budget transfer; Cathy added she also suggested this possibility in her January note to trustees. • <u>Linda</u>: Patrons are asking why no new books. This could negatively affect our circulation. Staff suggested we try to save a small amount by cutting back a little. Public needs to see our collection. Library is the core of the community. • <u>Rick</u>: Public can ask questions but not their place to direct you (the trustees) to make decisions. • <u>Mel</u>: Number of materials circulating in or out of the library is approximate same amount, based on Holdings data. New DVDs cannot be loaned to another library for three months. • <u>Mary</u>: for standing orders she has reduced multiple copies to one from Baker & Taylor's program, Automatically Yours. She continues to receive material from Pre-Pub, based on recommendations from several published sources of a good review or popular author (in response to Donna's question about new material being received.) • <u>Mary</u>: Commented that Ordering Procedure was not on tonight's agenda (was tabled at Feb. meeting for future discussion). • <u>Mary</u>: She will re-send a message to Ellen, with copy to trustees (in response to Ellen's comment that she did not receive e-mail re: questions about ordering guidelines). • <u>Staff suggestions for ordering</u>: 1) order single books (with possible exceptions, i.e. new Harry Potter release); 2) reduce number of magazines by not renewing those seldom circulated; and 3) Get info re: how much is spent on movies, audio books, and magazines. Mel noted that late fees for DVDs are profitable income source for library. <p>B. <u>Printer/Copier for library</u>:</p> <ul style="list-style-type: none"> • Staff believes: <ul style="list-style-type: none"> - <i>Linda said the staff believes it</i> would be wonderful for new library but not now. - Xerox copier/printer is too large for limited space available at computer stations. Would require moving stations closer together; users would not be comfortable with proximity to others. <i>The staff believes the suggested placement on the computer tables is not what they wanted.</i> - Current need is only for a printer; library owns existing copier. - Reminder from staff: Library will be charged if copying quota is not met on Xerox machine. - Agrees there is a need to cut back but would like a new printer. 	<p>Trustees Apr. Agenda</p> <p>Apr. Agenda</p>

Agn.	Topic	Discussion	Action
		<ul style="list-style-type: none"> Tina: Xerox machine is free; only cost is supplies, provided minimum number of copies is made. See #8/Old Business/B. <p>C. <u>Summer Reading Program:</u></p> <ul style="list-style-type: none"> Board questioned Mary at Feb. monthly meeting why '07 expenses were considerably more than '06 and, as a result, reviewed proposed '07 order sheet. It was noted the approval request had short turn-around time. <i>Mary stated the total program budget was used throughout the year, and breaking it down by program is impossible without spending many hours. She commented that if more needed to be spent on it, less would be spent elsewhere.</i> <p>D. <u>Finance Committee:</u></p> <ul style="list-style-type: none"> Tina noted purpose of committee is to review the bills prior to Board meeting to save time and not to select purchases. Tina asked for dollar breakdown for each program for year-to-year comparison. Each bill will then need to be identified by account number for payment. Cathy noted it is possible but will take more time for Treasurer to set up; however, it will give us a better financial picture and make the budget more user friendly. Cathy suggested this be discussed off-line by the Finance Committee. <i>Mention was made that the guidelines need to be developed and clearly defined to avoid future errors and misunderstandings by the trustees in regard to policy vs. purchasing responsibilities. (April agenda).</i> <p>E. <u>Lobby Day:</u></p> <ul style="list-style-type: none"> Mary assured Rick that any expenses incurred from Lobby Day trip to Albany would come out of Trustee Account and no public money is used. <i>(New bullet to separate 1st and 2nd sentences (2 different items)).</i> Jane mentioned Friends donated \$50 to Pioneer Library System toward bus transportation. <p>F. <u>Board Response:</u></p> <ul style="list-style-type: none"> Trustees agreed there has been a breakdown in communication. <p>G. <u>Public Session Closed.</u></p> <p>H. <u>Ordering Issue Resolved:</u> Motion by Tina, seconded by Donna to permit Mary to order materials per existing budget with understanding she will adjust guidelines as needed and be creative. The Board will look at the budget and re-allocate as necessary; motion unanimously carried.</p>	<p>Cathy Finance Committee Apr. Agenda</p> <p>Mary Trustees</p>
7.	Friends Report (Jane Cala)	Jane reported: <ul style="list-style-type: none"> <u>By-Laws:</u> have been revised and approved. <u>2007 goals:</u> approved. <u>Wish List:</u> requested from library personnel <i>Mary and Liz.</i> <u>Movie License:</u> Friends have purchased for past two years but are reluctant to spend \$250 for renewal due to limited usage at the library. Mary and Youth Services Specialist Liz O'Toole report it is an important library program tool. Jane asked if library would be willing to split the cost; Donna requested the amount be included in library's budget and Friends will reimburse for whatever they agree to. <u>Membership:</u> new membership level includes Business category. <u>Tracking Forms:</u> now in use for tracking expenses and library donation requests. Motion by Dorothy, seconded by Maretta to approve Friends Report; 	<p>Trustees Friends Apr. Agenda</p>

Agn.	Topic	Discussion	Action
		motion unanimously carried.	
8.	Old Business	<p>A. <u>New Space:</u></p> <ul style="list-style-type: none"> • <u>Thank You Letters:</u> Sent by Dorothy and Maretta to architects/consultant. • <u>Next Steps:</u> Ellen waiting for confirmation from Dave Beinetti of SWBR for Thurs., Mar. 29, meeting to help us put together timeline <i>that would include assistance with putting together a survey.</i> • <u>Survey:</u> On hold until meeting with SWBR. • <u>Fundraising Idea:</u> Maretta showed book artwork patrons can purchase for suggested \$1.00 donation towards library expansion. Suggestion was given to Jane to present to Friends. The Library Board is a government unit and cannot be involved with fund raising. Maretta's husband will create a template; Dorothy to provide Friends logo. <p>B. <u>Xerox Public Internet Printer Purchase:</u> Tina noted no additional wiring would be required. (See additional info in #6/Public Participation/B). Board asked Mary to get three quotes, including dimensions, similar to printer originally suggested by staff, for next meeting. The Xerox printer/copier cannot be one of the three quotes because it is not identical to the others; Tina requested it be considered.</p> <p>C. <u>Newsletter/annual report:</u> Mary reported the newsletter is 95% written and includes annual report summary to the community. Official Annual Report has been approved by Pioneer Library System; copy to be included in Secretary's Book.</p> <p>D. <u>Memberships in Community Organizations:</u> Trustees to send Dorothy list of memberships they have in various organizations.</p> <p>E. <u>Feb. 10 Trustee Workshop:</u> Donna complimented Jennifer Morris on the excellent variety of agenda items, noting the workshop was very worthwhile and informative. WSPL trustees attending were Donna, Tina, Ellen, Maretta, and Dorothy; Mary was also present. Six trustees attended from other libraries in PLS. Jennifer thanked us for hosting the workshop.</p> <p>- Tina left at 8:45 PM.</p> <p>F. <u>Feb. 15 Assemblyman Oaks' Office Visit:</u> Attending were Melanie (staff), Jane (President of Friends) and Gerry Cala (newcomers to Walworth), and Dorothy (trustee). Topics discussed with Assemblyman Oaks included need for consistent funding for all libraries and library systems, our expansion project status, and need for a community room in Walworth. He was given a copy of our Long Range Plan. During a tour of the library, we pointed out the cramped space in all areas, noting everything is increasing in size except the library. Mary gave him a copy of our circ stats, and there was a photo op next to the book overflow cart. <i>A copy of the meeting notes, mailed earlier to trustees, is included with these minutes.</i></p> <p>G. <u>National Library Week Observance:</u></p> <ul style="list-style-type: none"> • See attachment included with Director's Report. Activities are planned beginning Sat., Apr. 14, and continuing the week of April 15. • <u>Open House:</u> Sat., Apr. 14, 10 – 2; trustees to send their availability to Mary. Suggestion made to have info tables for library and Friends. • <u>Publicity:</u> via library newsletter, newspapers, and flyers. • <u>Special invitations:</u> Mary to send to Assemblyman Oaks and Senator Nozzolio, inviting them for either April 14, 15, or 21, based on their schedules. <p>H. <u>Festival in the Park:</u> Continued discussion of whether or not library should be open Saturday of F-I-T-P. Staff believes library should continue to be closed. Trustees opinioned this would be excellent opportunity to showcase our library. Dorothy to e-mail Suzi Mance, asking her to verify with</p>	<p>Ellen Apr. Agenda</p> <p>Friends Maretta Dorothy</p> <p>Mary Apr. Agenda</p> <p>Dorothy Trustees</p> <p>Apr. Agenda Trustees</p> <p>Mary</p> <p>Dorothy</p>

Agn.	Topic	Discussion	Action
		Supervisor Plant if town hall facility can be open during this activity (July 21, 2007). I. Treasurer's Performance Appraisal: Ellen reviewed P.A. with Cathy following the meeting. Signed copy will be put in secretary's book.	Suzi Apr. Agenda Dorothy
9.	New Business	<p>A. Staff Concerns: See #6/Public Participation/A & B:</p> <ul style="list-style-type: none"> • Comment from Liz: We need to think of the people and also the life-long residents of Walworth. This is more than just a library – it is a community gathering place. • <i>Linda made her comments on behalf of the staff during the public participation portion, as they were relevant to the conversation rather than waiting for New Business/Staff Concerns.</i> <p>B. Filtering:</p> <ul style="list-style-type: none"> • Complaint: Dorothy shared a patron's complaint that a male was observed using a library PC - in view of other patrons - to look at porno. Mary stated she and the staff are aware of his computer usage and sites; he is asked to use the PC with his back against the video area as there is no where else a PC can be located to ensure complete privacy. At his next visit Mary will inform him there has been a patron complaint and he will lose his privileges if there is another complaint. Mary also stated she will immediately call 911 if anyone views child porno. • Policy: A copy of Acceptable Use Policy is given to every patron when they receive their library card; key sentences have now been highlighted. In addition, a copy <i>is given to all patrons who wish to use a computer and a copy</i> has been placed by the PCs. A copy was included in tonight's handout. • Filter: The filter in place was chosen by PLS as the most suitable. Without the filter, PLS and its 42 libraries would not be able to receive federal money (funding from a federal tax on telecommunication services that is returned to libraries as revenue and tied to libraries following federal Internet laws.) If a person is 18 or older, the patron may override the block. <p>MySpace:</p> <ul style="list-style-type: none"> • Complaints: <i>Sentence separated as they were two separate complaints.</i> <ul style="list-style-type: none"> - Was lodged by someone who saw teenage girls preening in the ladies room and taking a picture on their cell phone. - Girls later later downloaded onto MySpace on a library PC. MySpace is an on-line vehicle for communicating by the current generation. Mary stressed the library staff members are not parents, as it is the parents' responsibility to monitor what their child watches. <p><i>C. (should have separate category and not included under Complaints above)</i> Library Lecture: Mel shared her recent experience of participating in an on-line virtual library lecture with other national librarians, "Teens and Technologies", and noted it was very educational and worthwhile.</p> <p>D. <i>Old C becomes new D)</i> Small Cities Grant: Based on information presented at the March 1 Town Board meeting, Jane reported the library expansion project does not qualify for the grant because it would be a community-wide project and the income level for residents of the Town of Walworth is too high. It is more appropriate for an individual application. <i>The money is targeting projects for low and moderate income.</i></p>	Mary Apr. Agenda
7.	Policy Review	Agreed to table policy review of Section 2/By-Laws due to time constraint. Tentatively scheduled for Thurs. evening, Mar. 22.	
8.	Adjourn	Motion by Dorothy, seconded by Richard to adjourn at 9:40 PM; motion unanimously carried.	

NOTE: Finance-related agenda items for April 12 meeting will include:

1. Random internal audit (trustees)
2. Review of management letter from CPA, 990, and Auditor's Report (Cathy)
3. Appointment of new treasurer (trustees)

Dorothy A. French, Secretary
Transmitted Electronically 03/14/07

2007 Meeting Dates (2nd Thursday, 6:30 PM) (12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
July 12	Aug. 9	Sept. 13	Oct. 11	Nov. 8	Dec. 13

Change approved 05/10/07 and bolded in red italics. DFrench

Walworth-Seely Public Library

Meeting Minutes: Board of Trustees

Thurs., April 12, 2007, 6:30 PM, library program room

******Next Meeting: May 10, 2007, 6:30 PM******

Red: action

Blue: future agenda item

x_ Bentzoni, Cathy (Treasurer)	x_ Dietterick, Ellen (Pres.)	x_ Mance, Suzi (Town Board Rep)	
x_ Burmeister, Tina	x_ French, Dorothy (Sec'y)	- Stalker, Donna	
- Cala, Jane (Friends Pres. & co-rep)	x_ Kingsley, Maretta	x_ Schwind, Dawn (Friends VP & co-rep)	
x_ Crooks, Richard (VP)	- Lee, Allison	x_ Zingerella, Mary (Library Director)	
Agn.	Topic	Discussion	Action
0.	Notes	<ul style="list-style-type: none">Suzi present for 1st half hour, left to attend another meeting in town hall, and returned at 8:45 PM.	
	Call to Order	<ul style="list-style-type: none">Meeting called to order at 6:35 PM by President Dietterick	
1	Attendance	<ul style="list-style-type: none">Absent: Allison (vacation/out of town) and Donna (ill)	
2	Period for Public Expression	No one from the community was present	
3	Secretary's Report	<p><u>Meeting Minutes:</u></p> <ol style="list-style-type: none"><u>Note:</u> changes to the minutes are noted in <i>red, bolded italics</i>. Copies of revised and approved minutes will be included in secretary's book.<u>March 8:</u> Monthly meeting. Motion by Maretta, seconded by Richard to approve with changes; motion unanimously carried.<u>March 22:</u> Executive Session to interview 4 candidates. Motion by Tina, seconded by Maretta to approve with changes (add names of Dawn Salatino, Rick Nudd, Harold Boerman, and Kelly Mohr); motion unanimously carried.<u>March 29:</u> Meeting with SWBR and Town Board members. Motion by Tina, seconded by Maretta to approve with changes; motion unanimously carried.<u>April 4:</u> Meeting and Policy Review. Motion by Maretta, seconded by Richard to approve with changes; motion unanimously approved.<u>April 5:</u> Executive Session to interview 2 candidates. Motion by Tina, seconded by Richard to approve with changes (add names of Michelle Acebo and Sheryl LaDelfa); motion unanimously carried.	Dorothy
4	Treasurer's Report (attached)	<p>A. <u>Monthly Report:</u></p> <ol style="list-style-type: none">Cathy explained the Operating Account is public money e.g. received from the town via taxes. The Trustee Account is used for items such as holiday gift to staff or thank you gift for retiring trustees/officers. See additional information D.d. on page 2.Trustees requested Cathy change name of Book line to Materials line.Motion by Dorothy, seconded by Tina to approve report; motion unanimously carried <p>B. <u>Pay Bills:</u> Tina reported she reviewed the bills to be paid and made a motion to approve their payment; seconded by Dorothy; motion unanimously carried.</p> <p>C. <u>New Treasurer Start-Up/Succession Plan:</u></p> <ol style="list-style-type: none">Motion by Tina, seconded by Richard, to appoint Sheryl LaDelfa as WSPL Treasurer to complete Cathy Bentzoni's term of office which expires Dec. 31, 2007, at an annual salary of \$6,631, effective April 15, 2007; motion unanimously carried. Sheryl will not accrue vacation or sick and personal time, as the position is part-time.On behalf of the Board, Dorothy will send a letter to Sheryl, documenting this information, and include a reminder she needs to meet	Cathy/ Sheryl Cathy/ Sheryl Dorothy

		<p>with Mary to process the paperwork.</p> <p>3. Cathy reported that Sheryl has accepted the position but was unable to attend tonight's meeting as she is out of town. Cathy will be meeting with her this weekend to begin the transition, including processing the payroll and the approved bills from tonight's meeting.</p> <p>4. Another letter, addressed to "To Whom It May Concern" and written by Mary, is required to give Sheryl access to our bank accounts. Sheryl to check with bank if they have a form for that purpose.</p> <p>5. Motion by Maretta, seconded by Dorothy, to extend Cathy's resignation date and salary to May 5 to enable her to work with Sheryl on month-end closings; motion unanimously carried.</p> <p>D. Management Letter:</p> <p>1. Cathy reviewed management letter from Raymond F. Wager, CPA, P.C. for year ending Dec. 31, 2006. Deficiencies included Internal Accounting Control, Procurement Procedure, and Gen. Accountability.</p> <p>2. Deficiencies and our recommendations were briefly discussed:</p> <p>a. <u>Bank reconciliations not reviewed, initialed or dated on a monthly basis by an individual other than the preparer:</u> Cathy suggested the Finance Committee could take on this responsibility.</p> <p>b. <u>Procurement Procedure/Handling of Checks:</u> Board agrees the current process is satisfactory because we are a small library.</p> <p>c. <u>General Accountability/comparison of cash receipts to deposit slips:</u> Board recommended Linda (Holdings clerk) approves paperwork, keeps a copy, gives duplicate copy to treasurer for approval who then returns paperwork to Linda or Finance Committee member to verify that no changes were made. Mary to put process in place if trustees approve change in May.</p> <p>d. <u>Trustee Account:</u> Possible solution to eliminate this account would be to transfer the money to the Friends, once they have received their 501(C)3. The Friends could then give a specific amount to the library for a designated purpose upon request.</p> <p>3. Cathy recommended we discuss these and the auditor's other recommendations at our May meeting.</p> <p>4. Auditor complimented the Board on corrective action taken since 2005 audit.</p> <p>E. Auditor's Report: Cathy suggested Sheryl send a letter to the auditors, requesting their services to audit the library's books for the years 2007, 2008, and 2009. Their current fee is \$900 to audit financial statement and \$400 to prepare 990 form.</p> <p>F. 990: Will be available at May meeting; Sheryl needs to file by May 15.</p> <p>G. Random Audit: Library records for the month of January 2007 were selected to be audited by the trustees and no discrepancies were found. Motion by Maretta, seconded by Dorothy to approve audit findings; motion unanimously carried.</p> <ul style="list-style-type: none"> - Tina volunteered to document the audit process for the new treasurer. - Cathy recommended we schedule an audit in June or July for the month of April or May and then have the regular fall audit in Oct. or Nov. per schedule. <p>H. Year-to-Year \$\$ Breakdown Program Comparison: Finance Committee (Donna and Tina) will review.</p>	<p>Cathy</p> <p>Mary Sheryl</p> <p>Cathy/ Sheryl</p> <p>Finance Committee</p> <p>Mary/ Trustees/ May Agenda</p> <p>Trustees TBA</p> <p>Trustees May Agenda</p> <p>Sheryl</p> <p>Sheryl/ May Agenda</p> <p>Tina Trustees: June/July & Oct/Nov Finance Committee</p>
5	Director's Report (attached)	<p>1. Situation: Mary reported the situation has been rectified (see Director's Report).</p> <p>2. Circulation Statistics: Trustees previously stated they did not need a copy of the monthly report in handout format, thereby saving paper and copying expense - provided the report was available at each meeting.</p>	

		<p>When asked by Mary, they now agreed they would like to electronically receive the report and will have the option to print or read it from their home computers.</p> <p>3. Motion by Dorothy, seconded by Maretta to approve Director's Report; motion unanimously carried.</p>	Mary
6	Committee Reports	<p>1. Finance Committee (Tina and Donna): nothing to report</p> <p>2. Personnel Committee (Richard, Maretta, and Allison): nothing to report</p>	
7	Friends Report (Dawn Schwind)	<p>1. <u>Letter from Assemblyman Oaks</u>: Jane received his letter, stating there is no money for library expansion in this year's budget.</p> <p>2. <u>Movie License</u>: Has been paid in full by the Friends for one year. They have requested Youth Services Specialist Liz O'Toole to track usage during this period. Gerry Cala has framed the license and it will be presented to Mary during Saturday's Open House celebration.</p> <p>3. <u>Workshop</u>: Jane attended an April 4 workshop at Pioneer Library System on Foundations given by Jeff Hough of Rochester Area Community Foundation.</p> <p>4. <u>Apr. 14 Open House</u>: New membership brochures will be available. Copies of the open book artwork will be available for people to write or color their message, sign their names, and give a donation for building expansion.</p> <p>5. <u>Book and Bake Sale</u>:</p> <p>a. <u>Tues., Apr. 24, Set Up</u>: Muscular help will be needed beginning at 4 PM to tear down meeting room configuration, bring tables upstairs from Rec. area, and bring donated materials from cage area in lower level and library book-drop area to meeting room. Tables will be delivered by Walworth Fire Dept. volunteers on Monday evening. All tables will need to be set-up and ready for books, etc. prior to Wed.</p> <p>b. <u>Wed., Apr. 25 Set-Up</u>: Volunteers needed to organize the donated materials any time between 9 AM and 8 PM. Dawn noted there is a donation limit of 5 boxes per family.</p> <p>c. <u>Sale Dates: April 26 – 28</u>: Volunteers needed.</p> <p>d. <u>Donation Receipt</u>: Mary noted the trustees several years ago approved a policy authorizing the library to donate books and materials received for the sale to the Friends. Until the Friends receive their 501(c)3, donors who request a receipt will need to obtain it from the library. When 501(c)3 is received, Friends will need to create/issue a donation form. Mary also noted the value of the donation is left blank and it is the donor's responsibility to fill in this amount.</p> <p>e. Motion by Tina, seconded by Maretta to approve Friends Report; motion unanimously carried.</p>	Liz O'Toole
8	Communications	<p>1. Ellen reported receipt of a letter from the State Education Department/ University of the State of New York re: a copy of the revised pamphlet "Statement on the Governance Role of a Trustee or Board Member". Major change was an enhanced discussion of conflict of interest. Tina volunteered to check out their web site http://www.nysl.nysed.gov/libdev/libs/index.htm and see if the pamphlet can be downloaded from web site or if additional copies may be purchased for each trustee.</p>	Tina
9	New Space/ Next Steps	<p>A. <u>Mtg. Feedback with SWBR and Town Officials:</u></p> <p>1. Trustees reported they were appreciative of Supervisor Plant's and Councilwoman Patti Marini's attendance at March 29 meeting with SWBR President David Beinetti. Their input was vital to the discussion of next steps and how to proceed.</p> <p>2. Dorothy was requested to send a thank you to David for his role as mediator by bringing the library and town together as we begin the</p>	Dorothy

		<p>expansion process and outlining the next steps we need to take.</p> <p>B. <u>Project Coordinator Needed:</u></p> <ol style="list-style-type: none"> 1. Mary previously suggested Jack and Elaine Leasure as potential coordinators. The Leasures are actively involved in community activities and are respected citizens. Supervisor Plant offered to contact them; the trustees asked Dorothy to also contact them on behalf of the library. 2. The Coordinators would be responsible for overseeing the various committees and pulling everything together. 3. Committees would include Publicity, Fundraising (through the Friends), and Grant Writing (Suzi Mance), in addition to other committees as required. 4. Ellen will contact David to obtain his list of coordinator responsibilities which were not included in the minutes. <p>C. <u>Publicity Chairman Needed:</u></p> <ol style="list-style-type: none"> 1. Kate Chamberlain was suggested as possible candidate. Kate uses the Braille services available through PLS. If she is unable to accept, perhaps she can give us a recommendation. Dorothy to ask Bob if he has had a conversation with her regarding the position. 2. Stories will include a brief history of the library. Dawn mentioned long-time residents have fond memories of establishing a library here and emphasized we need to include our history to move forward. Another story subject would be problems with the current facility. <p>D. <u>Names from David:</u></p> <ol style="list-style-type: none"> 1. Ellen reported he is trying to get Bruce's last name. <p>E. <u>Helpful Reading Materials:</u></p> <ol style="list-style-type: none"> 1. Mary showed documentation the Dansville Library put together, illustrating timelines and responsibilities of various people. This documentation should be extremely helpful as we proceed. She also noted they hired a project consultant. Mary mentioned there are books available to help with the process. 	<p>Bob Plant Dorothy</p> <p>Ellen</p> <p>Dorothy</p>
10	Unfinished Business	<p>A. <u>Budget Transfer:</u></p> <ol style="list-style-type: none"> 1. Motion by Tina, seconded by Richard for Cathy/Sheryl to create a new line item 9950.9C to be called Capital Reserve Construction Fund and to re-allocate \$18,000 from the budget into this fund. Breakdown is: \$5,000 from the \$10,000 Equipment line, \$3,000 from the \$20,000 Operating Expense line, and \$10,000 from the \$70,000 Materials line. Motion unanimously carried. It was noted this money could be transferred out of this Fund and into a line item if circumstances require. Mary stated the money in the Equipment line is for purchase of new computers but there may be grant money available from other sources for that purpose. 2. Sheryl was authorized to prepare a transfer form with assistance from Cathy; a signed and dated copy will be included in secretary's book. Cathy asked Dorothy to e-mail her the required info in preparation for her weekend meeting with Sheryl. <p>B. <u>Ordering Process:</u></p> <ol style="list-style-type: none"> 1. On behalf of the trustees, Richard commented we will not specify what Mary may order because purchasing is her responsibility. He was pleased to see there were new books on display. Richard commented that Supervisor Plant has stated he does not want to raise taxes and has asked town departments to cut back on expenses. Marett asked Mary to do creative thinking as to where we can cut back. He commented the trustees are concerned with making less funding available, dealing with space constraints, and reducing material inventory. 2. Discussion included space constraints and eliminating some of the 	<p>Cathy/ Sheryl</p> <p>Sheryl/ Cathy Dorothy</p> <p>Mary</p>

		<p>audio books which have not circulated recently, or cutting back on magazine subscriptions (a staff suggestion). Mary mentioned her weeding philosophy includes looking over the entire collection as an art and science process, and stated material should not be discarded just because it has not recently circulated. She emphasized that magazine subscriptions are not renewed if they are not popular with the patrons.</p> <p>3. Mareta requested Mary continue to include comments from patrons and staff in her monthly report to the trustees.</p> <p>4. Response to Mary's earlier questions re: ordering process - Tina commented to Mary: "We trust you know what you are doing. It is your duty as you see fit." Mary responded that many of her questions were answered by Jennifer Morris, Executive Director of Pioneer Library Service, at the March 8 Library Board meeting.</p> <p>C. <u>Define Personal Time Used:</u> Tabled due to time constraint.</p> <p>D. <u>Fin. & Pers. Committees:</u> define responsibilities: Tabled due to time constraint.</p> <p>E. <u>National Library Week and April 14 Open House:</u></p> <ol style="list-style-type: none"> 1. Mary gave each trustee a pen from PLS that will be given to people who become a member of Friends. 2. The children's table, made by high school student Eric Hill for a Shop project, will be on display and youngsters will use finger paints to leave their colorful handprints on the table. 3. Craft activities are planned, and Mary will have the OWWL costume for someone to wear. 4. Photographs of patrons and recent activities will be displayed in the program room. 5. Trustees were asked to be present sometime during the 10 – 2 timeframe; Dawn said she and Jane will also be here from the Friends, as well as other members. 6. Mary thanked Suzi for reading a resolution at the last town board meeting that noted National Library Week was being celebrated the week of April 15 at our library. <p>F. <u>Festival in the Park Hours:</u> Tabled due to time constraint.</p> <p>G. <u>Printer/Copier Purchase:</u> Tabled due to time constraint.</p> <p>H. <u>Memberships in Community Organizations:</u> Tabled due to time constraint.</p> <p>I. <u>Grant Writer:</u> Suzi announced she has been certified as a grant writer, there are dollars for library use, and she has access to a web site containing pertinent grant information. Mary mentioned the Gates project and will e-mail info to Suzi and Dorothy</p>	<p>Mary</p> <p>May Agenda</p> <p>May Agenda</p> <p>May Agenda</p> <p>May Agenda</p> <p>May Agenda</p> <p>Mary</p>
11	New Business	A. <u>Tape Recorder:</u> Motion by Dorothy, seconded by Tina to authorize Dorothy to spend up to \$200 on purchase of a tape recorder that will be used at Library Board meetings and other library events; motion unanimously carried. Suggestion was made to investigate a digital model.	Dorothy
12	Policy Review	<u>Policy Review:</u> Section 2.6/By-Laws: continue from 04/04. Tabled due to time constraint.	May Agenda
13	Adjournment	Motion by Richard, seconded by Tina to adjourn meeting at 9:20 PM; motion unanimously carried.	
		Next Meeting: Thursday, May 10, 6:30 PM	

Dorothy A. French, Secretary
Transmitted Electronically 04/16/07

Walworth-Seely Public Library
Meeting Minutes: Board of Trustees
Thurs., May 19, 2007, 6:30 PM, library program room
Changes approved -6/14/07 and in red italics. D. Stalker

Red: action

Blue: future agenda item

X_ Burmeister, Tina	X French, Dorothy	X Mance, Suzi (Town Board Rep)
X_ Cala, Jane (Friends Pres. & co-rep)	X Kingsley, Maretta (Corresp. Sec.)	_ Schwind, Dawn (Friends VP& co-rep)
X Crooks, Richard (VP)	X_ LaDelfa, Sheryl (Treasurer)	X Stalker, Donna (Actg. Record. Sec.)
X Dietterick, Ellen (Pres.)	X_ Lee, Allison	X Zingerella, Mary (Library Director)

Agm.	Topic	Discussion	Action
0.	Notes	<i>Minutes were electronically recorded for Secretary's use.</i>	
1.	Call to Order	• Meeting called to order at 6:35 P.M. by Richard Crooks (VP). President Dietterick conducted the meeting after her 6:40 arrival.	
2.	Attendance	• All present.	
3.	Period for Public Expression	No one from the community was present to speak.	
4.	Secretary's Report	<p>A. Meeting Minutes: Monthly meeting, motion by Allison, seconded by Richard and unanimously carried that the minutes with changes be accepted.</p> <p>B. Resignation of Secretary French: A motion to accept this resignation with much thanks for years of service and with regrets was presented by Donna, seconded by Tina, and unanimously carried.</p> <p>C. Secretary's Responsibilities: Motion by Dorothy, seconded by Allison and unanimously carried that the duties be divided into recording secretary and corresponding secretary. Dorothy will make necessary changes in the policy manual/By-laws for the Board's approval.</p> <p>D. Corresponding Secretary: Motion by Allison, seconded by Donna and unanimously carried that Maretta act as the corresponding secretary.</p> <p>E. Recording Secretary: No one wished to fulfill this obligation due to many other commitments. Donna consented to complete the minutes for the May meeting. Motion by Tina, seconded by Maretta that the selection of recording secretary be tabled until the June meeting. This was carried. All are to consider their schedules and reflect on performing this service.</p> <p>F. Agenda: Dorothy proposed that the President should be responsible for the agenda. Richard offered to assist with the agenda. Dorothy will make necessary changes in the By-laws for the Board's approval.</p>	<p>Donna</p> <p>Dorothy June agenda</p> <p>June agenda All Board members</p> <p>Dorothy June agenda</p>
5.	Treasurer's Report (attached)	<p>A. Monthly Report: Monthly report was given. 50% of the grant totaling \$3859.50 has been received. Motion to accept report by Tina, seconded by Allison and unanimously carried.</p> <p>B. Pay Bills: Donna and Tina reviewed the bills prior to the meeting. Motion by Donna, seconded by Tina and unanimously carried that the bills be paid.</p> <p>C. Official welcome: Richard extended an official welcome to our new treasurer, Sheryl.</p> <p>D. New Treasurer Start-up: The signature cards for Bank of America have been signed. Will stay with that bank for the time being as there are plenty of checks and it is not long travel for Sheryl to do the banking.</p> <p>E. Management Letter: The following corrective actions from the management report have been prepared by Sheryl:</p> <ol style="list-style-type: none"> Limited Internal Accounting Controls: To offset this deficiency, the library will continue to have the trustees do an 	<p>Sheryl</p> <p>Sheryl Trustees</p>

Agn.	Topic	Discussion	Action
		<p>audit of the book two times a year to review the Treasurer's transactions.</p> <ol style="list-style-type: none"> Receipts being kept in an unlocked drawer: Two options were presented: (1) purchase a small safe or (2) Any cash or checks will be kept in a locked file cabinet with very limited access (director and clerk). The key would be kept somewhere other than in a drawer accessible by all. The latter will be the action taken for the present. Bank Reconciliations: After the reconciliations have been prepared by the Treasurer, they should be reviewed, initialed, and dated by the Director. Also, as a safeguard, upon receiving the statements from the bank, the Director should review the statements for any unusual transactions prior to giving them to the Treasurer for reconciliation. Back Dating of Journal Entries: Due to the limited capabilities of the software, the audit trail by Quickbooks shows every transaction completed on the system. If this becomes a further concern, the Trustees could investigate more expensive software as an alternative. Custody of Checks after Signature: The present process will continue to be followed with the addition of the Director reviewing the monthly bank statement when it is received. Receipts: After the cash form is prepared, three copies will be made. One is retained by the person completing the form, with the other two forms going to the Treasurer. Upon making the deposit, a copy of the deposit ticket will be attached to one of the forms and returned to the person who prepared the form to verify the funds were deposited accordingly. <p>Motion presented by Donna, seconded by Maretta and unanimously carried to accept the corrective action plan with final changes.</p> <p>F. Auditor's Report: Sheryl has contacted the firm of Wager CPA for their fees for completing our audits and preparing the 990 forms for the 2007, 2008 and 2009 years. Fees are 2007 - \$1400; 2008- \$1450; and 2009 - \$1500. Motion to accept cost for fees for the ensuing three years presented by Tina, seconded by Richard and unanimously carried.</p> <p>G. 990: This form was completed and mailed on May 11, 2007.</p> <p>H. Transfer sheet: Ellen signed the transfer sheet that had been prepared <i>for transfer of funds to Building Line.</i></p> <p>I. Cathy's gift and final service agreement: Ellen signed the final sheet for mileage and service for Cathy. Cathy's gift was sent to her by Dorothy.</p> <p>J. Year-to-Year \$\$ Breakdown Program Comparison: It is felt that the Trustees would like to know the costs of the various programs that are offered through our library. This is not for the purpose of control but rather to have a handle on programming when it is budget preparation time. Mary is to prepare a report on the cost of programming broken down by age groups (ie Preschool, Elementary ages, Teens, and Adults). This will be ready for the June meeting.</p>	<p>Library Director</p> <p>Library Director</p> <p>Library Director</p> <p>Library Director</p> <p>Sheryl</p> <p>Sheryl</p> <p>Sheryl Ellen/Sheryl</p> <p>Ellen/Sheryl</p> <p>Mary June Agenda</p>
6.	Director's Report (attached)	<ol style="list-style-type: none"> Friends: A very special thank you to the Friends for the playstation console <i>and games.</i> Motion by Allison, seconded by Tina and unanimously carried that the Director's Report be accepted. 	

Agn.	Topic	Discussion	Action
7.	Committee Reports	<p>The Personnel Committee will meet prior to the next meeting to define their roles and responsibilities. A report will be given at the June meeting.</p> <p>The Finance Committee will meet prior to the next meeting to define their roles and responsibilities. A report will be given at the next meeting.</p>	<p>Allison, Maretta, Richard June meeting Tina, Donna June meeting</p>
8.	Friends Report (Jane Cala)	<ol style="list-style-type: none"> 1. WOW – another successful book and bake sale netting \$2,022. Ten new members enrolled or renewed memberships. Books were given away the last hour. This not only depleted what had to be repacked and stored but also brought in additional donations. 2. New brochure is ready and each trustee received one. 3. Plans are underway for the Festival in the Park – free books for children will be part of the day. 4. Still awaiting word on the 501c3. Jane has also applied for tax exempt status from NYS. 5. Thanks to the trustees who participated in the Open House. <p>Motion by Donna, seconded by Richard and unanimously carried to accept the Friends' report.</p>	
9.	Communications	NONE	
10.	New Space	<p>A. Meeting with Bruce VanHise, Bob Plant, Suzi Mance, Trustees, Library Director, and interested community members at 6:00 PM on May 31. – The purpose of the meeting is for planning and process for library expansion and fundraising. Mary will post this meeting as per Open Meeting Law.</p> <p>B. Projector Coordinator –</p> <p>*Ellen has spoken with Dave Benetti regarding the role of the Project Coordinator. This person would be the “front person” for planning and overseeing the process. It may be one or two people acting on behalf of the Board to coordinate activities, communications, setting up meetings, acting as liaison, strategizing, etc.. This is NOT a paid position and this person is not in charge of the construction aspect of the project.</p> <p>*Dorothy has spoken with some folks regarding interest in this position. At this time, none of her contacts feel they can commit the time to the project.</p> <p>*All trustees need to think of how they might be involved with this or perhaps bring names of individuals to the next meeting for discussion.</p> <p>C. Publicity –Dorothy has spoken with Kate Chamberlain. While she is unable to be a publicity chair, she is willing to help with publicity. Perhaps she would write a series of articles our library, its history, town involvement, needs, and future.</p> <p>D. Jane and the Friends of the WSPL have attempted to work on a flyer or request for community involvement in addressing space issues. There was some concern by Mr. Plant and Ms. Dietterick regarding the wording on the flyer so it is on hold for the moment. Jane is more than willing to assist with getting community involvement.</p> <p>E. Consultant Services: Mary has been in contact with two different businesses regarding communications and our needs. The first, Libby Post of Communication Services, had a \$500 fee plus expenses for the initial meeting. The Board felt this was not appropriate at this time. The second, Bobbi Dillon of Communication Solutions, has similar information to the Communication Services, Inc. but would not charge the consultation fee.</p>	<p>Ellen</p> <p>Trustees</p> <p>Mary</p>

Agn.	Topic	Discussion	Action
		<p>Bobbi is currently working with the Dansville Library. We have learned since the last meeting that Bobbi is willing to meet with us but will not commit to working with us as she has three large projects going at this time. No decision was made as to whether to have her come to speak with us anyway. Mary will poll the Trustees for a decision.</p>	
11.	Unfinished Business	<p>A. Pamphlet from State Education Department – Tina was unable to retrieve the information but will have it for the June meeting.</p> <p>B. Define Personal Time – this was tabled due to time constraints. Personnel committee will work on this before the next meeting and will come with a rough draft. Suzi will get information as to what the other town departments do and how it is defined for them.</p> <p>C. Personnel and Finance Committees roles and responsibilities – these committees will come to the next meeting with a draft to present to the Board.</p> <p>D. Open House – Mary asked if this was a viable event. The Board feels this should continue as it is good PR, mentioned at Town Board meetings, and is a positive for many families.</p> <p>E. Festival in the Park – Should the library be open? Much discussion on this topic. The town has no problem with the building being open. Mary feels that perhaps there will be no one to work as it has been a day off for the clerks in the past. The Trustees felt it would be great awareness for the community to have the library open. Several suggestions were presented for enticing folks to “travel up the hill” from the Festival to visit the library. Mary is to check with the staff for their availability. Creative scheduling may need to take place. Donna and Allison were willing to work with an employee but Mary said this was not possible. This needs to be discussed for the future and if we are to be open on that day, then the policy will need to be rewritten.</p> <p>F. Copier/printer:</p> <ul style="list-style-type: none"> • Tina would like Mary to keep track of the copy count on the printers. • Mary will purchase a new printer from her operations budget as it is less than \$500 <p>G. Memberships in organizations – all trustees had not responded to Dorothy on this – please do so before the June meeting</p> <p>H. Tape recorder – Tina had purchased a digital recorder for the Trustee meetings. This was to test out to see if it was feasible to use this for the secretary, etc. If this works she will submit a bill at the next meeting</p> <p>I. Audit Process Documentation – Tina will do this for the June meeting.</p> <p>J. Lorraine Finley Award – May 21 at 7:15. Dorothy prepared a letter of appreciation for all trustees to sign in recognition of her many years of dedicated service to the readers and book lovers of Walworth. All are invited to the award presentation. Dorothy has featured this in the showcase. Lorraine will be presented the letter and from the Friends, a Walworth-Seely Library tote.</p>	<p>Tina June agenda Personnel Committee, Suzi Mance June Agenda Finance/Personnel committees June agenda</p> <p>Mary June agenda</p> <p>Mary</p> <p>Mary</p> <p>All Trustees</p> <p>Tina</p> <p>Tina June agenda Dorothy</p>
12.	New Business	<p>A Newsletter – Combine with the Town as an Option</p> <ul style="list-style-type: none"> • Will keep own summer newsletter • Meet with Bob Plant and <u>Town Topics</u> editor in the fall to see about having an insert for the library • This shows that we do work together in the town to conserve funding, but we may decide that we need to have a separate newsletter. 	Trustees and Suzi

Agn.	Topic	Discussion	Action
		<ul style="list-style-type: none"> Mary will have the summer newsletter ready for June 1 deadline. <p>B. 2007 Vacation Schedule for Mary and Liz – this will be ready for the next meeting .</p> <p>C. CIPA Compliance – this was completed and we are in compliance.</p>	<p>Mary June agenda Mary</p>
13.	Policy Review	Tabled due to time constraints. Section 2.5 By-Laws	Dorothy June agenda
14.	<i>Executive Session</i>	<i>Motion by Dorothy, seconded by Richard to move to Executive Session to discuss a personnel matter. Motion unanimously carried. Motion by Dorothy, seconded by Richard to move out of Executive Session.</i>	
15.	Adjournment	Motion by Richard, seconded by Dorothy and unanimously carried to adjourn at 9:00.	
		Next Meeting: June 14, 2007 at 6:30 PM	

Donna Stalker, Recording Secretary
Transmitted Electronically June 17, 2007

2007 Meeting Dates (2nd Thursday, 6:30 PM) (12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
July 12	Aug. 9	Sept. 13	Oct. 11	Nov. 8	Dec. 13

Walworth-Seely Public Library
Meeting Minutes: Board of Trustees
Thurs. June 14, 2007, 6:30 PM, library program room

*****Next Meeting: July 12, 2007, 6:30 PM*****

Red: action

Blue: future agenda item

– Burmeister, Tina	X French, Dorothy	X Mance, Suzi (Town Board Rep)
– Cala, Jane (Friends Pres. & co-rep)	X Kingsley, Maretta (Corresp. Sec.)	X Schwind, Dawn (Friends VP& co-rep)
X Crooks, Richard (VP)	X LaDelfa, Sheryl (Treasurer)	X Stalker, Donna (Actg. Record. Sec.)
X Dietterick, Ellen (Pres.)	– Lee, Allison	X Zingerella, Mary (Library Director)

Agn.	Topic	Discussion	Action
0.	Notes	• Minutes were not electronically recorded due to a malfunction.	
1.	Call to Order	• Meeting called to order by President Ellen Dietterick at 6:30 PM.	
2.	Attendance	• All present except T. Burmeister and A. Lee with reasons. Friends represented by D. Schwind. Maretta left after Item #11 due to illness.	
3.	Period for Public Expression	No public comment.	
4.	Election of Recording Sec'y	Motion presented by Dorothy French, seconded by Richard Crooks and unanimously carried that Donna Stalker serve as the Recording Secretary.	
5.	Secretary's Report	<p>A. Meeting Minutes: Motion presented by Maretta Kingsley, seconded by Dorothy French, and unanimously carried that the corrected minutes of the May 19, 2007 Board meeting be accepted and redistributed.</p> <p>B. May 31 Van Hise Meeting Notes: Motion presented by Maretta Kingsley, seconded by Dorothy French and unanimously carried that the notes from this meeting be accepted and placed on file. The handouts from this meeting will be added to the Secretary's book.</p>	<p>Donna</p> <p>Dorothy</p>
6.	Treasurer's Report (attached)	<p>A. Monthly Report: Treasurer's report was presented. Motion to accept was presented by Maretta Kinglsey, seconded by Dorothy French and unanimously carried. It was agreed that, for the future all Trustees will review the Treasurer's Report (which will continue to be sent electronically) prior to the meeting and come with questions. We will not be projecting the report on the wall and going through it unless there is a specific question or request.</p> <p>B. Pay Bills: The Finance Committee member, Donna Stalker, reviewed the bills prior to the meeting and found them to be in order. Motion was presented by Maretta Kingsley, seconded by Richard Crooks, and unanimously carried that the bills be paid.</p> <p>C. Management Letter Recommendations and Processes: Mary and Sheryl explained that all of the recommendations and processes that were put into place after the last meeting are being followed.</p>	Trustees
7.	Director's Report (attached)	In addition to the previously distributed report, it was highlighted that Deputy Halverson from the Wayne County Sheriff's Department will be participating in the "Get a Clue" summer reading program. Mary shared newspaper articles about the library and focused our attention to the data she prepared on the number of users, their demographics, and the circulation figures. Motion presented by Richard Crooks, seconded by Dorothy French, and unanimously carried to accept the Library Director's Report.	

8.	Committee Reports	<p><u>A. Finance Committee:</u> (1)The Random Audit Process recorded by Tina Burmeister was presented. Minor changes were made. Motion to accept the amended process and place in Operations Policy #6.29 was presented by Maretta Kingsley, seconded by Dorothy French, and unanimously carried. Also Suzi Mance stated that the Town had a form for audits and suggested that we use that as a template. Mary will ask Susie Jacobs about the form. (2)The Finance Committee responsibilities recorded by Tina Burmeister were presented for Board approval. These responsibilities were reviewed by the Board. Minor changes were recorded. Motion to accept this report and place in the Policy Manual's By-Laws was presented by Richard Crooks, seconded by Maretta Kingsley, and unanimously carried.</p> <p><u>B. Personnel Committee:</u> Maretta and Richard presented the responsibilities of the Personnel Committee for Board approval. Motion to accept and place in Policy Manual section of the By-Laws was presented by Richard Crooks, seconded by Dorothy French, and unanimously carried.</p> <p>Donna will make changes on the originals and send them to Dorothy for inclusion in the Policy Manual.</p>	<p>Dorothy Mary</p> <p>Dorothy</p> <p>Donna</p> <p>Dorothy</p>
9.	Friends Report	<p><u>A.501c3:</u> The Friends of WSPL are pleased to announce they have received the 501c3 status they worked so hard to get.</p> <p><u>B. Festival in the Park:</u> The Friends of WSPL will have their booth at the Festival where they will be giving away free books to children. This year they will not be purchasing balloons or other giveaways.</p> <p><u>C.</u> Christal and Lloyd Eddy are in charge of the float for the parade and the booth. Motion to accept this report was presented by Dorothy French, seconded by Maretta Kingsley, and unanimously carried.</p>	
10.	Communications	<p><u>A.</u>Maretta reported that a thank you note was sent to Bruce VanHise for his efforts on our behalf on May 31.</p> <p><u>B. The Wayne County Mail</u> had some Walworth information including the great number of volunteers present for the construction of the playground as well as an article/interview with Deb Germain, retiring Recreation Director.</p> <p><u>C.</u> Mary presented to the Board members a sample of one of the packets that will be given to the children for the summer reading program, "Get a Clue".</p>	
11.	Unfinished Business	<p><u>A.NYS Education Department Pamphlet:</u> Tina downloaded the article for all Board members. It is expected that all members will read this before the July meeting.</p> <p><u>B.& C. Definition of Sick and Personal Time:</u> Maretta and Richard shared the definitions which were very similar to those from the Town Board. This was done for clarification for Mary. The Personnel Policy should be reviewed. Richard and Maretta will use information from the Town to include in recommendations. Richard suggested that they meet during the summer to finalize the draft. The Personnel Policy will be reviewed and presented at the September or October meeting and will be effective as of January 2008. There will be no changes implemented during 2007.</p> <p><u>D. Festival in the Park Hours</u> We will be closed. This is part of the Personnel Policy for the WSPL. If this is to be changed it needs to be done through the Policy Manual and would take effect in 2008.</p> <p><u>E. Membership in Community Organizations:</u> Trustees should submit to</p>	<p>Board Members</p> <p>Maretta, Richard, and Allison</p> <p>Trustees</p>

		<p>Dorothy all (not just Walworth) organizations with which we have an affiliation. An initial list was included in Mary's Director's report.</p> <p><u>F. Audit Process Documentation:</u> This was handled under the Finance Committee report.</p>	
12.	New Space/Next Steps	<p><u>A. VanHise Follow-up:</u> This was most helpful for all of us. Ellen had asked Bruce about his assistance but he is too busy at this time. It was suggested that we contact Dave Bienetti for the quickest way to get going with this project. Ellen will contact Dave Bienetti of SWBR to see if he is available for the July 12th Board of Trustees meeting.</p> <p><u>B. Project Coordinator:</u> Presently this is at a standstill. Dorothy will contact Patti Holdraker for leads.</p> <p><u>C. Publicity Coordinator:</u> Donna has been in contact with Amy Gebhardt, the Public Information Specialist for Wayne Central School. She was thrilled to be asked to chair this position and is looking forward to working with Kate Chamberlain, the Project Coordinator, and the Board in the quest for additional library space.</p> <p><u>D. Grant Writing Workshop:</u> Richard attended a workshop in Sidney, NY. He spoke of the 2 grants from NYS that are available. At this time we are not prepared to make an application. We need to have 50% funding available before we can apply. He has given copies of his materials to Suzi Mance who he feels he will be working closely with on this project. Suzi has been working on grants for the Town and has had dealings with Stuart Brown & Associates. They may be a resource for us to purchase their services. Amy Gebhardt has also worked on grants with Suzi. Richard had a special thanks to Mary, Ellen, and the Board for funding his attendance at this workshop.</p> <p><u>E. Timeline and Town Topics:</u> Supervisor Plant has asked that we have an article in the <u>Town Topics</u> regarding the library. Dorothy French is to contact Kate Chamberlain to write something about our history, our growth, and our investigation of options for the future. Mary will assist with creating a visual representation or graph similar to the one Bruce VanHise shared with us on May 31.</p> <p><u>F. Other:</u> Mary recorded on cassette the Community Service award ceremony in honor of Lorraine Finley. Kate Chamberlain has the ability to transcribe this recording. Perhaps some of that could be used for future articles.</p>	<p>Ellen</p> <p>Dorothy</p> <p>Dorothy</p> <p>Mary</p>
13.	New Business	<p><u>A. 2007 Vacation Schedule:</u> Mary will have used her 2007 vacation by the end of June or early July. Liz will use her 2007 vacation near the end of August and the end of December.</p> <p><u>B. Board Reflection:</u> In conjunction with the Performance Assessment for Mary that will soon take place, the Board will participate in a reflection on their membership on the Board as well as how well the Board functions. Donna will distribute these via e-mail. They can be returned electronically or via Postal Service. Names will not be included, this will be anonymous. Donna felt that if we are to undertake such a large project as the library expansion, we needed to work together as a team. Richard suggested that after the surveys/reflections were compiled we might like to consider a consultant in group dynamics and teambuilding. Ellen, Mary, Dorothy, and Sheryl will make contacts for names of possible facilitators.</p> <p><u>C. Records Security:</u> Our records need to be removed from the Town vault during renovation. The Town Clerk has a possible source for us to get a fireproof locking file cabinet. Supervisor Plant has said that if we purchase a fireproof file cabinet he will assist in finding temporary housing in the lower level of the Town Hall. Mary to work with Susie Jacobs on this.</p> <p><u>D. Practice Random Audit:</u> The Finance Committee will meet with Sheryl</p>	<p>Mary</p> <p>Donna</p> <p>Ellen, Mary, Sheryl, Dorothy</p> <p>Mary</p> <p>Sheryl, Tina,</p>

		to perform a practice random audit using the records from May. This is to be done before the July 12 th meeting.	Donna, Ellen
14.	Policy Review (see attached)	Review of Section 2 of the By-Laws was lead by Dorothy French. Motion by Donna Stalker, seconded by Richard Crooks, and unanimously carried that the changes presented be accepted and recorded. These are being sent as an attachment due to the length of changes.	Dorothy
15.	Adjournment	Motion presented by Richard Crooks, seconded by Dorothy French, and unanimously carried that the meeting adjourn at 9:30 PM.	
		Next Meeting: July 12, 2007 at 6:30 PM in the Program Room	

Donna Stalker, Secretary
Transmitted Electronically July 13, 2007

2007 Meeting Dates (2nd Thursday, 6:30 PM) (12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
July 12	Aug. 9	Sept. 13	Oct. 11	Nov. 8	Dec. 13

Walworth-Seely Public Library
Meeting Minutes: Board of Trustees
Monday, June 25, 2007, 6:30 PM, library program room
*****Next Meeting: July 12, 2007, 6:30 PM*****

*Minutes approved
July 12, 2007;
corrections noted in
red italics*

Red: action

Blue: future agenda item

x_ Burmeister, Tina	x_ French, Dorothy	_ Mance, Suzi (Town Board Rep)
_ Cala, Jane (Friends Pres. & co-rep)	_ Kingsley, Maretta (Corresp. Sec.)	_ Schwind, Dawn (Friends VP& co-rep)
x_ Crooks, Richard (VP)	_ LaDelfa, Sheryl (Treasurer)	_ Stalker, Donna (Recording Secretary)
x_ Dietterick, Ellen (Pres.)	x_ Lee, Allison	x_ Zingerella, Mary (Library Director)

Agn.	Topic	Discussion	Action
0.	Notes	• Minutes were not electronically recorded.	
1.	Call to Order	• Meeting called to order by President Ellen Dietterick at 6:30 PM.	
2.	Attendance	• All trustees were present except Donna (prior commitment) and Maretta.	
3.	Agenda	Special meeting called to okay the hiring of Pam Wolfanger (retired librarian from <i>Marion</i> Public Library) as a Substitute Director until Mary Zingerella returns at a date to be determined. Richard Crooks motioned to hire Ms. Wolfanger and was seconded by Tina Burmeister. <i>Motion Unanimously Carried</i>	<i>Trustees</i>
		Trustees signed a letter of employment (see attached <i>form</i>) The following memo was signed by the trustees to approve Pam Wolfanger's hiring: The Board of Trustees of the Walworth-Seely Public Library is hiring Pamela Wolfanger as a Substitute Director until Mary Zingerella returns at a date to be determined. <ul style="list-style-type: none"> • Her start date is July 5. • She will be paid \$20 per hour on a 1099 form. • She will work 15 hours per week with a flexible schedule that meets the needs of the library. • There will be no benefits. • She is authorized to certify payroll, gather the bills and present them for payment to the Board of Trustees and make decisions that are of a day to day nature. • Her ending date is subject to the return of the director, Mary Zingerella 	Trustees
		Dorothy asked for contact information on Ms. Wolfanger and Mary will send it to all of the trustees.	<i>Mary</i>
		Dorothy commented on the article that <i>Kate</i> Chamberlin is working on concerning the historical aspects of the library- a thank you from the board was noted. <i>Kate is working on the article for Town Topics.</i>	
		Motion by __Richard_____, seconded by __Dorothy____ to adjourn the meeting at ____6:39____ PM.	

	Next Meeting: July 12, 2007 at 6:30 PM in the Program Room	
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Allison Lee, Acting Secretary
Transmitted Electronically __June 29, 2007

2007 Meeting Dates (2nd Thursday, 6:30 PM) (12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
July 12	Aug. 9	Sept. 13	Oct. 11	Nov. 8	Dec. 13

Walworth-Seely Public Library

Meeting Minutes: Board of Trustees

Thurs., July 12, 2007, 6:30 PM, library program room

*****Next Monthly Board Meeting: August 9, 2007, 6:30 PM*****

Red: action

Blue: future agenda item

X Burmeister, Tina	X French, Dorothy	X Mance, Suzi (Town Board Rep)
X Cala, Jane (Friends Pres. & co-rep)	X Kingsley, Maretta (Corresp. Sec.)	– Schwind, Dawn (Friends VP& co-rep)
X Crooks, Richard (VP)	X LaDelfa, Sheryl (Treasurer)	X Stalker, Donna (Recording. Sec.)
X Dietterick, Ellen (Pres.)	X Lee, Allison	X Wolfanger, Pam (Substitute Director)
		X Zingerella, Mary (Library Director)

Agn.	Topic	Discussion	Action
0.	Notes	<ul style="list-style-type: none"> Minutes were electronically recorded for use by the secretary. 	
1.	Call to Order	<ul style="list-style-type: none"> Meeting called to order by President Ellen Dietterick at 6:30 PM. 	
2.	Attendance	<ul style="list-style-type: none"> All present by 6:42. 	
3.	Introductions	President Dietterick welcomed and introduced Pam Wolfanger, Mary's substitute for the summer. All were pleased to have Pam working with the Board. She responded with thanks.	
4.	Period of Public Expression	No one was present to speak.	
5.	Secretary's Report	<p>A. Meeting Minutes: A motion to accept the June 14 meeting minutes was presented by Dorothy French, seconded by Allison Lee and unanimously carried. Donna will transmit them. A motion to accept the June 25 meeting minutes with corrections was presented by Richard Crooks, seconded by Tina Burmeister, and unanimously carried. Allison will correct and transmit them.</p>	<p>Donna</p> <p>Allison</p>
6.	Treasurer's Report (attached)	<p>A. Monthly Report: Sheryl reviewed the report that had been previously sent electronically. Motion to accept this report was presented by Maretta Kingsley, seconded by Richard Crooks, and unanimously carried.</p> <p>B. Pay Bills: Donna reported that she had reviewed the bills and they were ready for trustees' signatures. Motion to pay the bills was presented by Donna Stalker, seconded by Richard Crooks, and unanimously carried.</p>	Sheryl
6.	Director's Report (attached)	<ul style="list-style-type: none"> Mary is hopeful that there will soon be an announcement that Recorded Books will be part of the state contract process. Pioneer is undergoing changes with their computer system and a few glitches have appeared. If you do not receive e-mails with reports, etc. call Pam to notify her. The 40th anniversary and the library opening videos have been transferred to DVD. Notice was received that our Library Director, Mary Zingerella, had been nominated by a patron for the BookPage Annual Spotlight Award. While she did not receive the award it was quite an honor to be nominated and showcases our Library as well. Motion to accept the Director's Report was presented by Tina Burmeister, seconded by Allison Lee, and unanimously carried. 	
7.	Committee Reports	<p>A. Finance Committee: Donna reported that the internal audit for the May financial statements had been completed and all was found to be in order. Mary or Pam will order a stamp, similar to the one that the Town uses, that will have a statement about the audit completion and areas for trustees' signatures. Motion to accept this report was presented by Richard Crooks,</p>	Mary/Pam

Agn.	Topic	Discussion	Action
		<p>seconded by Tina Burmeister, and unanimously carried.</p> <p>B. <u>Personnel Committee:</u> Maretta shared that the Personnel Committee had reviewed materials from Board discussions, individual trustees, our Policy manual, Town Board personnel manual, and other various materials they had found and then prepared a “survey” for trustees to complete giving input into the review of policy for vacation and sick time. As it is expected that personnel policy be reviewed each year, the Committee wishes to have this portion ready for the August meeting. All trustees, Sheryl, and Mary need to have their input to the Personnel Committee by July 31.</p> <p>Richard also reported that the Personnel Committee was working on a “redo” of the staff survey in conjunction with the Director’s Performance Appraisal. They wish to make this more cohesive and organized. This will be presented at the August 9th meeting. The motion to accept this report was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried.</p>	<p>Allison, Maretta, Richard</p> <p>Trustees, Director, Treasurer Allison, Maretta, Richard</p>
8.	Friends Report	<p>Jane gave her report after introductions as she needed to leave. She reported that the Friends shirts had arrived but were not correct. She will look in to how the error may be rectified. They are still working on getting the tax exempt status for New York State. She hopes this will be forthcoming. Plans for the Festival in the Park are underway and the free books, cake walk, silent auction for a “game basket” and a “men’s basket”, and Friends brochures are sure to have folks stopping by their booth.</p>	
9.	Communications	<p>Donna suggested that Mary’s nomination for the BookPage Annual Spotlight Award be publicized. After discussion it was decided that Kate Chamberlain might be able to work this into one of her articles and that this should also be included in the Library Newsletter and/or the Town Topics. Dorothy will notify Kate about the award nomination and then place the letter on file.</p>	<p>Mary/Pam Dorothy</p>
10.	New Space	<p>A. <u>Project Coordinator:</u> Dorothy had been in contact with Patti Holdraker regarding possible contacts for Project Coordinator. Unfortunately no one was able to commit to this. Richard has names of some folks that he will contact to determine interest and availability. Other trustees are to continue to think about possible leads for this position.</p> <p>B. <u>Town Topics:</u> Dorothy has an outline of information from Kate Chamberlain for the <u>Town Topics</u> article. Mary has created a graph similar to the one that Bruce VanHise had shown us. This will be included in the article. (see attached) Also the article will include a collage of pictures, library hours, and the names of the Library staff as well as the Trustees, Mr. Plant has indicated to Mary that the Library article may have as much space as needed.</p> <p>C. <u>Planning Meeting:</u> On July 31st, all interested parties will be meeting with engineer Dave Beinetti and Supervisor Bob Plant at 6:30 PM in the Town Meeting Room. The goal is to “nail down” the process to get us started. It is hoped that direction will be given for creating a plan, model, etc. so we will have concrete information to present so we can move forward with this plan. Invitations will be sent to all Town Board members and the Friends officers, who can invite others from the group if they choose.</p>	<p>Richard All Trustees</p> <p>Maretta and Suzi Mance</p>
11.	Unfinished Business	<p>A. <u>Records Security:</u> Mary has secured information and will order a used locking, fire-proof four-drawer file cabinet for storing our records. This cabinet will be stored in the lower level in the cage area or if room does not allow there, Mr. Plant will assist in finding temporary storage for the file cabinet.</p>	<p>Mary/Pam</p>

Agn.	Topic	Discussion	Action
		<p>B. Board Reflection: Donna distributed the results of the two reflection surveys. Time was given for brief review. As discussed at the last meeting, following the reflection, it would be appropriate and timely to engage a facilitator to work with the Board, Director, Treasurer, and two officers of the Friends on team-building. This will be advantageous as we go into the next phase of library expansion. Trustees are to make contacts with those who may facilitate for us. Names and information should be given to President Ellen Diettrick. Pam will contact Susan Keitel, a former executive director of NYLA. She is experienced in this area. Allsion Lee will contact the Teacher Center Director from BOCES and Donna will contact Ruth Hollis, a facilitator for team-building and Covey's "Seven Habits of Highly Effective People". The goal would be to have training late September or early October if we are able to engage a facilitator.</p>	<p>All Trustees, Sheryl Pam</p>
12.	New Business	<p>A. Budget: Budget preparation will soon be underway. After reviewing this year's budget, some research, and after PLS director meetings, Mary began work on budget suggestions. Mary presented her recommendations as follows:</p> <ul style="list-style-type: none"> • Increase personnel wages per town recommendations • Restore cuts from 2007 • Add \$50,000 for building fund • Increase mileage to \$1500 from \$1350 • Increase bandwidth – PLS suggested increase upstream, this would result in \$840 per year cost under computers line item. Increase computer budget by \$500 with the remainder as part of existing computer budget • Hold line on other expenses • Income – decrease from Wayne County down to \$7,000 • Increase Pioneer Travel Grant to \$500 <p>B. Richard asked for some input from Pam regarding expectations etc. Pam stated she is excited about the opportunity to work through the summer at our Library and to make things easy for Mary and the staff as well as the Board. Our gratitude was expressed to Pam for her efforts. Contact information for Pam is pwolfanger@pls-net.org and her phone number is 315-926-7716.</p> <p>C. All wished Mary well and looked forward to seeing her soon.</p>	<p>Mary/Pam Trustees</p>
13.	Policy Review	None	
14.	Adjournment	Motion to adjourn the meeting at 7:55 was presented by Richard Crooks, seconded by Allison Lee and unanimously carried.	
		Next Meeting: July 31 with SWBR and Town Officials and August 9 for monthly Board meeting.	

Donna L. Stalker, Secretary
 Approved August 9, 2007
 Transmitted Electronically August 15, 2007

2007 Meeting Dates (2nd Thursday, 6:30 PM) (12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
July 12	Aug. 9	Sept. 13	Oct. 11	Nov. 8	Dec. 13

Walworth-Seely Public Library
Meeting Minutes: Board of Trustees
Thurs. August 9, 2007, 6:30 PM, library program room

Approved:
September 13, 2007

*****Next Meeting: September 13, 2007, 6:30 PM*****

Red: action

Blue: future agenda item

– Burmeister, Tina	X French, Dorothy	X Mance, Suzi (Town Board Rep)
X Cala, Jane (Friends Pres. & co-rep)	X Kingsley, Maretta (Corresp. Sec.)	– Schwind, Dawn (Friends VP& co-rep)
X Crooks, Richard (VP)	X LaDelfa, Sheryl (Treasurer)	X Stalker, Donna (Actg. Record. Sec.)
X Dietterick, Ellen (Pres.)	X Lee, Allison	– Zingerella, Mary (Library Director)

Agn.	Topic	Discussion	Action
0.	Notes	• Minutes electronically recorded for secretary's use.	
1.	Call to Order	• Meeting called to order by Ellen Dietterick at 6:32 PM.	
2.	Attendance	• Pam Wolfanger attending as Library Director during Mary's absence. Tina Burmeister absent with reason. Suzi Mance arrived at 6:45.	
3.	Period for Public Expression	Jeff VanLare was present and asked to be able to speak later in the meeting when we addressed the library expansion.	
4.	Secretary's Report	A. Meeting Minutes: A motion was presented by Dorothy French, seconded by Allison Lee, and unanimously carried that the minutes of the July 12, 2007 be accepted. B. Meeting Minutes: A motion was presented by Allison Lee, seconded by Richard Crooks, and unanimously carried that the minutes of the joint Town Board/Library Board meeting with Dave Beinetti of SWBR be accepted as amended.	Donna
5.	Treasurer's Report (attached)	A. Monthly Report: Sheryl reviewed the report that had previously been sent electronically. A motion to accept this report was made by Donna Stalker, seconded by Maretta Kingsley, and unanimously carried. B. Pay Bills: The bills were reviewed prior to the meeting by Tina Burmeister and found to be in order. A motion to pay the bills was presented by Dorothy French, seconded by Allison Lee, and unanimously carried.	Sheryl
6.	Director's Report (attached)	Pam was quite impressed with the number of participants in the summer reading program. Circulation for July topped the 12,300+ mark. Pam has had no response from Susan Keitel regarding assistance with team-building. Newsletter should be in the hands of the public in two weeks. Motion was presented by Donna Stalker, seconded by Dorothy French and unanimously carried that Sheryl cut a check for \$470 to Pam Wolfanger to pay for the postage for the mailing of the newsletter. (Note: Pam is not able to use the library debit card as it is in Mary's name.) Motion to accept the Director's Report was presented by Donna Stalker, seconded by Dorothy French and unanimously carried.	Sheryl
7.	Committee Reports	Personnel Committee: A. Allison Lee has created a new survey form for the employees to complete before the Board completes Mary's Six Month Performance Appraisal. It is simpler and more user friendly than what had previously been used. Allison will get them out to the employees. When they have completed then they will be put in individual envelopes addressed to Ellen Dietterick on or before September 7. The Board thanked Allison for doing such a nice job. After Ellen has	Ellen, Richard, Maretta,

Agn.	Topic	Discussion	Action
		<p>collected the employee surveys the Board can then complete Mary's Performance Appraisal. This should be completed by the September meeting.</p> <p>B. Maretta spoke to the consolidation of the results from her survey about the sick time/personal time/vacation time issue. Donna Stalker suggested that perhaps the Board might want to consider that if changes are made, those changes would apply to new people hired after January 1, 2008 and that the present employees be "grandfathered" so as not to have a change in benefits. This will be completed at the next meeting for Policy Review.</p>	<p>Allison Trustees</p>
8.	Friends Report	<p>A. The Friends float won the trophy for the Best Original Entry in the parade for the Walworth Festival in the Park. The Eddys were the organizers of the float and the booth this year. \$254 was taken in from the basket auction, the "cake walk", and the glow-in-the-dark bracelets. This is not profit yet as all bills have not been paid. Giving away the children's books was a highlight of the festival.</p> <p>B. Liz O'Toole, Youth Services Specialist, requested that the Friends pay for the ice cream for the ice cream social that is part of the culminating activities for the summer reading program.</p> <p>C. Jane and Gerry Cala have visited the NEW Hammondsport Library and came back with lots of pictures and background information on the new 9,000 square foot, \$1.5 million dollar library.</p>	
9.	Communications	<p>A. Kate Chamberlain will be incorporating Mary's nomination for the BookPages Award into her monthly column in the <u>Wayne County Mail</u>.</p> <p>B. Maretta will send a thank you to Dave Beinetti in appreciation for his time and efforts at the July 31 joint Town Board/Library Board meeting.</p>	<p>Maretta</p>
10.	New Space	<p>A. Suzi Mance will be the Chair of the committee that Supervisor Plant is forming to investigate space and expansion at the Town Complex. She is excited to face this challenge and is already working on an action plan.</p> <p>B. Richard introduced Jeff Van Lare who is interested in working with us for the library expansion project. Jeff VanLare is pleased to join in efforts to improve the Town Complex. He is willing to work on any committee or do whatever is needed to help with this project. He is eager and enthusiastic. Jeff sees the need for space. As a taxpayer he wants to see the town move forward. He suggests that perhaps the Library and the Parks/Recreation can combine their efforts for some of the programs to show solidarity and perhaps save some money. He is a bit concerned about the library being on its own thus creating a large budget increase. He feels that would need to be worked out with the town.</p>	
11.	Unfinished Business	<p>A. Pam will complete the paperwork for ordering the used fire-proof file cabinet for records security.</p> <p>B. Kate Chamberlain has completed the article about the Library for the upcoming Town Topics.</p> <p>C. A motion was presented by Richard Crooks, seconded by Dorothy French, and unanimously carried that Donna Stalker contact Ruth Hollis to act as the facilitator for the team-building training the Board wishes to have.</p>	<p>Donna</p>
12.	New Business	<p>A. 2008 Budget: Sheryl and Pam will be checking with Mary regarding the balancing of the expenditures and revenues. This will be taken care of this week so all is in preparation for the meeting with Supervisor Plant on the budget.</p>	<p>Pam, Sheryl</p>

Agn.	Topic	Discussion	Action
		B. A motion was presented by Donna Stalker, seconded by Dorothy French, and unanimously carried that the Board extend cheer and thoughts to Mary during her convalescence by taking \$50 from the Trustee Account along with any personal donations given to purchase a gift certificate for Mary at Polimeni's Restaurant on Canandaigua Lake. Sheryl will purchase and deliver the card.	Sheryl
13.	Policy Review	NONE	
14.	Adjournment	A motion to adjourn the meeting at 8:24 was presented by Allison Lee, seconded by Richard Crooks, and unanimously carried.	
		Next Meeting: September 13, 2008	

Donna Stalker, Secretary
Transmitted Electronically September 17, 2007

2007 Meeting Dates (2nd Thursday, 6:30 PM) (12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
July 12	Aug. 9	Sept. 13	Oct. 11	Nov. 8	Dec. 13

Walworth-Seely Public Library
Meeting Minutes: Board of Trustees

Approved with changes October 11, 2007

Thurs. September 13, 2007, 6:30 PM, library program room

*****Next Meeting: October 11, 2007, 6:30 PM*****

Red: action

Blue: future agenda item

<input checked="" type="checkbox"/> Burmeister, Tina	<input checked="" type="checkbox"/> French, Dorothy	<input checked="" type="checkbox"/> Mance, Suzi (Town Board Rep)
<input checked="" type="checkbox"/> Cala, Jane (Friends Pres. & co-rep)	<input checked="" type="checkbox"/> Kingsley, Maretta (Corresp. Sec.)	<input type="checkbox"/> Schwind, Dawn (Friends VP& co-rep)
<input checked="" type="checkbox"/> Crooks, Richard (VP)	<input checked="" type="checkbox"/> LaDelfa, Sheryl (Treasurer)	<input type="checkbox"/> Stalker, Donna (Record. Sec.)
<input checked="" type="checkbox"/> Dietterick, Ellen (Pres.)	<input type="checkbox"/> TBA	<input type="checkbox"/> Zingerella, Mary (Library Director)

Agn.	Topic	Discussion	Action
0.	Notes		
1.	Call to Order	Ellen called the meeting to order at 6:30 pm.	
2.	Attendance	Donna Stalker was absent with reason, as well as Mary Zingerella. Pam Wolfanger was present as Interim Library Director.	
3.	Period for Public Expression	None.	
4.	Secretary's Report	Dorothy motioned and Maretta seconded to approve the minutes of the August 9, 2007 meeting.	
5.	Treasurer's Report (attached)	Tina motioned and Dorothy seconded to approve the Treasurer's Report. Tina motioned and Dorothy seconded to pay the bills. Sheryl will try to locate the discrepancy of \$50. \$50 from the trustee account was used for a gift to Mary Zingerella. It was requested that all checks without a stub be copied in case of future clarification. Pam explained that a "Book Sale" on the Treasurer's Report is when the Library sells a duplicate copy to another Library.	Sheryl
6.	Director's Report (attached)	Liz and Pam will both be vacationing in September and October. Mary will be extending her medical leave.	
7.	Committee Reports	<p>a. Finance: Pam met with Supervisor Bob Plant regarding the Library budget. He questioned the purchasing of materials with no space being available for the materials. Pam explained the process of purchasing and weeding of materials. The cage space was also discussed. Bob would like to fire proof the cage. The Friends of the WSPL and the library staff will work together to clean out as much as possible. Bob also mention the possibility of next year combining the Town Topics and the Library Newsletter for a joint publication four times a year. On October 11 Pam will present the final budget to Bob.</p> <p>b. - Staff survey: only 3 are complete, hopefully we will have more completed in the next few weeks.</p> <p>-The performance appraisal for the Library Director will be done after the surveys have been collected and reviewed.</p> <p>-Tina motioned and Dorothy seconded for the staff, library director and the treasurer's performance appraisals to be completed in the month of October. Staff surveys of the Library Director will be given out in September.</p> <p>- Vacation/personal time/sick time: Tina motioned and Dorothy seconded to change the following statements to read as follows:</p> <ol style="list-style-type: none"> 1. Change the wording from weeks to days in the policies. 2. At the end of employment, will pay any employee unused vacation time and not pay personal time. 3. All vacation requests should be made at least 2 weeks in advance when possible and must be approved by the employee's supervisor. 4. Vacation time will be awarded by the number of years of service at 	

Agn.	Topic	Discussion	Action
		<p>the rate of 7 days after the successful completion of the first year.</p> <p>- Tina motioned and Dorothy seconded to add these statements to the policy:</p> <ol style="list-style-type: none"> 1. Part time employees will receive paid vacation in proportion to the number of days they are normally scheduled to work. 2. Eligible employees who provide at least two weeks advance notice of their resignation will be paid for accrued but unused vacation, unless the state dictates otherwise. All other employees will not be paid for accrued but unused vacation time upon termination. Upon termination employees shall not be reimbursed for unused personal time or sick time. 3. This employee policy supersedes and replaces any and all previous employee policies and inconsistent verbal or written policy statements. The WSPL board of trustees reserves the right to revise, delete and add to the provisions of this policy, with the exception of those required by the Civil Service rules. All such revisions, deletions, or additions must be in writing and must be voted on the by the WSPL Board of Trustees. No oral statements or representations can change the provisions of this employee policy. 	
8.	Friends Report	Jane will speak with Supervisor Bob Plant regarding cleaning the cage space. Dawn Schwind attended the Town Expansion Committee meeting. A bake and book sale will be October 25, 26, 27. Leftover books will be sold online. One new customer will receive home delivery of books. The ice cream social at the end of the year was a success. The Friends group applied for a grant from the Hamburger Helper for the Books for Babies program.	Jane
9.	Communications	Mary Zingerella sent a thank you card. Maretta will send a thank you to Kate Chamberlin.	Maretta
10.	New Space	Suzi, Maretta and Tina attended the meeting. Suzi explained that all of the department heads are currently responding to surveys concerning their space that they use in the town hall. The committee will then meet with all of them individually.	
11.	Unfinished Business	<ol style="list-style-type: none"> a. Jane and Pam will speak with Supervisor Plant regarding the cage and the potential to fire proof it. Because of this, Pam will hold off on ordering a fire proof cabinet at this time. Pam will report back next month with the feedback from the meeting. b. The teambuilding session will be postponed due to the resignation of Allison and the extended medical leave for Mary Zingerella. c. The Town Topics had an article from Kate Chamberlin. Next year the Town Topics and the Library Newsletter will hopefully be combined and distributed four times a year. 	Pam and Jane
12.	New Business	<ol style="list-style-type: none"> a. Dorothy motioned and Tina second to accept the resignation of Allison Lee with regrets. Tina will purchase a gift card at Barnes and Nobel and get it to Allison. Ellen will resign at the end of her term in December. b. Signs for the needed WSPL Board of Trustee positions will be posted by Pam as well as advertisements put in the Wayne County Mail and the Webster-Ontario-Walworth Penny Saver, the Times of Wayne County and the Currier Journal. c. Tina motioned and Richard seconded to extend the position of the Interim Library Director until a time in November at the current rate of pay. d. The Supervisor's luncheon will be attended by: Bob Plant, Pam, 	Pam

Agn.	Topic	Discussion	Action
		Dorothy, Richard, Donna, Liz, and Jane. e. Tina motion and Richard seconded to have Dorothy act as the nominating committee. f. Tina has agreed to write the agenda for the meetings. g. Staff evaluations will be completed by Pam. h. Tina motioned and Richard seconded for the library to close down except for children's programs October 24, 25, 26 due to the Linux migration. i. Tina motioned and Richard second for the expenses to come from the trustees account for Pam to attend the PLS Annual dinner.	
13.	Policy Review	none	
14.	Adjournment	Dorothy motioned and Tina seconded for the meeting to be adjourned.	
		Next Meeting: October 11, 2007	

Maretta Kingsley Corresponding Secretary

Transmitted electronically ___9/20/07_____

2007 Meeting Dates (2nd Thursday, 6:30 PM) (revised 12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
July 12	Aug. 9	Sept. 13	Oct. 11	Nov. 8	Dec. 13

Walworth-Seely Public Library
Meeting Minutes: Board of Trustees

Approved:
November 8, 2007

Thurs., October 11, 2007, 6:30 PM, library program room

*****Next Meeting: November 8, 2007, 6:30 PM*****

Red: action

Blue: future agenda item

X Burmeister, Tina	X French, Dorothy	_ Mance, Suzi (Town Board Rep)
_ Cala, Jane (Friends Pres. & co-rep)	X Kingsley, Maretta (Corresp. Sec.)	_ Schwind, Dawn (Friends VP& co-rep)
X Crooks, Richard (VP)	X LaDelfa, Sheryl (Treasurer)	X Stalker, Donna (Recording Secretary)
X Dietterick, Ellen (Pres.)	_ TBD	_ Zingerella, Mary (Library Director)

Agn.	Topic	Discussion	Action
0.	Notes	• Minutes were electronically recorded for secretary.	
1.	Call to Order	• Meeting called to order by VP Richard Crooks at 6:30 PM.	
2.	Attendance	• Suzi Mance, Jane Cala, and Dawn Schwind were excused with reason. Pam Wolfanger, acting director during Mary's medical leave, was present.	
3.	Period for Public Expression	None	
4.	Secretary's Report	A. Meeting Minutes: Motion was presented by Tina Burmeister, seconded by Dorothy French and unanimously carried to accept the minutes as corrected. Maretta will correct and resend these minutes as she acted as Secretary during Donna's absence at the September meeting.	Maretta
5.	Treasurer's Report (attached)	A. Monthly Report: Sheryl made an oral recap of the report previously sent by e-mail. A motion to accept Sheryl's report was presented by Tina Burmeister, seconded by Richard Crooks, and unanimously carried. B. Pay Bills: Motion to pay the bills was presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried. C. CD: Sheryl has rolled the CD over until the end of the year. Discussion held on thoughts for use of CD. A motion to take \$15,000 from the Trustee Account and purchase a CD for future use in the WSPL building renovation was presented by Richard Crooks, seconded by Donna Stalker, and unanimously carried. A motion presented by Richard Crooks, seconded by Dorothy French and unanimously carried that when the present CD matures at the end of the year, this will be given to the WSPL building fund. D. Previous bills: Sheryl is checking with two vendors on previous billings. She will report the findings at the next meeting. E. Capital Reserve Fund: Motion was presented by Dorothy French, seconded by Donna Stalker, and unanimously carried that the \$18,000 previously allocated in April from the fund balance be officially designated capital reserve fund. F. Interim Audit: The interim audit will be handled by the Finance Committee at 6:00 P.M. on November 8, 2007.	Sheryl Sheryl Sheryl Sheryl & Finance Committee
6.	Director's Report (attached)	Pam will write an explanation for each budget code item and prepare her best estimate of the proposed fund balance at the end of the year for Supervisor Plant before the Town Board meeting on Thursday, October 18, 2007. A motion to accept the Library Director's report was presented by Tina Burmeister, seconded by Maretta Kingsley, and unanimously carried.	Pam
7.	Committee	A. Finance: The Town Board has not determined if it will accept our	

Agn.	Topic	Discussion	Action
	Reports	<p>proposed budget. We should receive some notification after the October 18, 2007 meeting.</p> <p>B. Personnel:</p> <ul style="list-style-type: none"> • Staff Survey: One survey from staff has not been turned in. Pam will request this information be sent to Ellen. Ellen will add the information to the previously collated data and will report at the next meeting. • Performance Appraisal: Mary's input is needed before her appraisal can be completed. Dorothy will send a copy of Mary's goals to Ellen and Richard. Ellen will get Mary's input and collate all materials and send to the Board of Trustees before the next meeting. The actual date of the Performance Appraisal is to be determined after the Trustees have read the materials and when Mary has returned after her medical leave. • Vacation: The wording for the vacation will read 5 days not one week. Motion to accept the policy changes as specified in the agenda was presented by Tina Burmeister, seconded by Dorothy French, and unanimously carried. Dorothy French will send the updated materials to the Board members. The entire policy will be reviewed at the November 8, 2007 meeting. 	<p>Pam & Ellen</p> <p>Ellen & Mary, Dorothy</p> <p>Trustees</p> <p>Dorothy Trustees</p>
8.	Friends Report (see attached)	As both Jane and Dawn were unable to attend, the Friends Report was sent electronically prior to the meeting. Motion to accept this report was presented by Dorothy French, seconded by Donna Stalker, and unanimously carried.	
9.	Communications	<p>A. A thank you card and gift purchased from the Trustees Account was prepared for Allison Lee in recognition of her service on the WSPL Board of Trustees.</p> <p>B. Kate Chamberlin had a half page story in the <u>Wayne County Mail</u> on the works of Mary Simpson Martin, former WSPL Director.</p> <p>C. Maretta sent an electronic thank you to Kate.</p> <p>D. A sympathy card was sent to Becky Appleman, former President of the WSPL Board of Trustees, on the death of her father, Stanley Porterfield.</p>	
10.	New Space	Tina and Maretta reported that the Town Complex Study Task Force was continuing to interview people currently using Town Complex space. Presently there is nothing new to report.	
11.	Unfinished Business	<p>A. Trustee Vacancy: One notice of interest was received from Ronald Whitestone. The Trustees will meet with him at the November Board meeting. Pam will see that an article is included in the papers stating the need for another Trustee.</p> <p>B. Agendas: Donna will take the responsibility for preparing the agendas for November and December.</p> <p>C. Staff Evaluations: Pam will be meeting individually with all staff members while the library is closed for OWWL updates.</p> <p>D. <u>Town Topics</u>: Presently Supervisor Plant is thinking that we can combine the <u>Town Topics</u> and our WSPL newsletter at least twice this coming year. We will work to see if other mailings can be combined if it works out for both the Town and the Library.</p> <p>E. Storage & Cage Area: Supervisor Plant in his continued efforts to show cooperation with the library has stated that he has a fireproof file cabinet that we can use. We are able to use the cage area for our file cabinets/records. However, old books remaining from the Friends sale</p>	<p>Trustees Pam</p> <p>Donna Pam</p>

Agn.	Topic	Discussion	Action
		should not be stored there. Friends are OK at least until the next sale in March of 2008.	
12.	New Business	<p>A. Library Director: Motion was presented by Donna Stalker, seconded by Dorothy French, and unanimously carried that Pam Wolfgang serve in the position of Interim Library Director until Christmas, if it is necessary.</p> <p>B. A motion was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried that \$25 Wegman gift cards be purchased from the Trustee Account as a thank you for all Library staff. These will be given before the upcoming holidays.</p>	
13.	Policy Review	<p>A special thank you to Dorothy French for her diligence in updating our policy manual. The following information on Policy was reviewed:</p> <ul style="list-style-type: none"> • WSPL New Orientation Checklist for Trustees (pages 4.1-4.4) • Ethics Statement for Public Library Trustees (page 4.5) • 2007 Organizational Chart (page 4.6) • Fact Sheet (page 4.7) • Yearly Calendar of Agenda Items (page 4.8) • List of Local and State Officials (page 4.9) • Conference Attendance (Operations 6.30) • Finance (Operations 6.22-6.32) <p>A motion to accept the Policy changes was presented by Richard Crooks, seconded by Tina Burmeister, and unanimously carried except the Finance Policy which will be presented by Dorothy French and Sheryl LaDelfa at the November meeting.</p>	Dorothy and Sheryl Trustees
14.	Adjournment	The motion for adjournment at 8:26 P.M. was presented by Mareta Kingsley, seconded by Tina Burmeister, and unanimously carried.	
		Next Meeting: November 8, 2007	

Donna Stalker, Secretary

Transmitted Electronically October 24, 2007

2007 Meeting Dates (2nd Thursday, 6:30 PM) (12/14/06)

Jan. 11	Feb. 8	Mar. 8	April 12	May 10	June 14
July 12	Aug. 9	Sept. 13	Oct. 11	Nov. 8	Dec. 13

Approved: December 20, 2007

Thurs., November 8, 2007, 6:30 PM, library program room

X Burmeister, Tina	X French, Dorothy	AB Mance, Suzi (Town Board Rep)
X Cala, Jane (Friends Pres. & co-rep)	X Kingsley, Maretta (Corr. Secretary)	AB Schwind, Dawn (Friends VP& co-rep)
X Crooks, Richard (VP)	X LaDelfa, Sheryl (Treasurer)	X Stalker, Donna (Recording. Secretary)
X Dietterick, Ellen (Pres.)	= TBA	AB Zingerella, Mary (Library Director)

Agn.	Topic	Discussion	Responsibility
0.	Notes	Minutes were electronically recorded.	
1.	Call to Order	The meeting was called to order by President Dietterick at 6:31 P.M.	
2.	Attendance	<ul style="list-style-type: none"> • Suzi Mance arrived for the beginning of the meeting but left when Executive Session began. • Pam Wolfanger, Interim Director during Mary's medical leave, attended. • Sheryl left at 7:30 and Richard at 8:23. 	
3.	Exec. Session	<p>A. A motion was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried to move into Executive Session for the purpose of interviewing a candidate to fill Allison Lee's unexpired term which ends December 31, 2010. A motion to exit executive session was presented by Dorothy French, seconded by Richard Crooks, and unanimously carried.</p> <p>B. A motion to elect Ronald L. Wrightstone as Trustee to fulfill the unexpired term of Allison Lee which ends December 31, 2010 was presented by Donna Stalker, seconded by Richard Crooks, and unanimously carried.</p> <p>C. Pam will write a letter to Supervisor Plant and the Walworth Town Board informing them of this decision so they may take action on his appointment at their next Town Board meeting.</p>	Trustees Pam
4.	Period for Public Expression	No one was present from the public.	
5.	Secretary's Report	A motion to accept the October 11 meeting minutes was presented by Dorothy French, seconded by Tina Burmeister, and unanimously carried.	Donna
6.	Treasurer's Report	<p>A. Monthly Report – Sheryl learned that the Trustee account when established in 1969 was a private checking account and therefore was receiving minimal interest. She has changed this to a public trust account which will earn more interest. Sheryl reviewed the Treasurer's Report that had previously been sent electronically. Sheryl is investigating where we should invest the \$15,000 the Trustees recently approved to be transferred from the Trustee Account to a CD designated for Library expansion. Motion to accept the report was presented by Tina Burmeister, seconded by Maretta Kingsley, and unanimously carried.</p> <p>B. Pay Bills – The motion to pay the bills was presented by Finance Committee member Tina Burmeister, seconded by Maretta Kigsley, and unanimously carried.</p> <p>C. Previous billings from 2 vendors – Sheryl found that there was no problem and these bills were in the last abstract.</p>	Sheryl Sheryl
7.	Director's Report	A motion to accept the Director's Report was presented by Donna Stalker, seconded by Tina Burmesiter, and unanimously carried.	Pam
8.	Committee Reports	A. Finance: An internal audit from July 2007 was performed. Due to some errors with the previous check printer, some of the check numbers did	Donna/Tina/

Agn.	Topic	Discussion	Responsibility
		<p>not match the printed form. This will be corrected by December 2007. Some of the payments made through the Bank of America are done electronically and there is no check number for that. Sheryl has them stapled separately and did not bring those. She will bring next time for us to verify. In the future they will be with the other materials when an audit is performed. All checks and deposits were recorded and verified by Tina Burmeister, Dorothy French, and Donna Stalker.</p> <p>B. Personnel:</p> <ul style="list-style-type: none"> - Staff Evaluations – Ellen has completed the compilation and distributed. - Performance Appraisal – The staff surveys along with Mary’s input need to be reviewed prior to the December 12 executive session of the Board of Trustees for the purpose of working on performance appraisals. <p>C. Nominating Committee- Dorothy will be contacting individuals prior to the next Trustee meeting so a slate of officers can be presented at the January 2008 meeting.</p>	<p>Dorothy</p> <p>Ellen</p> <p>Trustees</p> <p>Dorothy</p>
9.	Friends Report	<p>A. Book Sale – thanks to the wonderful support given by the WSPL staff. Donations and traffic for the sale was down but the quality of the donations was better. 25 of the 30 calendars were sold. Baked goods sale was \$258 with the total for the sale around \$1920. There were new volunteers this year. A few new memberships were realized as well as some renewals.</p> <p>B. The on-line sale of books has netted \$42 so far. Jane is continuing to work to improve how this system will benefit the Friends.</p> <p>C. The craft sale will take place at the Lincoln Fire Hall on Saturday the 10th of November.</p> <p>D. In honor of Friends of the Library week – patrons were given free books from the on-going sale.</p> <p>E. The scarecrow contest started out small (3 entries) but this will catch on and improve each year.</p> <p>A motion to accept this report was presented by Dorothy French, seconded by Richard Crooks and unanimously carried.</p>	Jane
10.	Communications	Look in the <u>Times</u> for a picture commemorating Friends of the Library week with the Proclamation by Supervisor Plant. A thank you card was distributed for Trustees to sign for Suzi Mance for her tireless efforts on behalf of our WSP Library.	
11.	New Space	Report from Town Complex Space Study Committee - \$50,000 has been introduced into the Town budget for records management and electronic storage of Town records. Suzi is looking into grant money for this. Perhaps the Trustees should investigate the option of electronic storage of records to ease the storage situation. The Committee is continuing to interview department heads concerning current and future space needs. November 28 the Library Director will be interviewed.	Suzi Mance
12.	Unfinished Business	<p>A. Trustee vacancy/replacement – Pam will write another news release seeking one Trustee to replace Ellen beginning in January 2008.</p> <p>B. 2008 Budget status – Pam will be in touch with Supervisor Plant regarding the status of our budget. She will e-mail her findings to the Trustees.</p> <p>C. Disposition of computers- Two computers are being kept as back-ups and are stored in “the cage” in the basement. A motion was presented by Donna Stalker, seconded by Dorothy French, and unanimously carried to</p>	<p>Pam</p> <p>Pam</p> <p>Pam</p>

Agn.	Topic	Discussion	Responsibility
		<p>declare 2 computer systems as surplus and authorize Pam to put them out for bid.</p> <p>D. Newsletter Schedules (<u>Town Topics</u> and Library)- We will have our own newsletter in December that Pam will begin working on. It was suggested that our end of years message should emphasize our willingness to work with the town as much as possible on a joint newsletter, based on our program-related schedules. Mary will meet with Supervisor Plant to determine which issues of the <u>Town Topics</u> the library will participate in and then inform the Board of this schedule.</p> <p>E. Cage Area/Vault Storage- A huge thanks to Pam for tackling this very important issue. The sorting and cleaning in the storage/ cage area has made additional space available for use by the Library and the Town for their file cabinets.</p> <p>F. Approximate Date of Return for Library Director: Mary is hoping to return the end of November and work part-time using the remainder of her vacation time as well.</p> <p>G. Holiday Gift for library employees – Dorothy has prepared the envelopes containing the \$25 Wegman’s gift certificate and letter. These will be distributed by Vice President Crooks and Interim Director Pam at the 9:00 A.M. November 13 staff meeting.</p> <p>H. Staff Performance Appraisals- all have been completed with the exception of Linda who has been away for the summer and Pam had not worked with her and Eric who is only been with WSPL staff for a short time. Mary will be responsible for Linda and Eric’s reviews when the time is appropriate.</p>	<p>Pam/Mary</p> <p>Pam</p> <p>Dorothy/Pam /Dick</p> <p>Pam</p> <p>Mary</p>
13.	New Business	<p>A. Allison’s replacement and work schedule – Pam will be asking the staff if they would like to add a few more hours to their work schedule to cover the hours Allison usually worked. If the present staff is not interested in covering those hours, Pam will set in motion a process to hire either by herself or Mary when she returns</p> <p>B. Wayne Central School Senior Project- Donna explained the upcoming Senior Project. This may be piloted this year and will be required during the 2008-2009 school year. The Trustees were impressed and pleased to learn how the WSPL could be of assistance with this project. They will keep this in mind when creating the next budget to include money for the extra hours. The Trustees would like to see coordination between the Walworth and Ontario Libraries so that our students would benefit.</p> <p>C. Web Site- Pam will be in contact with PLS regarding the status of the web site and perhaps doing our own as the present one is unmanageable.</p>	<p>Pam</p> <p>Donna</p> <p>Pam</p>
14.	Policy Review	<p>A. Personnel Policy 5.1-5.5 (submitted as pre-reading) – After discussion, eliminate D Benefits 1/e which was a duplicate statement and for J5/b the President will hold the confidential personnel materials. A motion to accept this policy as amended was presented by Maretta Kingsley, seconded by Tina Burmeister, and unanimously carried.</p> <p>B. Ops 6.22-6.32 Financial Policies – postponed until December</p> <p>C. Ops 6.30: Conference Attendance – postponed until December</p>	<p>Trustees</p> <p>Trustees Trustees</p>
15.	Adjournment	The motion to adjourn at 8:30 was presented by Tina Burmeister, seconded by Maretta Kingsley, and unanimously carried.	
		Next Meeting: December 13, 2007	

Transmitted Electronically
December 29, 2007
Donna Stalker, Recording Secretary

Walworth-Seely Public Library
Meeting Agenda: Board of Trustees

Approved January 10, 2008

Thurs., December 20, 2007, 7:00 PM, library program room

X Burmeister, Tina	ab French, Dorothy	ab Schwind, Dawn (Friends VP& co-rep)
ab Cala, Jane (Friends Pres. & co-rep)	ab Kingsley, Maretta (Corr. Secretary)	X Stalker, Donna (Recording. Secretary)
X Crooks, Richard (VP)	ab LaDelfa, Sheryl (Treasurer)	X Wrightstone, Ron
X Dietterick, Ellen (Pres.)	ab Mance, Suzi (Town Board Rep)	ab Zingerella, Mary (Library Director)

Agn.	Topic	Discussion	Responsibility
0.	Notes	<ul style="list-style-type: none"> This meeting replaced the original December 13 meeting that was cancelled due to weather. 	
1.	Call to Order	<ul style="list-style-type: none"> The meeting was called to order at 7:10 by President Dietterick. 	
2.	Attendance	<ul style="list-style-type: none"> Suzi Mance and Mary were at the Town Board meeting. Maretta had a death in the family. Dorothy was out of town for the holidays. Sheryl had another commitment. All who were absent were excused with reason. 	
3.	Period for Public Expression	No one was present to speak.	
4.	Secretary's Report	A. The motion to accept the November 8, 2007 meeting minutes was presented by Richard Crooks, seconded by Ron Wrightstone, and unanimously carried.	Donna
5.	Trustee Appreciation	Richard Crooks presented Ellen Dietterick on her retirement from the WSPL Board of Trustees with a gift of appreciation for her dedication to the WSPL for the past five years. She responded with thanks.	
6.	Treasurer's Report	<p>A. Monthly Report – this report had previously been sent electronically and will be held until the January 2008 meeting.</p> <p>B. Pay Bills - Tina Burmeister, Finance Committee member, reviewed the bills prior to the meeting. A motion to pay the bills was presented by Richard Crooks, seconded by Ron Wrightstone, and unanimously carried.</p> <p>C. Bills through the end of December – A motion was presented by Tina Burmeister, seconded by Richard Crooks and unanimously carried that the bills accumulated through December 31 be paid pending approval by the Finance Committee. This was done so that the bills for the year would be taken care of during the calendar year and no balance would be carried over to 2008.</p>	Sheryl Donna/Tina Sheryl
7.	Director's Report	<ul style="list-style-type: none"> This was sent electronically for Trustee pre-reading. No action was taken. 	Mary
8.	Committee Reports	<p>A. Personnel:</p> <ul style="list-style-type: none"> Performance Appraisal – this was begun at an Executive Session but must be completed in an additional Executive Session after the first of the year (2008). Treasurer Appointment – A motion was presented by Tina Burmeister, seconded by Richard Crooks, and unanimously carried that Sheryl LaDelfa be appointed as Treasurer for the WSPL Board of Trustees for 2008. Richard is checking on dates for a meeting with the WSPL staff for January. <p>B. Nominating Committee – This will be ready at the January 10 meeting.</p>	Ellen Richard Dorothy
9.	Friends Report	This was sent electronically and will be addressed at the January 10 th meeting.	Jane/Dawn
10.	Communications	Thank you notes were received from Mary, Judy, Linda, and Melanie for	

Agn.	Topic	Discussion	Responsibility
		the Wegman's gift cards they received at holiday time.	
11.	New Space	Report from Town Complex Space Study Committee – no report at this time.	Suzi/Tina/Maretta
12.	Unfinished Business	A. Trustee vacancy/replacement (1 position) – Richard will work on this	Richard
13.	New Business	A. Open House – A motion was presented by Richard Crooks, seconded by Tina Burmeister, and unanimously carried to hold an Open House for Town Board Members and Department Heads at 6:30 P.M. on January 17, 2008. Donna will check with Mary about the refreshments and Maretta will send invitations to the Town Board members and Department Heads. Mary will reserve the Program Room.	Donna Maretta Mary
14.	Policy Review	A. By-laws 4.C-3. regarding requirements for Trustees. Motion presented by Tina Burmeister, seconded by Richard Crooks, and unanimously carried to change the wording as follows: 3a should read “a Trustee cannot be related to or a close friend of a WSPL staff member” and 3b should read “a Trustee cannot be a relative of a WSPL Trustee”. B. Circulation Policy E: Motion presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried that the wording be changed to allow a patron to borrow up to 5 video/DVDs per week and to change the maximum fine to \$20 per item. This would go into effect immediately.	Trustees
15.	Executive Session	A motion was presented by Richard Crooks, seconded by Ron Wrightstone and unanimously carried to enter into executive session on Personnel discussion.	
16.	Adjournment	The meeting adjourned at 7:50. Happy Holidays to ALL!	
		Next Meeting: January 10, 2008.	

Transmitted Electronically
January 14, 2008
Donna Stalker, Recording Secretary