

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

| | | |
|-------------------------------------|------------------------------------|---|
| X Blejwas, Brenda | X LaDelfa, Sheryl (Treasurer) | X Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | X Lynch, David | X Wrightstone, Ron (President) |
| X French, Dorothy (Friends Rep.) | X Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|-------------|------------------------------|--|--|
| 0. | Notes | | |
| 1. | Call Meeting to Order | The meeting was called to order by President Wrightstone at 6:30 PM. | Ron/Trustees |
| 2. | Attendance | There is one Trustee vacancy to be filled. All others were present. | Donna |
| 3. | Period for Public Expression | None | |
| 4. | Secretary's Report | The motion to approve the minutes of the December 9, 2011 meeting was presented by Brenda Blejwas, seconded by Tina Burmeister, and unanimously carried. | Donna |
| 5. | Treasurer's Report | A. Monthly Report - The motion to accept the Treasurer's Report was presented by Brenda Blejwas, seconded by David Lynch, and unanimously carried; B. Pay final bills from previous year and current bills – The motion to pay all bills was presented by Tina Burmeister, seconded by Pam Opett, and unanimously carried. | Sheryl Trustees |
| 6. | Director's Reports | A. Monthly Report - The motion to accept the Director's Report was presented by Tina Burmeister, seconded by David Lynch, and unanimously carried. | Mary |
| 7. | Committee Reports | A. Finance: none B. Personnel: The Treasurer's Performance Appraisal has been completed. The Personnel Committee will meet with the Director next week to complete that Performance Appraisal. C. Nominating: Update on recruitment and selection process for vacancy - none | Finance Comm. Personnel Comm. Nominating Comm. |
| 8. | Friends' Report | The Friends' Report was accepted with thanks expressed to the Friends for all of their efforts on behalf of the library. | Dorothy |
| 9. | Communications | Two thank you notes from former Trustee, Mark Harrison, were read. | Donna |
| 10. | Unfinished Business | A. School Tax Levy Update: The motion to request tax levy increases, \$20,000 from Wayne Central School District to be split equally between the Walworth and the Ontario libraries and \$11,000 from Gananda Central School District was presented by Pam Opett, seconded by David Lynch and unanimously carried. | Mary/Trustees |
| 11. | New Business | A. Appoint Committee Members: The following appointments were made by President Wrightstone: Finance-Tina Burmeister & Donna Stalker, Personnel-Brenda Blejwas & Pam Opett, and Nominations: David Lynch. B. The motion to authorize the Treasurer to request our outside auditor to prepare 990 tax return was presented by Brenda Blejwas, seconded by Donna Stalker, and unanimously carried. C. The motion to approve final employees' salaries and hourly rates for | Ron Trustees Trustees |

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| | | <p>2011 was presented by Tina Burmeister, seconded by David Lynch, and unanimously carried.</p> <p>D. Brand Development Project – The motion to close the library on April 22 for the purpose of all employees to attend the Brand Development workshop was presented by Pam Opett, seconded by David Lynch, and unanimously carried. Representatives from the Board of Trustees, Friends of the WSPL, and patrons will also be present for the workshop.</p> <p>E. Legislative Lobby Day (3/1/11) preparation – Mary has asked three students to attend with her and Liz. Trustees who wish to attend need to let her know soon so room on the bus can be reserved.</p> <p>F. Creation of YSS Office Area – tabled</p> <p>G. Library Clerk Job Description Update Process – This is a work in progress and will be updated at the next meeting.</p> | <p>Trustees</p> <p>Mary/Trustees</p> <p>Mary/Trustees</p> <p>Pam/Brenda Mary/Personnel Committee</p> |
| 12. | Policy Review | Trustee Section – Brenda will update the Legislative contacts as well as applicable date changes for approval at the next meeting. | Brenda |
| 13. | | The motion to enter Executive Session for Trustees only for personnel discussion was presented by Brenda Blejwas, seconded by Tina Burmeister, and unanimously carried. The motion to leave Executive Session was presented by Tina Burmesiter, seconded by Brenda Blejwas, and unanimously carried. | |
| 14. | Adjournment | The meeting adjourned at 8:50 PM. | Ron |
| | | Next Meeting February 10, 2011 | |

Calendar Dates:

Library Closed January 1 for New Year's Day
Library Closed January 17 for Martin Luther King Day

*Submitted electronically January 15, 2011
Donna Stalker, Recording Secretary*

Walworth-Seely Public Library
Board of Trustees Meeting Minutes
Thursday, February 10, 6:00 PM, library

| | | |
|-------------------------------------|------------------------------------|---|
| X Blejwas, Brenda | X LaDelfa, Sheryl (Treasurer) | A Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | X Lynch, David | A Wrightstone, Ron (President) |
| X French, Dorothy (Friends Rep.) | A Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|------|------------------------------|--|---|
| 0. | Notes | Linda Knight, a trustee candidate, was invited to stay for the Board meeting after her interview which was held during Executive Session prior to the regular business meeting. | |
| 1. | Call Meeting to Order | The meeting was called to order by Vice-President Burmeister at 6:40 p.m. Lou Villanova, the new Friends of the Library President was in attendance. | Tina/Trustees |
| 2. | Attendance | Donna Stalker, Ron Wrightstone and Frank Maciuska were absent. | Donna |
| 3. | Period for Public Expression | None | |
| 4. | Secretary's Report | The motion to accept the minutes for the January meeting was presented by Brenda Blejwas, seconded by David Lynch and unanimously carried. | Donna |
| 5. | Treasurer's Report | <p>A. Monthly Report - Brenda asked why we are now just receiving funds from the summer reading program and Sheryl responded that it takes all this time to be reimbursed these funds. Sheryl said that the Trustees account will continue to receive interest because of her efforts in pressuring Citizen's Bank to do so. Motion to accept the Treasurer's report was presented by Brenda Blejwas, seconded by David Lynch and unanimously carried.</p> <p>B. Pay Current Bills: The motion to pay the bills was presented by Tina Burmeister, seconded by David Lynch, and unanimously carried.</p> <p>C. Move to transfer funds from capital reserves to purchase computers: This will be tabled until next month when we receive a finalized, accurate invoice from HP. Sheryl said that she spoke with the auditors and at the March meeting and we can also make a designation to have the computers paid out of the 2010 budget instead of 2011.</p> <p>D. A motion to approve "Engagement Letter" for preparation of 2010 proposal for accounting services by Wagner in the amount of \$1600.00 was made by David Lynch, seconded by Brenda Blejwas and unanimously carried.</p> | <p>Sheryl</p> <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> |
| 6. | Director's Reports | A. Monthly Report - The motion to accept the Director's Report was presented by Tina Burmeister, seconded by David Lynch, and unanimously carried. | Mary |
| 7. | Committee Reports | <p>A. Finance: The bills were prepared error-free for approval.</p> <p>B. Personnel: The Library Director's performance evaluation was completed with established goals and time frames; Brenda and Pam will be meeting with the staff on a monthly basis for feedback and the job descriptions will be updated on a continual basis.</p> <p>C. Nominating: One applicant for the trustee position was interviewed (Linda Knight); Ron Wrightstone will still continue as Board President and Richard Crook has pancreatic cancer (Donna will be</p> | <p>Finance Comm.</p> <p>Personnel Comm.</p> <p>Nominating Comm.</p> |

| Agn. | Topic | Discussion | Responsibility |
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| | | requested to send a card to him). | |
| 8. | Friends' Report | Dorothy stated that they held elections and introduced Lou Villanova, the new President to the group. She stated that he has a lot of good ideas to be implemented, the first being a donation of Panera baked goods to be sold during the book sale. The Friend's report was accepted. | Dorothy |
| 9. | Communications | None | Donna |
| 10. | Unfinished Business | A. School Tax Levy Update: The petitions are out and each of the Board members took one in order to obtain signatures, which need to be back by March 5 th or sooner in order to be mailed to Gananda and Wayne Central. | Mary/Trustees |
| 11. | New Business | A. NYS Annual Report: Mary stated that the data is entered and reviewed by PLS; if it is okay, then goes to the PLS Board for approval. The only difference from last year is that it is asking for the dates that the last Board members were sworn into office(only current members). B. Snow removal when Town Offices are closed: This is tabled until Frank Maciuska can be present for the discussion. C. Baby Changing Station. Mary sent an e-mail to Frank asking for his input on this after a mother made a point that there weren't provisions for this. Frank said that it would be estimated at \$185.00 and would be at our own expense if we wanted one. D. Timeline for Long Range Plan: Brand Development workshop will drive when this will be. We will have the results the same day of the workshop. During the months of May and June, this will be top priority in preparation for budget time frame. | Mary All All Mary/Trustees |
| 12. | Policy Review | A. Section 1 – History –: The motion to accept all additions and approved changes as noted was presented by Tina Burmeister, seconded by David Lynch, and unanimously carried. | All |
| 13. | Adjournment | The motion to adjourn the meeting at 7:40 P.M. was presented by David Lynch, seconded by Brenda Blejwas, and unanimously carried. | Ron |
| | | Next Meeting March 10, 2011 | |

Calendar Dates:

Library Closed February 21 for President's Day

Special thanks to Pam Opett for preparing the minutes for this meeting.

*Submitted electronically
Donna Stalker, Secretary
April 18, 2011*

Walworth-Seely Public Library
Board of Trustees Meeting Minutes
Thursday, April 14th, 2011 at 6:30 PM, library

Approved May 12, 2011

| | | |
|-------------------------------------|------------------------------------|---|
| A Blejwas, Brenda | X LaDelfa, Sheryl (Treasurer) | A Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | X Lynch, David | X Wrightstone, Ron (President) |
| X French, Dorothy (Friends Rep.) | X Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|------|-----------------------------------|--|---|
| 0. | Notes | There was no March, 2011 meeting due to illness of Board Members. Special thanks to Pam Opett for taking minutes while the secretary was out of town. | |
| 1. | Call Meeting to Order | The meeting was called to order by President Wrightstone at 6:35 p.m. | Ron/Trustees |
| 2. | Attendance | Donna Stalker, and Brenda Blejwas were absent. | Pam |
| 3. | Period for Public Expression | None. | |
| 4. | Secretary's Report | As there was no March Meeting, the motion to accept the minutes for the February meeting was presented by David Lynch, seconded by Tina Burmeister and unanimously carried. | Donna |
| 5. | Treasurer's Report | <p>A. Monthly Report: Motion to accept the Treasurer's report was presented by David Lynch, seconded by Tina Burmeister and unanimously carried.</p> <p>B. Pay Current Bills: There was a slight discrepancy in the invoices presented for payment; there were pieces missing from the Amazon invoice, but once presented, it was acceptable. It was noted that the packing lists must always accompany invoices to be paid. The motion to pay the bills was presented by Tina Burmeister, seconded by David Lynch, and unanimously carried.</p> <p>C. Transfer funds to pay for HP Computers (approx. \$4055.00): We are using 2010 funds to pay for this. The auditors are requiring a motion be made as follows: <i>Based on the recommendations of the Library Director, the Board members authorized the designation of \$4055.00 of Unrestricted Net Assets for the purchase of four (4) computers effective December 31, 2010.</i> Motion made by Tina Burmeisters, seconded by David Lynch and unanimously carried.</p> <p>D. Sheryl stated that the 990 will be filed by May 15th. A motion to table the Management Letter discussion and financials was made by David Lynch, seconded by Ron Wrightstone and unanimously carried.</p> | <p>Sheryl</p> <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> |
| 6. | Director's Reports (see attached) | Monthly Report: Mary stated that one of our pages, Sabrina has resigned effective 4-23-11. Mary will be taking some vacation time during the spring break next week. Ron is suggesting that all or some of the Board members attend the Trustee Workshop in Canandaigua on May 5 th . Sign up with Mary. There are seminars on 4-29 and 4-30-11 at the Trustee Institute in Albany that would be invaluable for some of us to attend, but unfortunately at this late date, there were no volunteers. The motion to accept the Director's Report was presented by Tina Burmeister, seconded by David Lynch, and unanimously carried. | Mary |
| 7. | Committee Reports | A. Finance: Plan for Internal Audit. Tina will arrive ½ hour early before the May meeting to perform the internal audit. Sheryl will | Finance Comm. |

| Agn. | Topic | Discussion | Responsibility |
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| | | <p>remind her a few days prior via e-mail.</p> <p>B. Personnel: We will continue to meet with Mary and the staff on a regular basis. Brenda and Pam will go over all of the job descriptions that Mary is revising, with input from the staff. These are to be finalized and ready for approval by the Board at the June Meeting. Mary will have the staff appraisals begun by May 2nd and completed by the June meeting.</p> <p>C. Nominating: no report.</p> | <p>Personnel Comm.</p> <p>Nominating Comm.</p> |
| 8. | Friends' Report (see attached) | Dorothy reported on the March book sale: She stated that net profits were \$2,134.81 which is pretty good in this economy. They sold their excess books to a student (at \$4.00 per banana box) who will in turn resell them on e-bay. Mary has received the first of three checks as the result of the direct mail campaign. The Friend's report was accepted. | Dorothy |
| 9. | Communications | Tina read thank you notes from the mothers whose children attended the overnight this past weekend. Mary will send appropriate cards, etc. Donna had sent sympathy cards to the Crooks and Ormsby families and a get well card to Jane Cala. | Mary |
| 10. | Unfinished Business | <p>A. School Tax Levy: We are Proposition #2; Wayne will put it on their Board agenda tonight to discuss. Also, things will become more apparent after the Branding Workshop.</p> <p>B. Snow Removal when Town Offices are closed: Frank will talk to the Town Board about it. He stated that on Saturdays and Sundays, the Sewer Department will stop by at 8:00 a.m. to plow the parking lot and to shovel the sidewalks and that it's basically on a volunteer basis (no charge to town or library). On a daily basis, going forward, we were told that it would only be Monday through Friday until 3:30 p.m. and to not call the town after that time period to shovel or plow.</p> | <p>Mary/Trustees/ Frank</p> <p>Mary/Trustees/ Frank</p> |
| 11. | New Business | <p>A. Appoint Christine LoTempio to fill vacant Trustee Position: Because Christine will be filling Mark Harrison's position until that terms ends in 2012, only a memo needs to be sent to the town. Frank will also read this as part of his library report at the Board meeting. Ron will call her to confirm appointment and Tina will send an e-mail to L. Knight thanking her for her time, but another candidate was chosen.</p> <p>B. Streamlining of Financial Reporting – deposit report, etc. To make Mary's job easier and use less paper when printing her reports, the new format was approved by the Board; Mary will begin using it next month. She will continue her "behind the scene" recording for back-up for this new format.</p> <p>C. Combo Plan for PTO: This was tabled until the May meeting, as it is complicated and the author, Brenda Blejwas, will be on hand to explain finite details that Pam Opett could not.</p> <p>D. Plan for staff compensation for program coverage: This was tabled until the May meeting, but it was suggested by Frank that this is a typical step-up program pay that would involve splitting the difference of what Liz O'Toole's and the Clerks are paid to arrive at a per hour increase when Liz cannot perform the program.</p> <p>E. Tabled until the May meeting. Tina suggested that the Trustees will e-mail one another and possibly donate individually for the memoriam.</p> <p>F. Develop schedule for director to begin staff appraisals for completion by June Board meeting: Mary will finish them by May 2nd, 2011. She will move forward with the appraisals. It was also discussed that a new appraisal form will be developed at the same time as the new job descriptions as the current one is not appropriate for use any more.</p> | <p>Trustees</p> <p>All</p> <p>All</p> <p>All</p> <p>Trustees</p> <p>Mary</p> |

| Agn. | Topic | Discussion | Responsibility |
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| | | G. Plan to attend LTA Annual Conference: As stated above, no one currently plans on attending. | Trustees |
| 12. | Policy Review | <p>A. Section 6 – Operations (6.22 – 6.30): Tabled until the May meeting and Sheryl will be asked to stay as this is pertinent to performance of her job and her input is needed.</p> <p>B. Section 5 – Personnel (5.5 F-2 Bereavement): This was ultimately tabled until the May meeting after a discussion ensued regarding if 3 consecutive days were going to be paid or if this bereavement time should be coming out of PTO time awarded.</p> | All All |
| 13. | | <p>Any other business that may come before the board.</p> <p>To be put on the agenda for the May Meeting: Ron wants to start negotiations regarding the construction of a new library. This was born out of a visit that he and Mary made to the Hilton library last week. Ron has a lot of ideas regarding this, i.e., having a Starbucks or Dunkin' Donuts lease space from us. Frank stated that he will check on "allowable use" regarding these two commercial entities (he'll send an e-mail to Bob and will check with the Town Attorney). In the Library Trustee report that we all received, Ron states that there are federal funds/grants which will be matched by any monies we raise for renovation or new construction and we should start the process of acquiring these funds. Ron suggested that we all take a road trip to visit the Hilton library and see how well designed and efficiently they use their space. Tina suggested that instead, the librarian come here to make a presentation, which Ron stated she was willing to do.</p> | |
| 14. | Adjournment | The motion to adjourn the meeting at 8:15 P.M. was presented by David Lynch, seconded by Ron Wrightstone, and unanimously carried. | Ron |
| | | Next Meeting May 12, 2011 | |

Calendar Dates:

April 10-16, 2011 –National Library Week

April 22, 2011 – Brand Development Workshop – Library Closed

April 24, 2011 – Easter Sunday – Library Closed

April 29-30, 2011 – Library Trustee Association Annual Conference – Albany

*Sent electronically April 28, 2011
Donna Stalker, Secretary*

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

| | | |
|-------------------------------------|------------------------------------|---|
| X Blejwas, Brenda | X LoTempio, Christine | A Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | X Lynch, David | A Wrightstone, Ron (President) |
| X LaDelfa, Sheryl (Treasurer.) | A Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|------|-----------------------------------|---|---|
| 0. | Notes | | |
| 1. | Call Meeting to Order | The meeting was called to order by Vice-President Burmeister at 6:30 p.m. | Ron/Trustees |
| 2. | Attendance | Donna Stalker, Frank Maciuska and Ron Wrightstone were absent. | Donna |
| 3. | Period for Public Expression | None. | |
| 4. | Secretary's Report | Approval of Report: Motion to accept the minutes for the April meeting was presented by Brenda Blejwas, seconded by Christine LoTempio and unanimously carried. | Donna |
| 5. | Treasurer's Report | A. Monthly Report - Motion to accept the Treasurer's report was presented by Brenda Blejwas, seconded by Christine LoTempio and unanimously carried. B. Pay Current Bills – There were no errors in the bills. The motion to pay the bills was presented by Brenda Blejwas, seconded by David Lynch, and unanimously carried. C. 990 and Management Letter: The Management letter was signed by Ron Wrightstone and filed on 5-12-11. | Sheryl Trustees Sheryl |
| 6. | Director's Reports (see attached) | Monthly Report - Mary has applied for "4-Square" online. For the rest of Mary's report see items below, particularly Brand Development Workshop. Mary and Liz will be creating the library float for the Festival in the Park this year; the theme will be "God Bless America" and Liz will be dressed up as Lady Liberty. The motion to accept the Director's Report was presented by David Lynch, seconded by Pam Opett, and unanimously carried. | Mary |
| 7. | Committee Reports | A. Finance: result of internal audit – Tina and Christine completed the audit and everything was fine. B. Personnel: See items below C. Nominating: no report. | Tina, Christine Brenda, Pam David |
| 8. | Friends' Report (see attached) | Dorothy French attended as a public citizen as she explained that she has a lot on her plate and is retiring from being the liaison to the Library. The Board expressed its gratitude and sincerest best wishes to Dorothy for all of her work in the past and for her future endeavors. There was a question of whether or not to put bookplates in the books that were purchased as a result from the fundraiser. Mary, Ron and Lou will be meeting to determine the wishes of both parties so as to uncomplicate all issues. The Friend's report was accepted. | Trustees |
| 9. | Communications | Tina read a copy of the letter stating how the Friends will be paying for any materials purchases with the revenue from the fundraiser. | Tina |
| 10. | Unfinished Business | A. Combo Plan for PTO: Brenda explained how the new plan was more equitable and proportionate than the previous plan. Motion to accept the new Combo plan was made by Christine LoTempio and | Trustees |

| Agn. | Topic | Discussion | Responsibility |
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| | | <p>seconded by David Lynch and unanimously carried.</p> <p>B. Plan for staff compensation for program coverage. It was explained that if any staff member had to cover a program in Liz O'Toole's absence, compensation would be at \$12.00 per hour (1/2 hour before and after the program with a pre-set time of the program as determined by Mary). This will be another section in 5.6 of the Policy Manual. Motion to accept the Compensation plan was made by Christine LoTempio and seconded by David Lynch and unanimously carried.</p> <p>C. Review schedule for staff appraisals: Mary stated the appraisals will be completed in June. She is squeezing the appraisals in between interviewing for the position of library clerk.</p> <p>D. Memoriam for Richard Crooks and Tom Ormsby: The trustees will talk amongst themselves regarding this. She would like the money to be designated for materials, but indicated that the form for this needs to be modified; she will do so. Mary will also get quotes for a plaque for both Tom and Richard. Decision regarding this is tabled until the June meeting.</p> <p>E. Job Descriptions: The descriptions for Holdings Clerk, Office Clerk, Youth Services Specialist, Library Clerk and Page have been successfully completed with a few minor adjustments: "Poised" will be removed from all descriptions; Mary will check with Pioneer to make sure that these descriptions are not in conflict with the Americans with Disabilities Act in regard to "hearing sufficient . . ." and "eyesight sufficient..." Will report next month. Motion to accept the new job descriptions as amended was made by Christine LoTempio and seconded by David Lynch and unanimously carried.</p> | <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Mary/Trustees</p> <p>Trustees</p> <p>Mary</p> |
| 11. | New Business | <p>A. Brand Development Workshop: Mary went over the slides in the handout she had. This brand development is replacing the long-range plan. The information for the presentation was obtained from the on-line survey (248 respondents). Next Steps: The staff is analyzing everything they do: are they doing what reflects the mission statement in the presentation? They will fine-tune the list on different ways to deliver the "face" of the library to the patrons.</p> <p>B. New Library Construction – Allowable use for commercial entities: This has been tabled until the June meeting when Ron and Frank are in attendance.</p> <p>C. Budget – 2012: Mary has developed her preliminary budget. Dorothy suggested that she develop a "wish list", i.e., the new computers chairs at approximately \$200.00 each, to give to the Friends. Mary said that she would.</p> | <p>Mary/Trustees</p> <p>Trustees/Frank</p> <p>Mary/Trustees</p> |
| 12. | Policy Review | <p>A. Section 6 – Operations (6.22 – 6.30): Revise 6.28 regarding the Debit Card; Revise 6.29 to read "<i>One Finance and one non-Finance Trustee will audit...</i>" Brenda Blejwas will revise as per the discussion and issue new inserts for the Trustee Handbooks.</p> <p>B. Section 5 – Personnel (5.5 F-2, Bereavement) the policy will change to reflect leave of up to 3 paid (not using awarded PTO) consecutive working days may be granted in the event of the death of an immediate family member as listed "</p> <p>C. Section 6 – Operations (6.17 – 6.21): Revise 6.18: Mary will have the waiver signed by the Friends every time the display case is changed; instead of reissuing pages that haven't changed, Christine LoTempio suggested that we all write in the revision date in our handbooks. Motion to accept and approve all changes was made by</p> | <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> |

| Agn. | Topic | Discussion | Responsibility |
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| | | Christine LoTemptio and seconded by Brenda Blejwas and unanimously carried.. | |
| 13. | | Any other business that may come before the board – none. | |
| 14. | Adjournment | Brenda Blejwas, assumed the presidential duties as of 7:45 p.m. when Tina Burmeister had to leave, adjourned the meeting at 8:40 p.m. | Ron |
| | | Next Meeting June 9, 2011 | |

Calendar Dates:

May 28 - 30, 2011 – Library Closed – Memorial Day Weekend

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

Approved: July 28, 2011

| | | |
|-------------------------------------|------------------------------------|---|
| X Blejwas, Brenda | X LoTempio, Christine | X Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | X Lynch, David | X Wrightstone, Ron (President) |
| A LaDelfa, Sheryl (Treasurer.) | A Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|------|-----------------------------------|---|-------------------------------------|
| 0. | Notes | | |
| 1. | Call Meeting to Order | The meeting was called to order by President Wrightstone at 6:30 P.M. The motion to accept the agenda was presented by David Lynch, seconded by Brenda Blejwas, and unanimously carried. | Ron/Trustees |
| 2. | Attendance | Frank Maciuska and Sheryl LaDelfa were unable to attend. | Donna |
| 3. | Period for Public Expression | Dorothy French attended but had no comments. | |
| 4. | Secretary's Report | Donna thanked Pam for taking minutes when she was out of town. The motion to accept the minutes of the May 2011 meeting was presented by Christine LoTempio, seconded by Pam Opett, can unanimously carried. | Donna |
| 5. | Treasurer's Report | A. Monthly Report – The motion to accept the report was presented by Brenda Blejwas, seconded by Pam Opett, and carried. B. Pay Current Bills – The motion to pay the bills was presented by Tina Burmeister, seconded by Pam Opett, and carried. C. A discussion around procedures for making bank deposits was held. To insure there are no errors, Mary will address making deposits with the staff and will double check all deposits. | Sheryl Trustees Trustees/Mary |
| 6. | Director's Reports (see attached) | A. Monthly Report – The motion to accept the report was presented by Christine LoTempio, seconded by David Lynch, and carried. B. The newsletter was sent to the printer on Monday. C. Mark's Pizzeria will be adding flyers to their pizza boxes to advertise our Summer Reading Program. D. Problems continue with the book drop. Mary is to get quotes for a new drop and installation and report back at the July meeting. E. Pioneer will be hosting a workshop for Trustees on September 24 focusing on legal issues. Please let Mary know if you are able to attend. | Mary Trustees |
| 7. | Committee Reports | A. Finance: none B. Personnel: The job descriptions are completed. The committee will be having their regular meeting with staff prior to our next meeting. C. Nominating: none | Tina, Donna Brenda, Pam David |
| 8. | Friends' Report (see attached) | The report sent electronically was accepted. | Trustees |
| 9. | Communications | Mary received a thank you from Tracy DonVito, Wayne Central School Senior Project Coordinator, thanking her for being a panelist. A letter was received from Assemblyman Bob Oaks outlining his summer reading program which will coincide well with our summer reading program. | Donna |

| Agn. | Topic | Discussion | Responsibility |
|-------------|---------------------|--|------------------------------------|
| 10. | Unfinished Business | A. The staff appraisals have been completed. B. An honorarium for Past Presidents was discussed and will be addressed when the library is able to have an appropriate location for such. C. Mary will make another draft of the 2012 budget for review at the next meeting. | Mary/Trustees Mary/Trustees |
| 11. | New Business | A. Fine Forgiveness Coupons – Mary would like to have one or two “fine forgiveness” days per year. This was tabled for now. | Mary/Trustees |
| 12. | Policy Review | A. Regarding Section 5.2 C2 – This will be added to the policy: “Anyone employed less than one year is not eligible for a salary increase. A salary increase may be given on the one year anniversary if performance is deemed acceptable.” The motion to accept this policy was presented by Tina Burrmeister, seconded by Christine LoTempio, and unanimously carried. | Trustees |
| 13. | Other | Any other business that may come before the board. - None | |
| 14. | Adjournment | The meeting adjourned at 8:20 P.M. | Ron |
| | | Next Meeting July 28, 2011 | |

Calendar Dates:

Library Closed Sunday – mid June to mid September

*Sent electronically
August 3, 2011
Donna Stalker, Secretary*

Walworth-Seely Public Library
Board of Trustees Meeting Minutes
Thursday, July 28, 2011, 6:30 PM, library

Approved: August 11, 2011

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|-------------------------------------|------------------------------------|---|
| A Blejwas, Brenda | X LoTempio, Christine | A Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | X Lynch, David | X Wrightstone, Ron (President) |
| X LaDelfa, Sheryl (Treasurer.) | A Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|-------------|------------------------------|--|-------------------------------------|
| 0. | Notes | | |
| 1. | Call Meeting to Order | The meeting was called to order by President Wrightstone at 6:35 p.m. The motion to accept the Agenda was presented by David Lynch, seconded by Christine LoTempio, and unanimously carried | Ron/Trustees |
| 2. | Attendance | Donna Stalker, Frank Maciuska and Brenda Blejwas were absent. The Friends of the Library were represented by Lou Villanova and Dorothy French represented the public. | Pam |
| 3. | Period for Public Expression | None | |
| 4. | Secretary's Report | The motion to accept the minutes for the June meeting was presented by David Lynch, seconded by Christine LoTempio and unanimously carried. | Pam |
| 5. | Treasurer's Report | A. Monthly Report - Motion to accept the Treasurer's report was presented by David Lynch, seconded by Christine LoTempio and unanimously carried. Pay Current Bills – As the Board Meeting was held on July 28 th , 2011, the bills were approved to be paid the second week in July so as not to be late in paying them (all Trustees stopped in the library and signed off). | Sheryl Trustees |
| 6. | Director's Reports | A. Monthly Report - Mary reported that the cooling towers are working in full force now; the library closed early during the lack of air conditioning. Tina inquired as to whether the staff was paid for the closings; it is stated in our policy that during an emergency closing, the staff will be paid their regular hours. The Friends approved the purchase of paint for the program room. The motion to accept the Director's Report was presented by Tina Burmeister, seconded by David Lynch, and unanimously carried. | Mary |
| 7. | Committee Reports | A. Finance: No report B. Personnel: Pam stated that the Personnel Committee continued to meet with the staff quarterly and with Mary on a monthly basis. There are informal meetings with Mary weekly. The PTO policy has been revised (see below) and Mary will give the time awarded to each staff member upon their anniversary date. C. Nominating: No report. | Tina, Donna Brenda, Pam David |
| 8. | Friends' Report | Accept Report: Lou Villanova reported on the festival – see attached report. Lou requested that Mary give him sources and specific items for the requested gift from the Friends as stated on the budget (the size of the mats to be used behind the desk, which chairs Mary prefers, etc.) The Trustees accepted the report. | Trustees |
| 9. | Communications | There was an article regarding Liz O'Toole visiting the day care and reading to the students in the newsletter | Donna |

| Agn. | Topic | Discussion | Responsibility |
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| 10. | Unfinished Business | <p>A. 2012 Budget: Mary was asked to submit a flat budget and when questioned by Tina regarding the increase, Mary stated that this was because the prices are going up and not static. The budget as Mary presented it was accepted with the only change being an increase in the retirement contribution figure, which was increased by \$1500.00 to cover this increase. Mary used the figure given to her by Supervisor Plant. Ron will meet with Bob Plant and go over the budget; lines can be moved after this meeting.</p> <p>B. Book Drop Quotes: Mary said that the town has no responsibility to repair or pay for a new one, the care and maintenance of the book drop is our responsibility. She is to get three quotes for the purchase and installation of the book drop by the September, 2011 meeting. Much discussion was had about style and location; it was decided to keep it where it is. She is also to contact a mason to see if it can be repaired instead of purchasing a new one by the September meeting; she was given the name of Brad Jacobs.</p> | Mary/Trustees Mary/Trustees |
| 11. | New Business | <p>A. Pioneer Workshop – Law Issues – 9/24/11 – This has been changed to October 1, 2011. Trustees can register on-line or call Mary and she will do it for us.</p> <p>B. Confirm that ad for Trustee Vacancy will appear in Fall Newsletter: Mary confirmed that she will place the ad in the usual places, i.e., newsletter, blog, press release, etc.</p> <p>C. Youth Program Attendance: Mary has stated that it has dropped off and it is cyclical. The issue seems to be transporting the children to the library during the day when the parents are working. The after school program seems to work better as the bus can drop them off after school.</p> <p>D. Time Clock: There is still an issue with employees coming in late and the answer to this situation is to have everyone punch in when they arrive at work. Mary is to get price quotes by the September, 2011 meeting for this. It doesn't have to be elaborate but a simple time clock. Christine stated that the policy governing the computation of pay using this time clock could fall under Policy Personnel 5.1 Section B1 and become "e". It should state something to the effect that whenever you punch in you will be paid to the next half hour (if you are scheduled to punch in at 10 a.m. and you punch in at 10:15, you will be paid starting at 10:30 a.m.).</p> | Trustees Mary Mary Mary/Trustees |
| 12. | Policy Review | <p>A. Section 5: Personnel (5.5 E – 1a.)</p> <p>The verbiage has changed slightly: the word "over" will be used when stating "Staff members working over 1-9 hours", etc.</p> <p>The hours have changed as follows: "over 50+ hours" "over 40-49 hours" "over 30-39 hours" "over 20-29 hours" "over 10-19 hours" "over 1-9 hours"</p> <p>B. Section 5: Personnel (5.5 E – 1b.) Changed to: <i>Proposed New - Paid time off will be calculated based upon the hours worked in the 26 pay periods prior to the pay period including the employee's employment anniversary date.</i></p> | Trustees Trustees |

| Agn. | Topic | Discussion | Responsibility |
|-------------|--------------|--|-----------------------|
| | | The Trustees have approved the above-referenced changes to the Personnel policy with the revisions as noted. | |
| 13. | | Any other business that may come before the board: none. | |
| 14. | Adjournment | Pam Opett made a motion to move into Executive Session at 8:00 p.m.; Christine LoTempio made a motion to move out of Executive Session at 8:25 p.m., seconded by David Lynch and unanimously carried. The motion to adjourn the meeting at 8:25 P.M. was presented by David Lynch, seconded by Ron Wrightstone, and unanimously carried | Ron |
| | | Next Meeting August 11, 2011 | |

Calendar Dates:

Library Closed Sunday – mid June to mid September

Library Closed – Saturday, July 23rd – Festival in the Park

*Approved Minutes sent electronically
August 12, 2011
Pam Opett, acting secretary*

**Walworth-Seely Public Library
Board of Trustees Meeting Minutes
Thursday, August 11, 6:30 PM, library**

Approved:
September 8, 2011

| | | |
|-------------------------------------|------------------------------------|---|
| X Blejwas, Brenda | X LoTempio, Christine | X Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | X Lynch, David | X Wrightstone, Ron (President) |
| A LaDelfa, Sheryl (Treasurer.) | A Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|------|------------------------------|---|--|
| 0. | Notes | | |
| 1. | Call Meeting to Order | The meeting was called to order at 6:30 PM by President Wrightstone. The motion for the Approval of Agenda was presented by David Lynch, seconded by Brenda Blejwas, and unanimously carried. | Ron/Trustees |
| 2. | Attendance | | Donna |
| 3. | Period for Public Expression | In attendance were Jane Cala, Dorothy French, and Lou Villanova, all members of the Friends of the WSPL. President Wrightstone thanked them for their attendance and their attention. | |
| 4. | Secretary's Report | Special thanks to Pam Opett for taking minutes for the July 28 th meeting. The motion to accept the minutes as amended was presented by Christine LoTempio, seconded by Pam Opett, and unanimously carried. | Donna |
| 5. | Treasurer's Report | A. Monthly Report - The motion to accept the report was presented by David Lynch, seconded by Brenda Blejwas, and unanimously carried. B. Pay Current Bills – The motion to pay the bills was presented by Tina Burmeister, seconded by Brenda Blejwas, and unanimously carried. | Sheryl/ Trustees |
| 6. | Director's Reports | A. Monthly Report - In addition to the electronic report Mary had sent, she added that she had attended a two day session on creating newsletters and brochures with "Word". She is anxious to use these new skills in the next newsletter. The motion to accept the report was presented by David Lynch, seconded by Tina Burmeister, and unanimously carried. | Mary |
| 7. | Committee Reports | A. Finance: none B. Personnel: In addition to Liz's attendance at NYLA, the Personnel Committee would like to have Liz visit other programs while in session to get different ideas that may be of interest to our patrons. They will meet the week of August 14 with Mary to discuss her goals. C. Nominating: A suggestion was made that Mary put an ad on Craig's List for the Trustee position. | Tina, Donna Brenda, Pam David/Mary |
| 8. | Friends' Report | There was no report this month as the Friends do not meet in August. | Trustees |
| 9. | Communications | Mary had gathered the articles that had appeared in local papers about our library and those will be added to the book. | Donna |
| 10. | Unfinished Business | A. 2012 Budget – Notification was received regarding an increase in monies that would be needed for the NYS Retirement System. Funds will be moved from the materials line of the budget to cover | Mary/Trustees |

| Agn. | Topic | Discussion | Responsibility |
|-------------|---------------|---|-------------------------|
| | | <p>this increase. President Wrightstone and Mary will meet with Supervisor Plant on August 18 at 1:00 to review the budget.</p> <p>B. David Lynch will review the specs for the book drop project and will also review the quotes as they are received.</p> <p>C. President Wrightstone will be talking with Supervisor Plant regarding snow removal. This needs to be clarified before inclement weather is upon us.</p> | <p>David</p> <p>Ron</p> |
| 11. | New Business | A. none | |
| 12. | Policy Review | A. Section 6: Operations (6.31 – 6.37) The motion to accept the changes as discussed was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried. | Trustees |
| 13. | | The motion to enter Executive Session for finance and personnel discussion was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried. The motion to leave Executive Session was presented by Pam Opett, seconded by David Lynch, and unanimously carried. | |
| 14. | Adjournment | The meeting adjourned at 8:20 PM. | Ron |
| | | Next Meeting September 8, 2011 | |

Calendar Dates:

Library Closed Sunday – mid June to mid September

Minutes sent electronically
September 9, 2011
Donna Stalker, Secretary

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

Approved:
October 13, 2011

| | | |
|-------------------------------------|------------------------------------|---|
| X Blejwas, Brenda | X LoTempio, Christine | X Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | A Lynch, David | X Wrightstone, Ron (President) |
| X LaDelfa, Sheryl (Treasurer.) | X Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|------|------------------------------|---|-------------------------------------|
| 0. | Notes | | |
| 1. | Call Meeting to Order | The meeting was called to order by President Wrightstone at 6:30 PM. He shared information he had received from Cassie Gurthrie of the PLS. He has asked her to attend the October meeting to share thoughts about various aspects of finances for our library in the future. | Ron/Trustees |
| 2. | Attendance | Tina arrived at 6:45 and left at 8:25 PM. It was great to have Frank back from China to attend our meeting before returning there again. David Lynch is out of town. | Donna |
| 3. | Period for Public Expression | None | |
| 4. | Secretary's Report | The motion to approve the minutes of the August meeting was presented by Christine LoTempio, seconded by Tina Burmeister, and unanimously carried. | Donna |
| 5. | Treasurer's Report | A. Monthly Report - The motion to accept the Treasurer's Report was presented by Pam Opett, seconded by Christine LoTempio, and unanimously carried. B. Pay Current Bills – The motion to pay the bills was presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried. | Sheryl Trustees |
| 6. | Director's Reports | A. Monthly Report - The motion to accept the Director's Report was presented by Tina Burmeister, seconded by Pam Opett, and unanimously carried. | Mary |
| 7. | Committee Reports | A. Finance: Copies of the present budget are to be sent to Trustees by Mary by September 16, 2011. B. Personnel: The committee made a report on the follow-up meeting with Mary regarding goals and procedures. C. Nominating: nothing to report | Tina, Donna Brenda, Pam David |
| 8. | Friends' Report | The minutes from the Friends' September 8 th meeting will be available for our October meeting. | Trustees |
| 9. | Communications | NONE | Donna |
| 10. | Unfinished Business | A. Pioneer Workshop-Law Issues- 10/1/11 – Pam Opett will be attending. B. Book Drop Quotes – Mary reported that after further investigation the book drop can be fixed with a minimum cost of materials and the cost of labor – a great savings over the predicted \$6,000 cost. C. Time Clock Quotes – The motion to authorize Sheryl to implement an automated time tracking system using our computer system and in conjunction with Paychex was presented by Tina Burmeister, | Mary/Trustees Mary/David |

| Agn. | Topic | Discussion | Responsibility |
|------|---------------|---|---------------------------|
| | | seconded by Christine LoTempio, and unanimously carried. D. Budget – 2012 With the additional costs of the NYS Retirement System and Workmen’s Compensation costs, the budget needs to be revised. The Trustees, the Library Director, and the Treasurer will meet at 6:30 PM on Monday, September 19, 2011. E. Snow Removal – The Library is responsible for snow removal around the building on weekends and after hours. | |
| 11. | New Business | A. New Office Space - tabled B. Newsletter – The Trustees were disappointed with the appearance of the last newsletter. Mary will be getting quotes from three companies for future newsletter publications. | Pam/Trustees Christine |
| 12. | Policy Review | A. Proposed -Section 5: Personnel (5.2, B1 “f” & “g”) –The policies for requiring employees to receive payroll compensation only by direct deposit and the use of an automated time tracking system were presented by Christine LoTempio, seconded by Tina Burmesiter, and unanimously carried. B. Proposed - Section 5: Personnel (5.7, T) – New policy regarding personal communication during work hours – tabled until the October meeting C. Policy regarding fees for checks returned for insufficient funds (6.4 g 6) The motion to amend the policy and increase the fee to \$40 per returned check was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried. | Trustees Trustees |
| 13. | | A motion to enter Executive Session with the Trustees and Treasurer was presented by Brenda Blejwas, seconded by Donna Stalker and carried. The motion to leave Executive Session was presented by Christine LoTempio, seconded by Pam Opett, and unanimously carried. | |
| 14. | Adjournment | The meeting adjourned at 9:15 PM. | Ron |
| | | Next Meeting September 19, 2011 | |

Calendar Dates:

Library Closed Sunday – mid June to mid September

*Minutes draft sent electronically
October 14, 2011*

Donna Stalker, Secretary

**Walworth-Seely Public Library
Board of Trustees Meeting Minutes
Monday, September 19, 6:30 PM, library**

Approved:
October 13, 2011

| | | |
|-------------------------------------|------------------------------------|---|
| X Blejwas, Brenda | A LoTempio, Christine | X Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | A Lynch, David | X Wrightstone, Ron (President) |
| X LaDelfa, Sheryl (Treasurer.) | A Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|-------------|-----------------------|--|-----------------------|
| 0. | Notes | | |
| 1. | Call Meeting to Order | The meeting was called to order by President Wrightstone at 6:30 PM. | Ron/Trustees |
| 2. | | This meeting was called to adapt the budget as new figures were given by Supervisor Plant.. Mary will send the adjusted budget to the Board members. | Mary |
| 3. | Adjournment | The motion to adjourn the meeting was presented by Tina Burmeister, seconded by Pam Opett, and unanimously carried. | Ron |
| | | Next Meeting October 13, 2011 | |

Calendar Dates:

Library Closed Sunday – mid June to mid September

*Minutes draft sent electronically
October 14, 2011
Donna Stalker, Secretary*

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

Approved:
November 10, 2011

| | | |
|-------------------------------------|------------------------------------|---|
| X Blejwas, Brenda | X LoTempio, Christine | X Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | X Lynch, David | X Wrightstone, Ron (President) |
| X LaDelfa, Sheryl (Treasurer.) | A Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|-------------|------------------------------|---|--|
| 0. | Notes | | |
| 1. | Call Meeting to Order | The meeting was called to order by President Wrightstone at 6:30 P.M. | Ron/Trustees |
| 2. | Attendance | Frank Maciuska is out of town for business. Tina Burmeister arrived at 6:35 PM. Others attending: Dorothy French, Liz O'Toole, Lou Villanova | Donna |
| 3. | Period for Public Expression | none | |
| 4. | Secretary's Report | The motion to accept the minutes from the two September meetings was presented by David Lynch, seconded by Christine LoTempio, and unanimously carried. | Donna |
| 5. | Treasurer's Report | A. Monthly Report - The motion to accept the Treasurer's report was presented by Donna Stalker, seconded by David Lynch, and unanimously carried. B. Pay Current Bills – The motion to pay the bills was presented by Donna Stalker, seconded by David Lynch, and unanimously carried. | Sheryl Trustees |
| 6. | Director's Reports | A. Monthly Report - The motion to accept the Director's report was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried. A discussion was held concerning Amazon and its billing practices. Donna spent time with Beth learning about how the Amazon system does and doesn't work. Other directors are having similar issues with Amazon. It was suggested that perhaps Pioneer take the lead in discussion with Amazon about how to improve billing practices that would benefit both Amazon and the libraries. | Mary |
| 7. | Committee Reports | A. Finance: none B. Personnel: A date was set to complete the Treasurer's performance assessment. C. Nominating: Update on Trustee Search – No applications have been received. Mary will have an ad put in the paper. | Tina, Donna Brenda, Pam David/Mary |
| 8. | Friends' Report | Lou reminded all about the Book Sale this month. A scanner has been purchased to make book selection for the online shop easier and more efficient. Lou thanked Pam Opett for her donation of handmade tote bags, door hangers, and book marks for the online shop and the Book Sale. The motion to accept the Friends' report was presented by Brenda Blejwas, seconded by Christine LoTempio, and unanimously carried. | Trustees |
| 9. | Communications | none | Donna |

| Agn. | Topic | Discussion | Responsibility |
|-------------|---------------------|--|--|
| 10. | Unfinished Business | <p>A. Pioneer Workshop-Law Issues- Pam and Mary attended this workshop that was very well done. The presenters were specialists in library law. Our library is right on target and following all legal expectations. Kudos to our Director, Staff, and Board of Trustees.</p> <p>B. Book Drop – Mary is working on getting this completed before the inclement weather sets in.</p> <p>C. Printing Quotes – Mary received several quotes for the newsletter and found that Penny Lane has submitted the most cost effective bid. She will work with them to be sure that all of our expectations are met concerning the printing of future newsletters.</p> <p>D. Budget – 2012 The final budget has been submitted to the Town Board and has been accepted.</p> | <p>Mary/Pam</p> <p>Mary</p> <p>Mary</p> <p>Mary/Trustees</p> |
| 11. | New Business | <p>A. The motion to accept the two resolutions as presented to change to NY Deferred Compensation Plan was presented by Tina Burmeister, seconded by Pam Opett, and unanimously carried. The Trustees signed the resolutions immediately following the acceptance of them.</p> <p>B. The motion authorizing Christine LoTempio to purchase Wegmans gift cards in the amount of \$25 for the staff's annual appreciation gift was presented by Pam Opett, seconded by Brenda Blejwas, and unanimously carried. Money for these gifts is taken from the Trustee Account. Christine LoTempio will also be composing a note to go with the gift cards. The gift cards will be presented to staff at their November staff meeting.</p> <p>C. Library Director and Treasurer Goals for 2012 Trustees are to give feedback to the Personnel Committee by November 4, 2011 for 2012 goals for the Library Director and the Treasurer. The Library Director and Treasurer should submit their 2012 personal goals to the Personnel Committee by November 4, 2011.</p> | <p>Trustees</p> <p>Trustees</p> <p>Trustees/Mary/Sheryl</p> |
| 12. | Policy Review | <p>A. Proposed - Section 5: Personnel (5.7, T) – New policy regarding personal communication during work hours</p> <p>B. Operations – Section 6.3, E: Borrowing Periods</p> <p>The motion to accept the new policy regarding personal communication and the modifications on borrowing periods was presented by Tina Burmeister, seconded by Pam Opett, and unanimously carried.</p> | <p>Trustees</p> <p>Trustees</p> |
| 13. | | A motion to move to Executive Session at 7:35 PM was presented by Tina Burmeister, seconded by Christine LoTempio, and unanimously carried. The motion to close the Executive Session at 7:45 PM was presented by Tina Burmesiter, seconded by Christine LoTempio, and unanimously carried. | |
| 14. | Adjournment | The motion to adjourn the meeting was presented by Christine LoTempio, seconded by Pam Opett, and unanimously carried. The meeting adjourned at 7:50 P.M. | Ron |
| | | Next Meeting November 10, 2011 | |

Calendar Dates:

October, 12, 2011 – PLS Annual Dinner

*Minutes sent electronically
November 14, 2011
Donna Stalker, Secretary*

Walworth-Seely Public Library
Meeting Agenda: Board of Trustees
Thursday, November 10, 2011 6:30 PM, library

| | | |
|-------------------------------------|------------------------------------|---|
| X Blejwas, Brenda | X LoTempio, Christine | A Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | X Lynch, David | X Wrightstone, Ron (President) |
| X LaDelfa, Sheryl (Treasurer.) | A Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|-------------|------------------------------|--|-------------------------------------|
| 0. | Notes | <p>The meeting began at 6:30 p.m. and Cassie Guthrie, PLS made a presentation of <i>The Roles and Responsibilities of Library Trustees</i>. See handout. Also discussed Speical Legislative Library district. For more information, please see website: http://www.nysl.nysed.gov/libdev/libs/pldtools/index.html.</p> <p>In the discussion it was mentioned that we could use Libby Post, a for hire special consultant that advises municipal libraries who want to become special district libraries, has an 80% success rate. Ron asked about hiring a website to raise funds for this endeavor. Cassie said that because we have a very good relationship with the Friends of the Library, it was better and more cost effective to join with them in any fundraising efforts.</p> | |
| 1. | Call Meeting to Order | The meeting was called to order by President Wrightstone at 7:15 P.M. The motion to accept the agenda was presented by Brenda Blejwas, seconded by Christine LoTempio, and unanimously carried. | Ron/Trustees |
| 2. | Attendance | Frank Maciuska and Donna Stalker not present. | Donna |
| 3. | Period for Public Expression | None. | |
| 4. | Secretary's Report | The motion to accept the October 13, 2011 meeting minutes was presented by Brenda Blejwas, seconded by Tina Burmeister and unanimously carried. | Donna |
| 5. | Treasurer's Report | <p>A. Monthly Report: The motion to accept the Operating Account report was presented by David Lynch, seconded by Tina Burmeister and unanimously carried.</p> <p>B. Pay Current Bills - The motion to pay the bills was presented by Christine LoTempio and seconded by David Lynch, and unanimously carried.</p> | Sheryl Trustees |
| 6. | Director's Reports | Monthly Report: Mary stated that Liz O'Toole won a Boom Chair (used for gaming and has speakers) by strategically placing her business card in a contest. It was requested that Liz O'Toole, who attended a PLS conference, write a formal report that will be submitted to the Board and on file. | Mary |
| 7. | Committee Reports | <p>A. Finance: Plan internal random audit with Tresurer: Tina Burmeister and Christine LoTempio will conduct the audit on December 8, 2011 prior to the Board Meeting.</p> <p>B. Personnel: Plan Library Director's PA: Met with Mary and she presented her 2012 goals to the Personnel Committee, who will further revise and recommend. The Library Director staff evaluations will go out and it is requested that they be returned no later than November 28, 2011.</p> <p>C. Nominating: Update on Trustee Search: There has been no interest and we will set up interviews when candidates are secured.</p> | Tina, Donna Brenda, Pam David |

| Agn. | Topic | Discussion | Responsibility |
|-------------|---------------------|--|--|
| 8. | Friends' Report | Lou Villanova stated that he has suspended the Friends on-line shop due to clarification of NYS Sales Tax collection. He will investigate further before resuming. At their next meeting the Friends will be discussing the 2 nd Annual Campaign Drive; stay tuned. The Friends are selling raffle tickets to win a Porcelain doll that was donated. Lou will get together with Mary next week to discuss the purchase of chairs: BJ's vs. Staples and the merits of both. The motion to accept the Friends' Report was presented by Brenda Blejwas, seconded by Tina Burmeister, and unanimously carried. | Trustees |
| 9. | Communications | Gift cards were purchased and thank you notes were written by Christine LoTempio. | Donna |
| 10. | Unfinished Business | A. Budget – 2012: was passed by the Town as submitted. B. Book Drops – Declare surplus: Mary will write a thank you note for Ron, the building maintenance person who has solved our problem. | Mary/Trustees Mary/Trustees |
| 11. | New Business | A. EFT form for United Way: we must fill this out and any funds must be electronically transferred or we do not receive them. B. Declare computers surplus: Lou Villanova will research the current value of these computers and will attempt to sell them on <i>Craig's List</i> C. 50 th Birthday Celebration Planning: Mary sent out a plan and will be forming a subcommittee next week and will provide more finalized details for the next board Meeting. D. Long Range Plan: Mary sent a 16 page document via e-mail which will be discussed in conjunction with the ideas from the Branding workshop. This will be on next month's agenda. E. Storage Cage: Brenda offered to help clean out and organize. Mary stated that document retention is "forever" and she was directed by Tina Burmeister to further investigate how long we legally have to retain records. Brenda will assist Sheryl in cleaning out the Financial Records. F. Document Retention Plan: tabled until the December meeting. G. Declare stored file cabinet as surplus: was approved by the Board and immediately purchased for \$1.00 by Dorothy French for the Historical Society needs. H. Discussion of the television that Christine LoTempio donated: Liz wanted to use it as a gaming tv. The one owned by the town in the Main Conference room needs to be replaced, it was suggested to make the swap and to have the Town access the older tv. Mary and Liz will contact the town regarding this matter. | Mary/Trustees Mary/Trustees Mary Mary/Trustees Brenda Brenda Mary/Trustees |
| 12. | Policy Review | None | Trustees |
| 13. | | Any other business that may come before the board. | |
| 14. | Adjournment | The motion to adjourn the meeting at 8:20 P.M. was presented by Christine LoTempio, seconded by David Lynch, and unanimously carried. | Ron |
| | | Next Meeting December 8, 2011 | |

Calendar Dates:

Library Closed 3:00 p.m. - November 23, 2011 – Thanksgiving

Library Closed – November 24, 2011 - Thanksgiving

Walworth-Seely Public Library
Meeting Agenda: Board of Trustees
Thursday, December 8th, 2011, 6:30 PM, library

Approved
February 9, 2012

| | | |
|-------------------------------------|------------------------------------|---|
| X Blejwas, Brenda | X LoTempio, Christine | A Stalker, Donna (Rec./Corr. Secretary) |
| X Burmeister, Tina (Vice President) | X Lynch, David | A Wrightstone, Ron (President) |
| X LaDelfa, Sheryl (Treasurer.) | A Maciuska, Frank (Town Board Rep) | X Zingerella, Mary (Library Director) |
| | X Opett, Pam | |

| Agn. | Topic | Discussion | Responsibility |
|-------------|------------------------------|--|-------------------------------------|
| 0. | Notes | | |
| 1. | Call Meeting to Order | The meeting was called to order at 6:30 PM by Vice-President Tina Burmeister. The motion for the Approval of Agenda was presented by David Lynch, seconded by Brenda Blejwas, and unanimously carried. | Ron/Trustees |
| 2. | Attendance | Frank Maciuska, Donna Stalker and Ronald Wrightstone were absent. | Donna |
| 3. | Period for Public Expression | In attendance was Judy Markowski, potential candidate for Trustee. | |
| 4. | Secretary's Report | The motion to accept the minutes as amended was presented by Christine LoTempio, seconded by David Lynch, and unanimously carried. | Donna |
| 5. | Treasurer's Report | A. Monthly Report - Sheryl reported that the supply purchases were \$2,000.00 over budget. Also, it was reported that there was an increase of \$1600.00 for the retirement contribution. The motion to accept the report was presented by David Lynch, seconded by Brenda Blejwas, and unanimously carried. B. Pay Current Bills – Move for transfers to pay bills that arrive between meeting and end of year close-out of books: A motion was made by Brenda Blejwas, seconded by David Lynch and unanimously carried to have the Treasurer make necessary budget transfers to close out the books. A motion was made by Brenda Blejwas, seconded by David Lynch and unanimously carried to have the Treasurer pay the year end invoices pending approval of the Finance Committee. C. An internal audit will be conducted by Tina Burmeister and Christine LoTempio prior to the January Board meeting. Sheryl will send out a reminder e-mail two days before; Tina will then inform her what month they will be audited. Sheryl requested a 24 hour notice. | Sheryl Trustees |
| 6. | Director's Reports | Mary shared appreciation/thank you letters from the staff for the gift cards. Liz O'Toole has written reports of the conferences and visits she has made. Three new Dell computers have been ordered: they are replaced every 4-5 years when the warranties expire. Discussed the 50 th anniversary with the theme of <i>Your Story Starts Here</i> . The computerized timeclock will be completed by January 1, 2012. Mary will contact Paychex to firm up PTO for each employee. The motion to accept the Director's Report was presented by Brenda Blejwas, seconded by David Lynch, and unanimously carried. | Mary |
| 7. | Committee Reports | A. Finance: Scheduled prior to the January, 12, 2012 Board Meeting. B. Personnel: The Personnel Committee has completed the Treasurer's Evaluation; the Library Director's Evaluation will be completed by the end of January, 2012. C. Nominating: A potential candidate for Trustee, Judy Markowski, was present. An interview was conducted after the board meeting was adjourned. | Tina, Donna Brenda, Pam David |

| Agn. | Topic | Discussion | Responsibility |
|------|---------------------|---|---|
| 8. | Friends' Report | <p>The Friends have donated \$600.00 toward the purchase of 5/6 new computer task chairs. Christine LoTempio lives across the street from the owner of Fulkerson's (furniture supply business) and will approach him to secure additional discounts on these chairs if possible. They have also contributed \$500.00 toward the 50th Birthday celebration. Due to Lou Villanova's diligence, a clock and cash register that had been stored in the cage was sold on Craig's List for \$120.00. Lou will continue to list items on Craig's list, therefore, any profits will be directly given to the Library for materials. Lou and his wife, Andrea, have created a blog on the Friends website (www.friendsofwalworthlibrary.blogspot.com) and is linked from the Library's website on which donations may be made to the library. Mary has given him space in the next newsletter for a tear-off coupon that can be mailed in with donations. Lou stated that the Friends were going to conduct the 2nd Annual Campaign fundraising event. The motion to accept the report was presented by Brenda Blejwas, seconded by Christine LoTempio, and unanimously carried</p> | Trustees |
| 9. | Communications | Tina Burmeister read thank you notes from the staff and from children who participated in Liz O'Toole's programs. | Donna |
| 10. | Unfinished Business | <p>A. 50th Birthday Celebration: Mary has a two month planning calendar created to keep us on track for the event. The Boy Scouts, Troop #167 of Gananda (The "Spiderpigs") will be doing the opening flag ceremony. The Historical Society will be have a display of items from Jay Seely's shop and old library. Mary has sorted and Dorothy has scanned pictures. Cakes commemorating all the decades will be made and hopefully donated by bakers. The Friends will be providing the crackers and cheese. They are requesting perishable items need to be dropped off the day of the celebration and non-perishable items to be dropped off the day before the celebration.</p> <p>B. Long Range Plan: The plan will be finished by the first week in January. A subcommittee was appointed to move this along: Brenda Blejwas as chairperson, Tina Burmeister as assistant. Brenda will get the Branding Workshop PowerPoint™ presentation on a flash drive to use as a resource.</p> <p>C. Document Retention: Brenda stated that she will assist in shredding anything that isn't specifically required for retention as per the retention policy as provided by Mary. She will assist in shredding financial documents with Sheryl LaDelfa.</p> <p>D. Donated Television: The town doesn't want the TV as offered and this will now be listed as for sale on Craig's List.</p> | Mary/Trustees Mary/Trustees |
| 11. | New Business | <p>A. Determine 2012 meeting dates: 2nd Thursday of every month.</p> <p>B. Election of 2012 officers as follows: Tina Burmeister – President David Lynch – Vice-President Recording/Corresponding Secretary: Christine LoTempio Policy Manual: Brenda Blejwas</p> <p>A motion was made for the acceptance of the new officers by David Lynch, seconded by Brenda Blejwas and was unanimously carried.</p> <p>C. Appoint Treasurer: The motion to reappoint Sheryl LaDelfa was made by David Lynch, seconded by David Lynch, and unanimously carried. Sheryl accepted.</p> | Mary/Trustees Mary/Trustees Mary Mary/Trustees Brenda Brenda |
| 12. | Policy Review | Section 6 - Operations: 6.1 B – revised to include "Drinking" (no smoking, eating or drinking). | Trustees |

| Agn. | Topic | Discussion | Responsibility |
|-------------|--------------|---|-----------------------|
| | | Section 9 – Addenda; all The motion to accept the changes as discussed was presented by Christine LoTempio, seconded by David Lynch, and unanimously carried | |
| 13. | | Any other business that may come before the board: Mary would like the fines for games to be revised from .20¢ per day to \$1.00 per day, to be in sync with other OWWL libraries. A motion to do so was made by Christine LoTempio, seconded by David Lynch and was unanimously carried. | |
| 14. | Adjournment | The meeting adjourned at 7:43 p.m. | Ron |
| | | Next Meeting January 12, 2012 | |

Calendar Dates:

Library Closed December 25, 2011 – Christmas Holiday