

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

Approved:  
February 9, 2012

|                                    |                                  |  |
|------------------------------------|----------------------------------|--|
| X_ Blejwas, Brenda                 | X_ Lynch, David (Vice President) | X_ Wrightstone, Ron                    |
| X_ Burmeister, Tina (President)    | X_ Judith Markowski              | X_ Zingerella, Mary (Library Director) |
| X_ LaDelfa, Sheryl (Treasurer.)    | X_ Opett, Pam                    |  |
| X_ LoTempio, Christine (Secretary) | X_ Ruth, Larry (Town Board Rep)  |  |

| <b>Agn.</b> | <b>Topic</b>                 | <b>Discussion</b>   | <b>Responsibility</b>   |
|-------------|------------------------------|---|---|
| 0.          | Notes                        |   |   |
| 1.          | Call Meeting to Order        | The meeting was called to order by President Tina Burmeister at 6:34 pm. The motion to accept the agenda was presented by David Lynch, seconded by Pam Opett, and unanimously carried.<br>B. The board welcomed our new trustee, Judith Markowski. We all introduced ourselves and what positions we hold on the board. We also introduced ourselves to Larry Ruth, the Town Board Representative.  | Tina/Trustees   |
| 2.          | Attendance                   | Liz O'Toole and Dorothy French were present.  | Christine   |
| 3.          | Period for Public Expression | None  |   |
| 4.          | Secretary's Report           | The December report still had revisions to be made so will make those and bring to next month's meeting for approval.   | Christine   |
| 5.          | Treasurer's Report           | A. Monthly Report The motion to accept the Operating Account report was presented by David Lynch, seconded by Brenda Blejwas, and unanimously carried.<br>B. Pay Current Bills – The motion to pay the bills was presented by David Lynch, seconded by Brenda Blejwas, and unanimously carried.<br>C. A motion was made to approve the end of the year transfer of bills by David Lynch, seconded by Pam Opett, and unanimously carried.<br>D. Pay Final bills for 2011 – No approval necessary, already done.<br>E. The board authorized Sheryl to have an outside auditor prepare the tax return for the Library.   | Sheryl<br><br>Trustees<br><br>Trustees<br><br>Sheryl/Trustees<br>Trustees |
| 6.          | Director's Reports           | A. Monthly Report - Mary reported that there were 22 participants in the 25 days of reading of which 19 were via facebook. For the Mother Goose program, there were 18 children and 15 adults. Also, for the preschool storytime, there were 8 children and 5 adults. The chairs have been ordered but only one delivered. Mary will follow up with Fulkerson's to get the remainder. The petty cash proposal will be as follows: There will be one petty cash maintained by the director of \$50. All money from what Liz & Mary have will be put through the cash register except for \$50. Checks for spent petty cash will be made out to petty cash, not a person. There is a webinar on January 24 to discuss the tax cap. Still trying to get an answer regarding our Library who has the two school tax levies. Mary has updated the roster and will send out via email. Mary has turned in her resignation letter to the secretary and the two members of the personnel committee. Her last day will be March 8 but last payroll day will be March 30 <sup>th</sup> . Everyone wished her the best in her retirement. A motion to accept the director's report was presented by David Lynch, seconded by Pam Opett, and unanimously carried. | Mary  |
| 7.          | Committee                    | A. Finance: The internal audit was performed prior to the meeting by  | Tina  |

| Agn. | Topic               | Discussion   | Responsibility  |
|------|---------------------|--|---|
|      | Reports             | <p>Tina and Christine. All bills were in order as expected. The next audit will be due in March.</p> <p>B. Personnel: A meeting with Mary is scheduled for next Wednesday to discuss the Director's PA. Mary mentioned that Cassie can help with recruiting for the director's position.</p> <p>C. Nominating: nothing to report</p>   | <p>Brenda, Pam</p> <p>David</p>   |
| 8.   | Friends' Report     | Christine suggested putting their meeting date on the minutes for clarification. YTD sales are \$2437. They have sold \$565 from the online book sale, \$493 from selling the Library's excess equipment, \$94 from the doll raffle, and \$1285 from the fundraising letter in The Gateway. Lou will start looking into fundraising for the new Library. The Friends' report was accepted.   | Trustees  |
| 9.   | Communications      | The Library Board received a beautiful thank you letter from Donna for her gift card.  | Christine   |
| 10.  | Unfinished Business | <p>A. 50<sup>th</sup> Birthday Celebration – Dorothy had copies of pictures of the old Library building. The hours for the celebration are from 1:30-3:30pm. If anyone is making cookies, please bring those on Saturday, Feb 11<sup>th</sup> from 10-2pm. The Troop 167 Boy Scouts are presented the Flag and will be there at 1pm for set-up. We could use anyone to help set-up on Friday from 10-2 as well as Saturday from 10-2pm. And of course, clean up after 3:30pm on Sunday. At the welcoming table will be Donna Stalker representing the Friends' and Pam Opett representing the Board. We need volunteers to help cut and serve the cake.</p> <p>B. Long Range Plan – All looked good except a few date corrections. Brenda will change accordingly. A motion was made to accept the Long Range Plan with corrections by Pam Opett, seconded by David Lynch, and unanimously carried.</p> <p>C. Document Retention – Sheryl &amp; Brenda to set up a time to clean up the storage room of old documents that can be destroyed.</p> | <p>Mary/Trustees</p> <p>Mary/Trustees</p> <p>Sheryl/Brenda</p>                                  |
| 11.  | New Business        | <p>A. Appointment of Committee Members – The committee members are as follows: Personnel – Pam &amp; Brenda. Finance – David &amp; Judy. Nominating – Christine &amp; Ron.</p> <p>B. Lobby Day in Albany – Mary would like some more people to go to the Lobby Day on March 6<sup>th</sup>. A bus leaves at 7:30 am and usually returns by 7 pm. Judy is checking to see if she can make it.</p> <p>C. The raise approval needs to be redone to show for all employees. Mary to work on that and bring to next meeting for approval.</p>   | <p>Tina</p> <p>Mary/Trustees</p> <p>Trustees</p>  |
| 12.  | Policy Review       | <p>A. Section 4 – Trustees: A revision being made to update names of new members.</p> <p>B. Section 5.3, 5a,,5b – Revised to show a change in wording to will instead of should.</p> <p>C. Section 5.4, D1 b – All vacation requests will instead of should be made at least 14 days in advance.</p> <p>Section 5.4, D1 d – Eligible employees who provide at least 30 days written advance notice of their resignation.</p> <p>Section 5.4 D 1 e (new) – All vacation time must be used within a year from the date it is awarded or any unused time will be forfeited.</p> <p>Section 5.7 U (new) – Compensation Time – tabled.</p> <p>The motion to accept the 5 policy changes as discussed was presented by David Lynch, seconded by Judy Markowski, and unanimously carried.</p>   | <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> |

| <b>Agn.</b> | <b>Topic</b> | <b>Discussion</b>   | <b>Responsibility</b> |
|-------------|--------------|---|-----------------------|
| 13.         |              | None  |                       |
| 14.         | Adjournment  | The motion to adjourn the meeting at 8:15 pm was presented by Pam Opett, seconded by Brenda Blejwas, and unanimously carried. | Tina                  |
|             |              | Next Meeting February 9, 2012   |                       |

**Calendar Dates:**

Library closed – January 1, 2012 – New Year’s Day

Library Closed - January 16, 2012 – Martin Luther King Day

**Walworth-Seely Public Library**  
**Meeting Agenda: Board of Trustees**  
**Thursday, February 9, 6:30 PM, library**

Approved  
3/8/12

|                                    |                                  |  |
|------------------------------------|----------------------------------|--|
| A_ Blejwas, Brenda                 | X_ Lynch, David (Vice President) | X_ Wrightstone, Ron                    |
| X_ Burmeister, Tina (President)    | X_ Judith Markowski              | X_ Zingerella, Mary (Library Director) |
| X_ LaDelfa, Sheryl (Treasurer.)    | X_ Opett, Pam                    | X_ Villanova, Lou (Friends' President) |
| X_ LoTempio, Christine (Secretary) | A_ Ruth, Larry (Town Board Rep)  |  |
|                                    |                                  |  |

| <b>Agn.</b> | <b>Topic</b>                 | <b>Discussion</b>  | <b>Responsibility</b>  |
|-------------|------------------------------|--|--|
| 0.          | Notes                        |  |  |
| 1.          | Call Meeting to Order        | The meeting was called to order by President Tina Burmeister at 6:30 PM. The motion to accept the agenda was presented by David Lynch, seconded by Pam Opett, and unanimously carried.   | Tina/Trustees  |
| 2.          | Attendance                   | Liz O'Toole and Dorothy French were present.   | Christine  |
| 3.          | Period for Public Expression | Robert's Rules of Order – no public expression   |  |
| 4.          | Secretary's Report           | A motion to approve the December and January minutes was presented by Judy Markowski, seconded by Pam Opett, and unanimously carried.  | Christine  |
| 5.          | Treasurer's Report           | <p>A. Monthly Report - A motion to approve the monthly report was presented by David Lynch, seconded by Judy Markowski, and unanimously carried.</p> <p>B. Pay Current Bills – A motion to pay the current bills was presented by David Lynch, seconded by Pam Opett, and unanimously carried.</p> <p>C. A motion to approve the letter of engagement to Raymond Wager CPA was presented by David Lynch, seconded by Judy Markowski, and unanimously carried.</p> <p>D. New York State Comptroller's Report due to Town Bookkeeper – Sheryl has been in touch with Jean at the town and all is in process.</p> | <p>Sheryl</p> <p>Trustees</p> <p>Sheryl</p> <p>Sheryl</p>      |
| 6.          | Director's Reports           | The mural for the celebration was done by Alex Camp. Mary will send out a thank you letter for her outstanding effort. A motion to approve the director's report was presented by David Lynch, seconded by Pam Opett, and unanimously carried.   | Mary   |
| 7.          | Committee Reports            | <p>A. Finance: Judy went over bills. Nothing else to report.</p> <p>B. Personnel: Pam &amp; Brenda met with Mary and staff. The staff understands why the pages needed to be let go. Mary still to do staff evaluations. The posting for director for an interim position closes on February 14, 2012. A list of names will be sent to us within the next two weeks. Tina suggested that each board member come up with a few questions to ask for the new hire.</p> <p>C. Nominating: Nothing to report</p>   | <p>David, Judy<br/>Brenda, Pam</p> <p>Christine, Ron</p>       |
| 8.          | Friends' Report              | The slate of officers has been established. The Friends' received \$1,285.00 from the letter in The Gateway.   | Trustees   |
| 9.          | Communications               | Nothing to report  | Christine  |
| 10.         | Unfinished Business          | <p>A. 50<sup>th</sup> Birthday Celebration – All is in place for Sunday. Dorothy showed us the brochure which will be printed in color for the event.</p> <p>B. Document Retention – Brenda &amp; Sheryl cleaned up the records from the cage and all is up to date. There is a 6 year retention so all from 2006 and prior has been shredded or will be shortly. The hard books are still there for history purpose.</p>  | <p>Mary/Trustees</p> <p>Sheryl/Brenda</p> <p>Mary/Trustees</p> |

| <b>Agn.</b> | <b>Topic</b>  | <b>Discussion</b>  | <b>Responsibility</b> |
|-------------|---------------|--|-----------------------|
|             |               | <p>C. Lobby Day in Albany (March 6) - Tina is checking to see if she can go.</p> <p>D. A motion to approve the raise for all employees is in effect was presented by David Lynch, seconded by Judy Markowski, and unanimously carried.</p>   | Trustees              |
| 11.         | New Business  | <p>A. The resolution to override the tax cap is as follows: Whereas, the adoption of the 2012 budge for the Walworth-Seely Public Library took place on October 13, 2011, prior to the availability of guidance from the Office of the State Comptroller as to how public libraries are impacted by the tax cap as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, the amended 2012 budget for the Walworth-Seely Public Library may require a tax levy increase that exceeds the tax cap imposed by state law; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore by it – Resolved, that the Board of Trustees of the Walworth-Seely Public Library voted and approved to exceed the tax limit for 2013 by at least the sixty percent of the board of trustees as required by state law on February 9, 2012.</p> <p>A motion to approve the resolution for the tax levy growth filed with the state to potentially override the tax cap if necessary was presented by David Lynch, seconded by Pam Opett, and unanimously carried by over sixty percent of trustees present.</p> | Trustees              |
| 12.         | Policy Review | A. Section 1– History: Since Brenda was unable to attend this meeting, the trustees agreed to table this until next month for review.  | Trustees              |
| 13.         |               | None   |                       |
| 14.         | Adjournment   | The motion to adjourn the meeting at 7:30 PM was presented by David Lynch, seconded by Judy Markowski, and unanimously carried.  | Tina                  |
|             |               | Next Meeting March 8, 2012   |                       |

Calendar Dates:

Library Closed – February 20, 2012 – President's Day

**Walworth-Seely Public Library**  
**Meeting Agenda: Board of Trustees**  
**Thursday, March 8, 6:30 PM, library**

Approved:  
April 19, 2012

|  |   |   |
|--|---|---|
| X_ Blejwas, Brenda<br>X_ Burmeister, Tina (President)<br>X_ LaDelfa, Sheryl (Treasurer.)<br>X_ LoTempio, Christine (Secretary) | X_ Lynch, David (Vice President)<br>X_ Judith Markowski<br>X_ Opett, Pam<br>A_ Ruth, Larry (Town Board Rep) | X_ Wrightstone, Ron<br>X_ Zingerella, Mary (Library Director)<br>A_ Villanova, Lou (Friends' President) |
|  |   |   |

| <b>Agn.</b> | <b>Topic</b>                 | <b>Discussion</b>   | <b>Responsibility</b>                                |
|-------------|------------------------------|---|--|
| 0.          | Notes                        |   |  |
| 1.          | Call Meeting to Order        | The meeting was called to order by President Tina Burmeister at 6:36 pm. A motion to approve agenda after adding information about the Lobby Day attended by Judy was presented by David Lynch, seconded by Pam Opett and unanimously carried.  | Tina/Trustees  |
| 2.          | Attendance                   | Dorothy French, Bernie (library clerk)  | Christine  |
| 3.          | Period for Public Expression | Robert's Rules of Order – no public expression  |  |
| 4.          | Secretary's Report           | A motion to approve the February minutes was presented by Brenda Blejwas, seconded by David Lynch, and unanimously carried.   | Christine  |
| 5.          | Treasurer's Report           | A. The retirement balance was off by \$1,605. A motion to amend the budget by moving \$1,605.00 from our material budget line to the NYS retirement line as presented by Judy Markowski, seconded by David Lynch, and unanimously carried.<br>The annual report was off by \$11,000 from 2010-2011. The Wayne Central and Gananda Central School Districts didn't pay when they were suppose to therefore having the difference as such. Tina will need to sign a letter drafted showing why the difference. The auditors are in the wrap up stage. A draft should be ready to view at next month's meeting.<br>A motion to approve the monthly bills was presented by David Lynch, seconded by Judy Markowski, and unanimously carried.<br>B. A motion to pay the current bills was presented by David Lynch, seconded by Judy Markowski, and unanimously carried. | Sheryl<br>Trustees                                   |
| 6.          | Director's Reports           | Mary enjoyed her reception hosted by the Trustees prior to the meeting tonight. A motion to approve the director's report was presented by Pam Opett, seconded by David Lynch, and unanimously carried.   | Mary   |
| 7.          | Committee Reports            | A. Finance: The plan for doing the internal audit will be done in May & November.<br>B. Personnel: We should receive the letter from the Civil Service in Lyons, NY by March 15 <sup>th</sup> with a list of names of those who had the top 3 scores. That will also include all their information such as a resume. We have 30 days to hire from this list but can ask for an extention if necessary. Jeff Davignon, our interim director, has been shadowing Mary for a few days to learn the operations and such.<br>C. Nominating: Ron has expressed his interest to resign from being a trustee. Tina suggested to Mary that we put the necessary information out to start looking now. Tina expressed to Ron that he has been a great contributor to this board and he will be missed.  | David, Judy<br><br>Brenda, Pam<br><br>Christine, Ron |
| 8.          | Friends' Report              | Dorothy French has a folder put together from the 50 <sup>th</sup> celebration that   | Lou V.   |

| <b>Agn.</b> | <b>Topic</b>        | <b>Discussion</b>  | <b>Responsibility</b>    |
|-------------|---------------------|--|--------------------------|
|             |                     | includes all information on donations, expenses, volunteers, etc that will help for future celebrations. Scrapbooks will be made for the library and for the Historical Society's Museum. Dorothy gave us a copy of the Walworth Historical Society News for March 2012 since it contains pictures and stories from the 50 <sup>th</sup> celebration. This report was accepted by the board.   |                          |
| 9.          | Communications      | Mary Z. sent an email thanking the board for her beautiful flowers. A card was sent to the Friends' for their great job for the 50 <sup>th</sup> celebration. The library received a note from Sally Sanford congratulating the library on its 50 <sup>th</sup> and how much it has done for this community. Congresswoman Ann Marie Buerkle sent a letter thanking Mary for inviting her to the 50 <sup>th</sup> celebration and how much of an honor it was for her to be there. A card will be sent to Beth on her recent marriage.   | Christine                |
| 10.         | Unfinished Business | A. Lobby Day –Judy went and enjoyed her conversation with Senator Nozzolio and how he talked about Kindles.  |                          |
| 11.         | New Business        | A. The Resolution: WHEREAS, Mary Zingerella has devoted many years of Dedicated Professional Service as an employee of the Walworth-Seely Public Library and WHEREAS, Mary has shown unwavering commitment to this Library that is commendable; and, WHEREAS, Mary has announced her intentions to retire and resign from the Library effective March 31, 2012; NOW, THEREFORE BE IT RESOLVED, that the Walworth-Seely Public Library hereby accepts with regret her resignation, expresses its heartfelt gratitude and thanks to Mary for her dedication over the years and conveys the best wished of this board for her future happiness and success in the coming years.<br>A motion to accept this resolution as so read was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.<br>B. The copier needs to be either replaced by a new one and look into leasing one. Judy & Pam will begin looking at options. This is tabled until next meeting. | Trustees<br><br>Trustees |
| 12.         | Policy Review       | A. Section 1– History: A motion to accept the changes to section one as discussed was presented by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried.<br>B. Section 6 – Operations: – A motion to accept the changes to section 6.21 – 6.30 as discussed was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.  | Trustees                 |
| 13.         |                     | The Board presented Mary with her gift – a gift card to Wayside and her Resolution which was displayed in a picture frame.   |                          |
| 14.         | Adjournment         | A motion to adjourn the meeting at 8:08 pm was presented by Pam Opett, seconded by Brenda Blejwas, and unanimously carried.  | Tina                     |
|             |                     | Next Meeting April 12, 2012  |                          |

Calendar Dates:

**Walworth-Seely Public Library**  
**Meeting Agenda: Board of Trustees**  
**Thursday, April 19, 6:30 PM, library**

Approved  
May 17, 2012

|                                    |                                 |                                       |
|------------------------------------|---------------------------------|---------------------------------------|
| X Blejwas, Brenda                  | X Lynch, David (Vice President) | A Wrightstone, Ron                    |
| A Burmeister, Tina (President)     | X Judith Markowski              | X_ Davignon, Jeff (Interim Director)  |
| X_ LaDelfa, Sheryl (Treasurer.)    | X_ Opett, Pam                   | X Villanova, Lou (Friends' President) |
| X_ LoTempio, Christine (Secretary) | A Ruth, Larry (Town Board Rep)  |                                       |

| <b>Agn.</b> | <b>Topic</b>                 | <b>Discussion</b>  | <b>Responsibility</b>                                |
|-------------|------------------------------|--|--|
| 0.          | Notes                        |  |  |
| 1.          | Call Meeting to Order        | The meeting was called to order by Vice-President David Lynch at 6:31 pm. A motion to approve the agenda was made by Pam Opett, seconded by Judy Markowski, and unanimously carried.   | Tina/Trustees  |
| 2.          | Attendance                   | Liz O'Toole and Adrienne VanHorn   | Christine  |
| 3.          | Period for Public Expression | Robert's Rules of Order – no public expression   |  |
| 4.          | Secretary's Report           | A motion was made to approve the March minutes by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.  | Christine  |
| 5.          | Treasurer's Report           | <p>A. Monthly Report - A motion to approve the report was made by Judy Markowski, seconded by Pam Opett, and unanimously carried.</p> <p>B. Pay Current Bills – The bills are now being entered using the voucher system which will be much easier to see how much is due to which vendor. A motion to approve the current bills plus time for the current library director's pay was made by Pam Opett, seconded by Judy Markowski, and unanimously carried.</p> <p>C. Auditor's Management Letter &amp; Financial Statement – This document is a comparison of what was done over last year and is good for the Library to continue doing. In the management letter, the following was discussed (see attached letter for referral):</p> <p>Internal Accounting Controls: Need to make sure there is a trail and date items properly.</p> <p>Receipts/Cash Drawer: Need to know how much is in the drawer each day, set at a standard \$50. Some fees were not being charged accordingly and will work on being fair &amp; consistent.</p> <p>Disbursements: Already started using the voucher system to control documentation of payments.</p> <p>Policies &amp; Procedures: Need to establish a "whistle blower" policy and encourage its use.</p> <p>Payroll Processing: Need to establish a better check system. Jeff will print info and email Sheryl and our Paychex representative with the report. Once the system goes fully digital, this won't be necessary to do anymore.</p> <p>Fixed Assets: Suggested to the Library that the amount be raised to \$1,000 instead of the \$250. The finance committee will work on determining a fixed asset threshold.</p> <p>1099 Reporting: All current with that.</p> | <p>Sheryl</p> <p>Trustees</p> <p>Sheryl/Trustees</p> |
| 6.          | Director's Report            | Monthly Report - Jeff is focused on the people, the product, and the process. Everyone needs to participate and cooperate with patrons. The staff also needs to be respected. There is a balance that needs to be done on learning and performing. The library's collection will show what our patrons need and want. We need to keep in touch with the  | Jeff   |



| Agn. | Topic               | Discussion  | Responsibility  |
|------|---------------------|---|---|
|      |                     | patrons more. "Friendraising before Fundraising". Jeff is in the process of switching to WT Cox for magazine subscriptions since they offer more selection and ease of billing. Jeff has been working with Jackie VanLare on the summer reading program and some fun ideas with the recreation department. A motion to approve the director's report was made by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.  |   |
| 7.   | Committee Reports   | <p>A. Finance: The dates for the internal audit need to be moved from May to June and then be done in November giving more months to choose from.</p> <p>B. Personnel: The three candidates for the director position took their names out of the running so we are in a holding pattern. Pam &amp; Brenda are working on a better plan to attract a more suitable candidate.</p> <p>C. Nominating: We are in need of a new trustee since Ron has been able to sell his house and move out of the area. We will need to start advertising for this opening.</p> | <p>David, Judy</p> <p>Brenda, Pam</p> <p>Christine, Ron</p> |
| 8.   | Friends' Report     | The tutoring program will be put on hold since we cannot get a commitment from anyone. Jeff wants to partner with other sources so it can be better organized with accountability. The book sale made a record sale of over \$2,500. We are considering doing a mini book sale in May which will be discussed at our meeting this month. The Festival in the Park theme is "Christmas in July." This report was accepted by the board.  | Lou   |
| 9.   | Communications      | Jeff received a thank you card from Mary.   | Christine   |
| 10.  | Unfinished Business | <p>A. Copier – a new drum was sent out to replace the old one and it's working just fine. There is no need to replace the copier at this time.</p> <p>B. Page Program – Jeff is requesting the restoration of one page position to the library staff. The proposal he presented was sound with the cost cutting in several areas. A motion to reinstate one page position leaving the Library Director to establish when the page would begin was made by Pam Opett, seconded by Judy Markowski, and unanimously carried.</p>                                   | <p>Jeff/Trustees</p> <p>Jeff/Trustees</p>                   |
| 11.  | New Business        | A. Allocate \$220 of donations in memory of Richard Crooks to Capital Reserve Account – this is tabled until next meeting so we can determine where the funds came from.  | Trustees  |
| 12.  | Policy Review       | Nothing this month to review.   |   |
| 13.  |                     | <p>A motion for the board to move into executive session at 8:30 pm was made by Pam Opett, seconded by Judy Markowski, and unanimously carried.</p> <p>A motion to move out of executive session at 9:27 pm was made by Pam Opett, seconded by Judy Markowski, and unanimously carried.</p>   |   |
| 14.  | Adjournment         | A motion to adjourn the meeting at 9:28 pm was made by Pam Opett, seconded by Judy Markowski, and unanimously carried.  | Tina  |
|      |                     | Next Meeting May 10, 2012   |   |

Calendar Dates:

Library Closed – April 8, 2012 – Easter Sunday

National Library Week – April 8 – 14, 2012

**Walworth-Seely Public Library**  
**Meeting Agenda: Board of Trustees**  
**Thursday, May 17, 6:30 PM, library**

Approved:  
June 14, 2012

|  |   |   |
|--|---|---|
| X_ Blejwas, Brenda<br>X_ Burmeister, Tina (President)<br>X_ LaDelfa, Sheryl (Treasurer.)<br>X_ LoTempio, Christine (Secretary) | X_ Lynch, David (Vice President)<br>X_ Judith Markowski<br>X_ Opett, Pam<br>X_ Ruth, Larry (Town Board Rep) | _ Wrightstone, Ron<br>X_ Davignon, Jeff (Interim Director)<br>X_ Villanova, Lou (Friends President) |
|--|---|---|

| <b>Agn.</b> | <b>Topic</b>                 | <b>Discussion</b>  | <b>Responsibility</b>  |
|-------------|------------------------------|--|------------------------|
| 0.          | Notes                        |  |                        |
| 1.          | Call Meeting to Order        | The meeting was called to order by Vice-President David Lynch at 6:31 pm. A motion to approve the agenda was made by Pam Opett, seconded by Judy Markowski, and unanimously carried.   | Tina/Trustees          |
| 2.          | Attendance                   | Liz O'Toole, Tami Adams-King   | Christine              |
| 3.          | Period for Public Expression | Robert's Rules of Order –<br>Tami Adams-King, expressed her opinion as the Freewill School Librarian, what a great loss it was that Liz O'Toole was not coming to the "Literary Lunches". She further went on to state that she doesn't understand why the program was discontinued. Tami gave the board a letter written by the Ward family expressing the same sentiments, the original of which is filed in the Secretary's Book. The Board thanked her for coming to the meeting.<br><br>Liz O'Toole spoke next and asked if the board received her resignation letter. It was confirmed that Mrs. O'Toole's letter of voluntary resignation had been received and accepted. She stated that she had been here for 15 years and always had the best interest of the library at heart. She requested a copy of her personnel file and was informed that she would have to give the board a written letter of requests for her records. At this time, President Burmeister stated that the time for public expression had expired and there would be no further discussion on this matter as it was a personnel issue. |                        |
| 4.          | Secretary's Report           | A motion was made to approve the April minutes by Judy Markowski, seconded by David Lynch, and unanimously carried.  | Christine              |
| 5.          | Treasurer's Report           | A. Monthly Report – A final copy of the Auditor's Management Letter and Financial Statement was given to the board members and one will be placed in the secretary's book. A motion to approve the report was made by Pam Opett, seconded by David Lynch, and unanimously carried.<br>Pay Current Bills – A motion to approve the current bills was made by David Lynch, seconded by Pam Opett, and unanimously carried.   | Sheryl<br><br>Trustees |
| 6.          | Director's Report            | Monthly Report Jeff has been doing the story-time in the morning and saw several of those families at the Concert at the Park which was well received. The Friends have helped pay for the movie license. There will be more upcoming movie events. The Recreation Department is partnering with the Library so there is a cost savings. Jeff's goal is still working towards improving programs and talking with patrons about what they want and also reminding them of upcoming events to participate in. Jeff is being very frugal financially and patrons can see the benefits of that. He is working on sending a survey out to schools for the teens. We can connect people to the Library. Laura Hill is a   | Jeff                   |

| Agn. | Topic               | Discussion  | Responsibility  |
|------|---------------------|---|---|
|      |                     | new part-time clerk and is assisting Jeff with programming. Jeff wants to emphasize self-expression with programs like art, journaling, finger painting, card making, etc. He has been using a machine to clean up CD's and DVD's to make them last longer. Jeff has currently donated this machine. The Friends have donated a Keurig coffee/tea/hot chocolate machine to be used by patrons in an effort to encourage people to stay and enjoy the Library. The debit card is going to be canceled. Sheryl will take care of that the next day. A motion to accept the report was made by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried.  |   |
| 7.   | Committee Reports   | <p>A. Finance: The internal audit is scheduled for next month. The finance committee will advise Sheryl which month a few days before the next meeting.</p> <p>B. Personnel: The committee is continuing to improve the library with the current interim director. They have up to a year to find a candidate. Pam will send an email to the remaining candidates who applied that their services are not up to par.</p> <p>C. Nominating: There is a potential candidate Christine has been speaking with in regards to the trustee position. She would like to attend a meeting prior to making her decision. An ad will need to be put out as well.</p>  | <p>David, Judy</p> <p>Brenda, Pam</p> <p>Christine, Ron</p>         |
| 8.   | Friends' Report     | The computer-tutoring program will be postponed and handled by the Library in the future. Details provided at a later date. Some volunteers have reneged on participation in the <i>Christmas In July</i> parade float. Several items have been sold on E-Bay. The book sale was very successful and made a record amount of \$2,728.75. An additional book sale will be on May 19 <sup>th</sup> from 10-3pm. The Friends helped pay \$285 for the licensing to have movies in the park. This report was accepted by the board.   | Lou   |
| 9.   | Communications      | A thank you card with gift card from Wegman's was sent to Ron for his dedication to the board. A get well card was sent to Judy Quinn for her recent surgery. Judy Markowski received a letter from Michael Nozzolio since she attended the Capitol.  | Christine   |
| 10.  | Unfinished Business | A motion to move the allocated \$220 of donations in memory of Richard Crooks to Capital Reserve Account was made by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.  | Trustees  |
| 11.  | New Business        | <p>A. Banking – Citizens Bank is no longer paying interest on our accounts. It is recommended that we move to Chase since they have the best interest rates and current technology. Sheryl is going to speak with the auditors about doing EFT instead of ordering checks. The internal controls will also need to be revisited if the EFT is done. A motion that the board authorizes the banking to be moved from Citizens Bank to Chase Bank was made by David Lynch, seconded by Pam Opett, and unanimously carried.</p> <p>B. A motion to move the Fixed Asset Threshold to \$500 was made by David Lynch, seconded by Judy Markowski, and unanimously carried.</p> <p>C. Jeff is going to check with the Town to see if they have a “Whistle Blower” Policy in their documentation before we try to establish one.</p> <p>D. The unrestricted and restricted funds need room for judgment. Jeff is going to establish a sample policy for the board to look at and approve.</p> | <p>Sheryl/Trustees</p> <p>Trustees</p> <p>Trustees<br/>Trustees</p> |

**Walworth-Seely Public Library**  
**Meeting Agenda: Board of Trustees**  
**Thursday, June 14, 2012, 6:30 PM, library**

Approved:  
7/12/12

|                                   |                                 |                                       |
|-----------------------------------|---------------------------------|---------------------------------------|
| X Blejwas, Brenda                 | X Lynch, David (Vice President) | X Jeff Davignon (Library Director)    |
| X Burmeister, Tina (President)    | X Judith Markowski              | X Villanova, Lou (Friends' President) |
| X LaDelfa, Sheryl (Treasurer.)    | X Opett, Pam                    |                                       |
| A LoTempio, Christine (Secretary) | A Ruth, Larry (Town Board Rep)  |                                       |
|                                   |                                 |                                       |

| Agm. | Topic                        | Discussion   | Responsibility                |
|------|------------------------------|--|-------------------------------|
| 0.   | Notes                        |  |                               |
| 1.   | Call Meeting to Order        | The meeting was called to order by President Tina Burmeister at 6:30 PM. The motion to accept the agenda was presented by Brenda Blewjas seconded by David Lynch, and unanimously carried.   | Tina/Trustees                 |
| 2.   | Attendance                   | Liz O'toole - public attendance.   | Pam                           |
| 3.   | Period for Public Expression | Robert's Rules of Order – Liz O'Toole was in attendance and in writing, formally requested copies of her personnel file.   |                               |
| 4.   | Secretary's Report           | A motion to approve the May minutes was presented by Judy Markowski, seconded by David Lynch, and unanimously carried.   | Pam                           |
| 5.   | Treasurer's Report           | <p>A. Monthly Report - A motion to approve the monthly report was presented by David Lynch, seconded by Brenda Blewjas, and unanimously carried.</p> <p>B. Pay Current Bills – A motion to pay the current bills was presented by David Lynch, seconded by Brenda Blewjas, and unanimously carried.</p> <p>C. Sheryl has suggested using Peachtree software as the format in which to present out monthly reports, as it is more concise and accurate. Tina is familiar with this software and the Board has agreed to use this and will begin with our July meeting.</p>  | <p>Sheryl</p> <p>Trustees</p> |
| 6.   | Director's Reports           | <p>Jeff reported that there is a new home based business in Walworth that he has partnered with for the children's programming, <i>We're Having Cupcakes</i>. They catered one of the Storytime programs and people were standing outside the door, waiting to get in, both for the delicious cupcakes and the program. One woman brought her granddaughter to the program in which Jeff was blowing bubbles to illustrate the book he read and the little girl took her first steps. Grandmother as so moved that she cried and everyone else clapped !</p> <p>One of the most exciting things to happen in the library is the creation of the "WSPL Café" – we now have a Keurig machine and for \$1.00 per cup, you can have the best coffee in Walworth, while socializing or just reading the daily paper. The space has been rearranged and there are comfortable reading areas. There is also a "Coffee with the Director" meeting to discuss programming ideas that the patrons might have. Jeff passed out a programming survey to the Trustees, which asks the public what they could possibly contribute to programs as well as what programs they would like to see.</p> <p>Jeff talked about how some individuals, especially teenagers have excessive fines (returning games and DVDs late) and how to not have their account "frozen" (which happens when you don't return items in a</p> | Jeff                          |

| Agn. | Topic               | Discussion   | Responsibility                                    |
|------|---------------------|--|---|
|      |                     | <p>timely fashion and accumulate fines). He is suggesting that some of the solutions could be: food donations, fine forgiveness program, volunteer in the library, etc.</p> <p>The bulk mailer has expired for our Library newsletter and we're not renewing – this provides a tremendous cost savings as we are partnered with The Parks and Recreation Department for programming news. This partnership, still in it's infancy, is working smoothly and we look forward to continued collaboration in this area.</p> <p>Again, great things are happening at the library. The Summer Reading Program is starting on June 25<sup>th</sup> and preparation is complete and ready to roll !</p> <p>A motion to approve the director's report was presented by Judy Markowski, seconded by Brenda Blewjas, and unanimously carried.</p>   |   |
| 7.   | Committee Reports   | <p>A. Finance: An internal audit for the month of March was conducted by Brenda Blewjas, Judy Markowski and David Lynch. The audit did not find any anomalies or discrepancies. Judy will review the bills prior to the Board meetings and will send notification of her review of same. Judy has been requested to make sure that there is postage on any invoice that needs to be mailed. She will take care of this.</p> <p>B. The search continues for a permanent library director. The job description will need some revisions; once this is complete, Jeff will post it in the local newspapers. Met with Sheryl LaDelfa, Treasurer, for a six month progress report.</p> <p>C. Nominating: Nothing to report</p>  | <p>David, Judy</p> <p>Brenda, Pam</p> <p>Tina</p> |
| 8.   | Friends' Report     | <p>Lou has offered to clean the 'cage' so as to remove the abundance of books that are now housed in the tax collector's office –needs to be removed before October, 2012. Lou requested that Jeff provide him with programming info (such as musicians, jugglers, etc.) so that he can inform the Friends' officers and members on what they can specifically fundraise for.</p>  | Trustees  |
| 9.   | Communications      | <p>Ron Wrightstone, former Board President, sent a thank you note for the gift card the Board sent him for his past service. He is living in Fairport with his dog, Katie and enjoying life !</p>  | Pam   |
| 10.  | Unfinished Business | <p>A. Update on switching banks: Sheryl reported that we are still in the process and this should be completed in two weeks. We are moving to Chase – located in Macedon which is closer to the library. A credit card with a limit of \$500.00 per month will be issued in WSPL name instead of a debit card as in previous years to be used at the Director's discretion. There now will be three signatory lines on the checks: Treasurer, Library Director and President of the Board, all of which will be able to sign checks in the event that someone is on vacation or general unavailability of Treasurer. A policy will be written governing the use of such card and checks.</p> <p>B. Establish a "Whistle Blower" Policy: After looking at the Lyons Library and Wayne County Water Authority's policies, Jeff stated that there is a very concisely written policy on the LTA website, Jeff and the Personnel Committee will meet and provide policy to be adopted at the next Board meeting in July.</p> <p>C. Establish a policy to accurately record donations (restricted and</p> | <p>Sheryl</p> <p>Jeff /Trustees</p>               |

| <b>Agn.</b> | <b>Topic</b>  | <b>Discussion</b>   | <b>Responsibility</b> |
|-------------|---------------|---|-----------------------|
|             |               | unrestricted funds): to be tabled until next meeting – Jeff and the Personnel Committee will revise the current one to be adopted at the July Board Meeting. All of this will be sent out as pre-reading prior to the Board Meeting.  |                       |
| 11.         | New Business  | A. Begin 2013 Budget process (due to Town in August). The Town will provide the Budget Sheet. The process starts with the Finance Committee, and the Personnel Committee (which will be meeting during the week of June 25 <sup>th</sup> ) will provide the staffing information (salaries, retirement information, etc.) needed. At the July 12 <sup>th</sup> meeting, the Finance Committee will provide a preliminary budget to the Board. | Trustees              |
| 12.         | Policy Review | A Section 5 – Personnel: 5.1 – 5.9:<br>B. Section 5 – Personnel: 5.10 – 5.57 (Job Descriptions and Evaluation<br>The Board went over all of the changes that were suggested. Tabled until July meeting, pre-reading will be sent out in anticipation of approval at this meeting.   | Trustees<br>Trustees  |
| 13.         |               | Any other business that may come before the Board: None   |                       |
| 14.         | Adjournment   | A motion to move into Executive Session at 8:20 p.m. was made by Judy Markowski, seconded by David Lynch, and unanimously carried. A motion to move out of Executive Session at 8:40 p.m. was made by Judy Markowski, seconded by David Lynch, and unanimously carried.<br><br>The motion to adjourn the meeting at 8:41 p.m. was presented by David Lynch, seconded by Judy Markowski, and unanimously carried.                              | Tina                  |
|             |               | Next Meeting July 12 <sup>th</sup> , 2012   |                       |

Calendar Dates:

Library Closed – Sundays: mid-June through mid-September

**Walworth-Seely Public Library**  
**Meeting Agenda: Board of Trustees**  
**Thursday, July 14, 6:30 PM, library**

Approved:  
August 2, 2012

|                                   |                                 |                                       |
|-----------------------------------|---------------------------------|---------------------------------------|
| X Blejwas, Brenda                 | A Lynch, David (Vice President) | X Davignon, Jeff (Library Director)   |
| X Burmeister, Tina (President)    | X Markowski, Judith             | X Villanova, Lou (Friends' President) |
| X LaDelfa, Sheryl (Treasurer.)    | X Opett, Pam                    |                                       |
| X LoTempio, Christine (Secretary) | X Ruth, Larry (Town Board Rep)  |                                       |
|                                   |                                 |                                       |

| <b>Agn.</b> | <b>Topic</b>                 | <b>Discussion</b>  | <b>Responsibility</b>                   |
|-------------|------------------------------|--|---|
| 0.          | Notes                        |  |   |
| 1.          | Call Meeting to Order        | The meeting was called to order by President Tina Burmeister at 6:34 PM. The motion to accept the agenda was presented by Brenda Blewjas seconded by Judy Markowski, and unanimously carried.  | Tina/Trustees                           |
| 2.          | Attendance                   | Liz O'toole - public attendance.   | Christine                               |
| 3.          | Period for Public Expression | Robert's Rules of Order – Liz O'Toole was in attendance and was requesting copies of her evaluations for her current employer. Pam gave her the FOIA which advises her of her rights.  |   |
| 4.          | Secretary's Report           | A motion to approve the June minutes was presented by Christine LoTempio, seconded by Judy Markowski, and unanimously carried.   | Christine                               |
| 5.          | Treasurer's Report           | A. Monthly Report – The balance sheet through the Peachtree system is much easier to read and see where items go for budget purposes. A motion to approve the monthly report was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.<br>B. Pay Current Bills – Judy was questioning why some bills were showing tax when the Library is tax exempt. Jeff explained there is a letter from the state explaining the Library is tax exempt but businesses want to see the certificate with the number on it. Jeff is working on getting one for future purchases. A motion to pay the current bills was presented by Pam Opett, seconded by Judy Markowski, and unanimously carried.  | Sheryl<br><br>Trustees                  |
| 6.          | Director's Reports           | Jeff reported that the Summer Reading registration was at 325. The Library has added programs to develop creativity. Jeff is working on improving training to front end staff and also reminding them to be more customer service oriented. He is creating the BRATS (Brilliant Readers Active in Teen Service) from four school districts to help with teen programming. Jeff purchased a web address for future use as the Library web site since it is more intuitive and easier to find – <a href="http://www.walworthseelylibrary.org">www.walworthseelylibrary.org</a> . The Library is teaming up with the Recreation Dept for the float in the Festival in the Park. The decorating will be July 25 <sup>th</sup> with helpers from camp, the Friends' will be cooking hot dogs, and then the musical entertainment will be afterwards. It will be a fun day for the entire family.<br>A motion to approve the director's report was presented by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried. | Jeff                                    |
| 7.          | Committee Reports            | A. Finance: All is current with finance.<br>B. Personnel: All is current with personnel.<br>C. Nominating: Pam has a potential candidate. She will keep us informed. Jeff is planning on getting something in the local paper for filling the trustee position.  | David, Judy<br>Brenda, Pam<br>Christine |
| 8.          | Friends' Report              | Lou got the plastic bags donated from Wegman's with the help of Christine for the book sale scheduled for Oct 24, 25, 26, and 27 <sup>th</sup> . He  | Lou                                     |

| <b>Agn.</b> | <b>Topic</b>        | <b>Discussion</b>  | <b>Responsibility</b>                        |
|-------------|---------------------|--|--|
|             |                     | also reported that \$566 was made from the Ebay sale. The scanner that the Friends' had was donated to the Library. There will be a book sale in December to go with the "Festivus" gathering.   |  |
| 9.          | Communications      | All trustees received a letter from Senator Nozzolio regarding the special one-time \$10,000 grant the Library received.   | Christine                                    |
| 10.         | Unfinished Business | A. Update on switching banks: Sheryl reported that the switch to Chase is good. She will wait until all clears before closing the Citizens Bank account. When the credit card is available for use, there needs to be a policy made.<br>B. 2013 Budget – All numbers are in. David & Judy will meet to further discuss. The preliminary budget is due to the Town Board in August. Jeff will confirm the dates. The Library Board needs to meet prior to when it's due to approve it.  | Sheryl<br><br>Jeff /Trustees                 |
| 11.         | New Business        | A. Review of Petty Cash – A motion to reduce the petty cash to \$150 was made by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried.<br>B. Electronic Bill Pay – Sheryl gave a copy of the electronic policy for review to David and in his absence, will be tabled for next month.<br>C. Festival in the Park – There will be Library personnel set up at the Festival on Saturday to help check out books, sign patrons up for library cards, etc. Pam will check on getting a larger tent for no cost. There will be games, tattoos, and cupcake decorating under the tent. The movie license provided by the Friends' is enabling the Festival to put the movie on. The Library will be giving the kids glow in the dark bracelets. | Trustees<br><br>Trustees<br>Jeff/Trustees    |
| 12.         | Policy Review       | A Section 5 – Personnel:<br>B. Mileage Reimbursement Policy<br>C. Whistle Blower Policy<br>D. Gifts/Donations Policy<br>The Board reviewed the above policies. A motion to accept these policies with changes discussed was made by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.  | Trustees<br>Trustees<br>Trustees<br>Trustees |
| 13.         |                     | Any other business that may come before the Board: Larry Ruth mentioned that the officers on the Board need to be sworn in.  |  |
| 14.         | Adjournment         | The motion to adjourn the meeting at 7:49 p.m. was presented by Tina Burmeister, seconded by Judy Markowski, and unanimously carried.  | Tina   |
|             |                     | Next Meeting August 9, 2012  |  |

**Calendar Dates:**

Library Closed – Sundays: mid-June through mid-September



**Walworth-Seely Public Library**  
**Amended Meeting Minutes: Board of Trustees**  
**Thursday, August 2, 2012 6:30 PM, library**

|                               |
|-------------------------------|
| Approved:<br>October 11, 2012 |
|-------------------------------|

|                                   |                                 |                                       |
|-----------------------------------|---------------------------------|---------------------------------------|
| X Blejwas, Brenda                 | X Lynch, David (Vice President) | X Davignon, Jeff (Director)           |
| A Burmeister, Tina (President)    | X Judith Markowski              | X Villanova, Lou (Friends' President) |
| A LaDelfa, Sheryl (Treasurer.)    | X Opett, Pam                    |                                       |
| A LoTempio, Christine (Secretary) | A Ruth, Larry (Town Board Rep)  |                                       |

| Agm. | Topic                        | Discussion  | Responsibility |
|------|------------------------------|---|----------------|
| 0.   | Notes                        |   |                |
| 1.   | Call Meeting to Order        | <p>A. Approval of Agenda: A motion was made by Brenda Blejwas, seconded by Judy Markowski to modify the agenda to include: the acceptance of the B6, 6.2.3 Purchasing Policy and to add to New Business E: Appointment of Jeff Davignon as Temporary Interim Director.. A motion was made by Brenda Blejwas, seconded by JudyMarkowski to increase Petty Cash amount per month. Motion was carried.</p> <p>B. David Lynch, Vice-President called the meeting to order at 6:30 p.m.</p>  | David/Trustees |
| 2.   | Attendance                   | Attendance was taken  | Pam            |
| 3.   | Period for Public Expression | Robert's Rules of Order – limit of 5 minutes per speaker: None  |                |
| 4.   | Secretary's Report           | A. Approval of Report": Brenda Blejwas made a motion to approve the report, Judy Markowski seconded, motion carried.  | Pam            |
| 5.   | Treasurer's Report           | <p>A. Monthly Report - It was requested that Sheryl consolidate the Peachtree report on one page as was done in July so as to easily read the information. Jeff Davignon requested that Sheryl compare and possibly recover NYS retirement as result of two employee's departure; it is believed that it is a significant number. (FICA for 3-4 months is a significant amount and as we prepay, is it possible to recover retirement already pre-paid). A roll of stamps was provided to Sheryl for bill-paying purposes</p> <p>B. As Sheryl was absent, the reports that she sent via e-mail were approved: Motion to approve report made by Brenda Blejwas, seconded by Judy Markowski, motion carried.</p> <p>C. Pay Current Bills – Brenda Blejwas made a motion to pay the current bills, seconded by Judy Markowski, motion carried.</p>   | Trustees       |
| 6.   | Director's Report            | <p>A. Monthly Report - As attached. One item not noted on the report was related to the <i>Christmas in July</i> Library Float that was decorated on Thursday, July 26, 2012. A mother wrote on the Library's Facebook page that her 8-year-old son, Kyle, was so excited that he couldn't settle down nor sleep in anticipation of the parade and because of this enthusiasm, they were at Wegman's at 1:30 a.m. on Friday morning! Other items not listed on the report: A new space planning rendering was distributed, which includes a new teen space in the back corner which will allows teens to sit and talk and also a reconfiguration of the computer stations; a Puppet Theatre will be created in collaboration with the Penfield Library. It is the Director's intention to give the people of the community experiences in the library that they cannot get anywhere else, i.e., a</p> | Jeff           |

| Agn. | Topic               | Discussion  | Responsibility                                    |
|------|---------------------|---|---|
|      |                     | gaming system where kids can actually learn skills such as problem solving, team building, etc. Jeff wants to move away from the book “warehouse” perception and move to a more viable community gathering place. It has been kicked off with the WSPL Café – come sit and have a delicious Keurig cup of coffee. He also wants to close the digital divide by having patrons use the flip cameras that the library owns to capture a moment, save it, and share it. Motion to accept the report was made by Judy Markowski, seconded by Brenda Blejwas, motion carried.  |   |
| 7.   | Committee Reports   | <p>A. Finance: . It was discussed and agreed that Sheryl should be preparing the invoices – organizing and presenting the cover sheet/vouchers to present to the Board for approval. By 4:30 p.m. on the Friday prior to a Board meeting, all invoices will be presented to the Treasurer for payment. The voucher summary will be returned to the Library by Monday afternoon by the Treasurer for a Finance Committee member to review.</p> <p>B. Personnel: The yearly total payroll expenses were prepared by Brenda for inclusion in the budget process</p> <p>C. Nominating: Nothing to report.</p>   | David, Judy<br>Brenda, Pam<br>Christine           |
| 8.   | Friends’ Report     | Accept Report: As attached. Lou Villanova stated that the Friends will be sending out the 2 <sup>nd</sup> Annual Fundraiser next week. Lou stated that this month, \$181.50 was raised from sales on eBay   | Trustees  |
| 9.   | Communications      | None  | Pam   |
| 10.  | Unfinished Business | <p>A. Switching banks – will be reported by Sheryl at the September Board Meeting.</p> <p>B. 2013 Budget – a preliminary budget was completed and will be presented to the Town Supervisor.</p> <p>C. Electronic Bill Pay – moved to the September meeting.</p>   | Sheryl/Trustees<br>Jeff/Trustees<br>Dave/Trustees |
| 11.  | New Business        | <p>A. Credit Card Policy – sent out as pre-reading and accepted as read. Jeff Davignon was approved as an authorized user of this card.</p> <p>B. Directors and Officers Insurance: A motion was made by Pam Opett, seconded by Judy Markowski, and motion carried to approve the Philadelphia policy. Sheryl will be directed to immediately pay the premium of \$1,045.00 when the invoice is received.</p> <p>C. Petty Cash: A motion was made to increase the petty cash limit to \$500 by Brenda Blejwas, seconded by Judy Markowski, and motion carried..</p> <p>D. A motion was made by Judy Markowski, seconded by Brenda Blejwas, motion carried regarding our operations policy which is amended to include the following: The Director has authority to spend up to \$999.00 without prior Board approval utilizing checks issued to be reconciled at each Board meeting. This will be 6.23 #9.</p> <p>E. A motion was made to confirm the appointment of Jeff Davignon as Temporary Interim Director as of this date by Judy Markowski, seconded by Brenda Blejwas, motion carried.</p> | Jeff/Trustees<br>Trustees                         |
| 12.  | Policy Review       | A. Section 9 – We voted to table Section 9 - Addenda to be reviewed at our next meeting   | Trustees  |
| 13.  |                     | A motion was made by Judy Markowski, seconded by Brenda Blejwas to move into Executive Session at 9:55 p.m. Motion carried.   | Trustees  |

| <b>Agn.</b> | <b>Topic</b> | <b>Discussion</b>  | <b>Responsibility</b> |
|-------------|--------------|--|-----------------------|
|             |              | A motion was made by Brenda Blejwas, seconded by Pam Opett, to move out of Executive Session at 10:40 p.m. Motion carried. |                       |
| 14.         | Adjournment  | David Lynch adjourned the meeting at 10:45 p.m.  | David                 |
|             |              | Next Meeting: September 13, 2012   |                       |

Calendar Dates:

Library Closed Sundays: mid June – mid September

Library Closed: Saturday 9/1/12 – Monday 9/3/12 – Labor Day Weekend

**Walworth-Seely Public Library**  
**Meeting Agenda: Board of Trustees**  
**Thursday, September 13, 6:30 PM, library**

Approved:  
October 11, 2012

|                                    |                                  |  |
|------------------------------------|----------------------------------|--|
| X_ Blejwas, Brenda                 | A_ Lynch, David (Vice President) | X_ Davignon, Jeff (Director)           |
| X_ Burmeister, Tina (President)    | X_ Markowski, Judith             | A_ Villanova, Lou (Friends' President) |
| X_ LaDelfa, Sheryl (Treasurer.)    | A_ Opett, Pam                    |  |
| X_ LoTempio, Christine (Secretary) | A_ Ruth, Larry (Town Board Rep)  |  |

| <b>Agn.</b> | <b>Topic</b>                 | <b>Discussion</b>   | <b>Responsibility</b>                   |
|-------------|------------------------------|---|---|
| 0.          | Notes                        |   |   |
| 1.          | Call Meeting to Order        | The meeting was called to order by President Tina Burmeister at 6:31pm. The motion to accept the agenda with additions from Judy Markowski was presented by Brenda Blejwas, seconded by Judy Markowski and unanimously carried.   | Tina/Trustees                           |
| 2.          | Attendance                   | Attendance was taken. Liz O'Toole also present.   | Christine                               |
| 3.          | Period for Public Expression | Liz O'Toole handed Tina Burmeister her letter requesting copies of her personnel files.   |   |
| 4.          | Secretary's Report           | A motion to approve the August minutes was presented by Judy Markowski, seconded by Christine LoTempio, and unanimously carried.  | Christine                               |
| 5.          | Treasurer's Report           | A. The August deposits weren't made until September. They will be in September's reports. Sheryl will check on the discrepancy of the YTD budget revenue with the YTD budget expense. A motion to approve the monthly report was presented by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried.<br>Pay Current Bills – The bills will be reviewed on site and no longer be removed from the building. The issue of Sheryl preparing the vouchers needs to be re-determined. A motion to pay the current bills was presented by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried.  | Sheryl<br><br>Trustees                  |
| 6.          | Director's Report            | The BRATS group has met with Annalise to discuss more involvement with the teen group. Jeff is wanting to work on launching an E-Reader program. The summer programs were very well attended. Jeff discussed the proposed expansion for the Library with the Town Supervisor, Bob Plant. Mr. Plant is supportive of this decision to expand the building out for a ADA Compliant Room. The plans for library redesign and creating more library space are attached. Jeff has already met with various vendors to discuss goals and strategies. A motion to authorize the Library Director to solicit bids for the construction of a new community space was presented by Judy Markowski, seconded by Brenda Blejwas, and unanimously carried. Jeff wants the board to review the potential of becoming a Special Legislative Library. This would make it a voter directed funded library instead of a municipal funded. A motion authorizing the Library Director to begin discussion for the formation of a Special Legislative District Library was presented by Judy Markowski, seconded by Brenda Blejwas, and unanimously carried. A motion to approve the Library Director's Report was presented by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried. | Jeff                                    |
| 7.          | Committee Reports            | A. Finance: Will review the procedure for bill paying.<br>B. Personnel: Nothing to report<br>C. Nominating: Tina, Brenda, Judy, and Christine were able to meet   | David, Judy<br>Brenda, Pam<br>Christine |

| Agn. | Topic               | Discussion  | Responsibility   |
|------|---------------------|---|--|
|      |                     | with a potential candidate for a board position prior to the meeting.   |  |
| 8.   | Friends' Report     | The Friends' did not meet in August so there was nothing to report.   | Lou  |
| 9.   | Communications      | Nothing to report   | Christine  |
| 10.  | Unfinished Business | <p>A. Switching banks – The final check from Citizens Bank was made to Chase so the account has been officially closed out. The credit card should be arriving in 3 days. Judy Markowski still needs a current user name to be able to view the account. There will be a meeting with the Chase representative to discuss some procedures.</p> <p>B. 2013 Budget – Jeff met with the Bob Plant to discuss the budget.</p> <p>C. Electronic Bill Pay – tabled until next month since Dave was unable to attend the meeting.</p>  | <p>Sheryl/Trustees</p> <p>Jeff/Trustees<br/>Dave/Trustees</p>  |
| 11.  | New Business        | <p>A. Library Improvements – discussed during the Library Director's Report.</p> <p>B. Library Funding - PLS has approved the proposed application for \$150,000.00 for the community room expansion. The Library will apply for the NYS Construction Grant which gives you \$.50 on each \$1.00 spent.</p> <p>Sunday Hours – The Town will not provide security for the Sunday hours. A motion to discontinue Sunday hours was presented by Christine LoTempio, seconded by Brenda Blejwas, and unanimously carried.</p> <p>C.- Training Opportunities – Judy Markowski and Brenda Blejwas will check to see if they can attend the Open Meetings Seminar. Also, Jeff and Judy will be attending the PLS Dinner in October.</p> <p>D. New Trustee – Christy Hout was interviewed prior to the meeting. She was appointed by the Board to fill Ron Wrightstone's remainder of term and the Town Board will be notified.</p> | <p>Jeff/Trustees</p> <p>Jeff/Trustees</p> <p>Jeff/Trustees</p> |
| 12.  | Policy Review       | <p>A. Section 9 – Addenda – A motion to make changes to the Addenda as discussed was presented by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried.</p> <p>B. Section 7 – Technology Plan – Jeff will make more of a technology strategy instead of plan for the November meeting.</p>   | Trustees   |
| 13.  |                     | Tina Burmeister has informed the Board she will need to resign in January due to family issues. We will all miss her and need to begin the search for a new trustee.  |  |
| 14.  | Adjournment         | The motion to adjourn the meeting at 8:20 pm was presented by Judy Markowski, seconded by Christine LoTempio, and unanimously carried.  | Tina   |
|      |                     | Next Meeting: October 11, 2012  |  |

Calendar Dates:

Library Closed Sundays: mid June – mid September

Library Closed: Saturday 9/1/12 – Monday 9/3/12 – Labor Day Weekend

**Walworth-Seely Public Library  
Board of Trustees Special Meeting Minutes  
Tuesday, October 2, 2012 at 6 pm.**

Approved:  
October 11, 2012

|                                |                                   |                                       |
|--------------------------------|-----------------------------------|---------------------------------------|
| X Blejwas, Brenda              | X LoTempio, Christine (secretary) | X Hout, Christy                       |
| X Burmeister, Tina (President) | A Lynch, David (Vice-President)   | A Davignon, Jeff (Library Director)   |
| A LaDelfa, Sheryl (Treasurer)  | A Ruth, Larry (Town Board Rep)    | A Villanova, Lou (Friends' President) |
| X Markowski, Judy              | X Opett, Pam                      |                                       |
|                                |                                   |                                       |

| <b>Agn.</b> | <b>Topic</b>                 | <b>Discussion</b>  | <b>Responsibility</b> |
|-------------|------------------------------|--|-----------------------|
| 0.          | Notes                        |  |                       |
| 1.          | Call Meeting to Order        | The meeting was called to order by President Tina Burmeister at 6:02 pm.   | Tina                  |
| 2.          | Attendance                   |  | Christine             |
| 3.          | Period for Public Expression | None   | Trustees              |
| 5.          |                              | A. The Board welcomed Christy as a new trustee.<br>B. The library staff will be responsible for preparing the vouchers. The Treasurer will review those vouchers and make a summary sheet for review by the Finance Committee prior to the Board meeting.<br>C. A motion to move into executive session at 6:05 pm was presented by Pam Opett, seconded by Brenda Blejwas, and unanimously carried.<br>A motion to come out of executive session at 7:20 pm was presented by Judy Markowski, seconded by Pam Opett, and unanimously carried. | Trustees              |
| 6.          | Adjournment                  | A motion to adjourn the meeting at 7:21 pm was presented by Pam Opett, seconded by Judy Markowski, and unanimously carried.  |                       |
|             |                              | Next Meeting: October 11, 2012   |                       |

Calendar Dates:

Library Closed Sunday – mid June to mid September

**Walworth-Seely Public Library**  
**Meeting Agenda: Board of Trustees**  
**Thursday, November 8, 2012, 6:30 PM, library**

Approved:  
December 13, 2012

|   |   |  |
|---|---|--|
| A_ Blejwas, Brenda<br>X_ Burmeister, Tina (President)<br>A_ Davignon, Jeff (Director)<br>X_ Hout, Christy | X_ LaDelfa, Sheryl (Treasurer.)<br>X_ LoTempio, Christine (Secretary)<br>X_ Lynch, David (Vice President)<br>X_ Markowski, Judy | X_ Opett, Pam<br>X_ Ruth, Larry (Town Board Rep)<br>X_ Villanova, Lou (Friends' President) |
|---|---|--|

| <b>Agn.</b> | <b>Topic</b>                 | <b>Discussion</b>   | <b>Responsibility</b>   |
|-------------|------------------------------|---|---|
| 0.          | Notes                        |   |   |
| 1.          | Call Meeting to Order        | The meeting was called to order by President Tina Burmeister at 6:28 pm. A motion to approve the agenda was presented by Pam Opett, seconded by David Lynch, and unanimously carried.   | Tina/Trustees   |
| 2.          | Attendance                   | Wendi Coleman   | Christine   |
| 3.          | Period for Public Expression | None  |   |
| 4.          | Secretary's Report           | A. A motion to approve the October minutes was presented by Christy Hout, seconded by Christine LoTempio, and unanimously carried.  | Christine   |
| 5.          | Treasurer's Report           | A. Monthly Report – There are three receipts missing so Judy will contact Jeff to get that resolved. Since the Chase Credit Card was paid after the due date, Judy will discuss with Jeff about getting the auto pay set up to not have these issues again. Chase is waiving the late charge fee. Since the bills were not ready until Monday for Sheryl to review, the board has decided to change the review date to Monday and then the finance committee can review on Tuesday before the board meeting. A motion to approve the monthly report was presented by David Lynch, seconded by Christy Hout, and unanimously carried.<br>B. Pay Current Bills – The audit done before the meeting was in order. A motion to pay the bills was presented by David Lynch, seconded by Christy Hout, and unanimously carried.<br>C. A budget transfer of \$22,000 needs to be moved from our fund balance for improvement to the program room was presented by David Lynch, seconded by Pam Opett, and unanimously carried.<br>D. A special meeting was set for December 27 <sup>th</sup> at 6pm to approve payment of bills prior to the end of the year. Jeff will need to post this information. | Sheryl<br><br><br><br><br><br><br>Trustees<br><br>Trustees<br><br>Sheryl/Trustees |
| 6.          | Director's Report            | The library had an excellent month of strong programming and despite the renovations, we were able to increase attendance at all programs. It was mentioned about making sure all pictures that are posted on the Blog need to have the proper release forms signed. The program room reconfiguration is almost done. We received a check for \$10,000 from Senator Nozzolio. The town supervisor has asked me to present a formal request for the installation of new electrical outlets in the computer area. Their next meeting is November 15 <sup>th</sup> so will have it then. Jeff is requesting to spend up to \$32,000 on library improvements (the fund transfer of \$22,000 and the check from Nozzolio for \$10,000 will cover that request). Jeff is looking to put the new library welcome banner outside the doors. A motion to accept this report was presented by David Lynch, seconded by Pam Opett, and unanimously carried.  | Jeff  |
| 7.          | Committee Reports            | A. Finance: The internal audit went well.<br>B. Personnel: Brenda and Pam to do Sheryl's review after the holiday.  | David, Judy<br>Brenda, Pam  |

| <b>Agn.</b> | <b>Topic</b>        | <b>Discussion</b>   | <b>Responsibility</b>                                     |
|-------------|---------------------|---|---|
|             |                     | <p>The staff will be filling out the surveys and returning them directly to Pam. Pam &amp; Brenda are reviewing them month-to-month instead of waiting until the end of the year.</p> <p>C. Nominating: We received letter of intention from Wendi Coleman. We will work on setting up a date and time for interviewing her. The slate of officers will be presented at the December meeting.</p>   | Christine   |
| 8.          | Friends' Report     | <p>The Friends' has received over \$2,000 from the letters sent out. The book sale will be held on December 8<sup>th</sup> around the library's holiday festivities. We will also hold a cookie walk and Craft &amp; Gift Sale. Baked goods can be dropped off on December 7<sup>th</sup> and all other items can be dropped off at the town clerk's office anytime. This report was accepted.</p>  | Trustees  |
| 9.          | Communications      | Christine received a thank you note for doing the stamp class.  | Christine   |
| 10.         | Unfinished Business | <p>A. 2013 Budget – Nothing has been accomplished yet according to Larry Ruth. The town board is waiting on some final numbers from a vendor and then things will be moving along.</p> <p>B. Electronic Bill Pay – Sheryl is to get another packet for David to review. We will table this until the January meeting to allow time for review.</p> <p>The Library Director has given us his goals for 2013. The Treasurer is working on hers and will email everyone once they are done. Then the board can review and make possible additions.</p> | <p>Jeff/Trustees</p> <p>Dave/Trustees</p> <p>Trustees</p> |
| 11.         | New Business        | <p>A. When the Friends' receive money, they will inform the Treasurer the detail of the reimbursement so the money gets put into the proper account.</p> <p>B. The Town Board is requesting that Jeff get a lease agreement to present.</p> <p>C. The gifts for the retiring trustees will be discussed at the January meeting.</p>   | <p>Trustees</p> <p>Jeff/Trustees</p> <p>Trustees</p>      |
| 12.         | Policy Review       | <p>A. Section 3 – A motion to eliminate the Principles section 3.25 – 3.40 was presented by Christine LoTempio, seconded by Pam Opett, and unanimously carried.</p> <p>B. Section 2 – There will need to be a committee formed to redo the By-Laws section in the manual. The committee will be formed in January. A motion that the By-Laws have been reviewed was presented by Christy Hout, seconded by Pam Opett, and unanimously carried.</p>  | <p>Trustees</p> <p>Trustees</p>                           |
| 13.         |                     | The Town Board will be attending the Library Board meeting in December.   |   |
| 14.         | Adjournment         | A motion to adjourn the meeting at 7:52 pm was presented by David Lynch, seconded by Pam Opett, and unanimously carried.  | Tina  |
|             |                     | Next Meeting: December 13, 2012   |   |

Calendar Dates:

November 7-10, 2012 – NYLA Conference

November 21, 2012 – Library closed at 3:00 p.m. for Thanksgiving

November 22, 2012 – Library closed for Thanksgiving



|                                   |
|-----------------------------------|
| Approved:<br>December 13,<br>2012 |
|-----------------------------------|

Walworth Seeley Library  
Board of Trustees  
Additional Meeting: November 18, 2012, 10:00 AM

Agenda:

- Interview Wendi Coleman for Board Trustee position
- Approve payment to Jeff Davignon for personal expense reimbursement
- Approve reimbursement to Pam Opett for sewing program
- Approve payment of current Chase Credit Card invoice
- Process to follow when presented with Chase Credit Card issues
- Meeting with Town of Walworth

Attendance:

Tina Burmeister, President  
Sheryl LaDelfa, Treasurer  
Brenda Blejwas  
Christy Hout  
Judy Markowski  
Pam Opett

Tina called the meeting to order at 10:30 a.m.

Wendi Coleman, potential trustee was interviewed. Most noteworthy is her background in finance and her desire to be part of the library community. The Board members present were in agreement that Tina will offer Wendi the position; the full Board will vote in December if Wendi accepts this offer.

Jeff Davignon had personally paid \$1336.79 for expenses from the NYLA conference. A motion was made by Judy Markowski, seconded by Brenda Blejwas to reimburse this amount, motion carried.

A motion was made to pay the Chase Credit Card current balance by Christy Hout, seconded by Brenda Blejwas, motion carried. It was also noted that due date of this credit card will be changed until after the Board meetings (2<sup>nd</sup> Thursday of each month) so that the Board can approve each monthly payment.

In the event that another issue might occur with the Chase Credit Card, Jeff Davignon was instructed by Sheryl LaDelfa, Treasurer, to contact her on her cell phone so that she can initiate contact with our rep, Pam Thomson to resolve the issue. If Sheryl is unavailable, he is instructed to contact Pam Thomson directly.

A motion was made by Judy Markowski, seconded by Brenda Blejwas to reimburse Pam Opett from the Trustee Account in the amount of \$182.41 for expenses incurred for the *Learn to Sew* program held on 11-10 and 11-11-12.

Other:

The timing of the December 13<sup>th</sup> joint meeting of the Board Trustees and the Town of Walworth was discussed because of the numerous amounts of meetings each entity has during December. Tina will contact Bob Plant to determine if this date should be rescheduled.

A motion was made by Judy Markowski, seconded by Christy Hout, at 11:20 a.m., to move into Executive Session. Motion carried.

A motion was made by Pam Opett, seconded by Brenda Blejwas to move out of Executive Session at 11:45 a.m. Motion carried.

The motion to not reappoint our current Treasurer for the following year was made by Brenda Blejwas and seconded by Pam Opett. Motion carried.

A motion was made to adjourn the meeting at 11: 50 a.m. by Christy Hout, seconded by Judy Markowski, motion carried.

Next regular meeting of the Board of Trustees scheduled for Thursday, December 13<sup>th</sup>, 2012 at 6:30 p.m.

Respectfully submitted by Pam Opett, acting Secretary

**Walworth-Seely Public Library**  
**Meeting Agenda: Board of Trustees**  
**Thursday, December 13, 2012, 6:30 PM, library**

|   |   |  |
|---|---|--|
| X_ Blejwas, Brenda<br>X_ Burmeister, Tina (President)<br>A_ Davignon, Jeff (Director)<br>X_ Hout, Christy | X_ LaDelfa, Sheryl (Treasurer.)<br>X_ LoTempio, Christine (Secretary)<br>A_ Lynch, David (Vice President)<br>X_ Markowski, Judy | X_ Opett, Pam<br>X_ Ruth, Larry (Town Board Rep)<br>X_ Villanova, Lou (Friends' President) |
|---|---|--|

| <b>Agn.</b> | <b>Topic</b>                 | <b>Discussion</b>   | <b>Responsibility</b>                                |
|-------------|------------------------------|---|--|
| 0.          | Notes                        |   |  |
| 1.          | Call Meeting to Order        | The meeting was called to order by President Tina Burmeister at 6:33 pm. A motion to approve the agenda was presented by Brenda Blejwas, seconded by Christy Hout, and unanimously carried.   | Tina/Trustees  |
| 2.          | Attendance                   |   | Christine  |
| 3.          | Period for Public Expression | Robert's Rules of Order –no public present.   |  |
| 4.          | Secretary's Report           | A motion to approved the minutes with correct changes was presented by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried.   | Christine  |
| 5.          | Treasurer's Report           | <p>A. Monthly Report – There are some unclassified items that need to clarification so they can be assigned to the proper category. A check to Pam Opett for the sewing class was paid out of the Trustee Account in error. A motion to have Sheryl write a check to the Trustee Account to reimburse those funds was presented by Brenda Blejwas, seconded by Christy Hout, and unanimously carried. The United Way once again has deposited funds into the Citizens Bank account which reopened the closed account. Sheryl will write a check to Chase Bank for that amount and close the Citizens Bank account again. After speaking with United Way, Sheryl made sure they had the correct Chase Bank account information to make future deposits into. A motion to accept the monthly report was presented by Pam Opett, seconded by Judy Markowski, and unanimously carried.</p> <p>B. Pay Current Bills – A motion to remove the bill for the electrician and the New York State Retirement and then the bills can be processed for payment was presented by Pam Opett, seconded by Christy Hout, and unanimously carried.</p> <p>C. A motion to transfer the funds for the library improvements and also to create a new category for the improvements into "Appropriations: Building Improvements" was presented by Judy Markowski, seconded by Brenda Blejwas, and unanimously carried.</p> | <p>Sheryl</p> <p>Trustees</p> <p>Sheryl/Trustees</p> |
| 6.          | Director's Report            | Monthly Report - The school tax levy money from Wayne & Gananda should be received by the end of the year. We expect a good turn out for the holiday programming scheduled for Saturday. All improvements to the library are expected to be done by the end of the year. Jeff sent Senator Nozzolio a thank you letter for the \$10,000 sent for library improvement. A copy of this letter is in the secretary's book. A motion to approve this report was presented by Pam Opett, seconded by Christy Hout, and unanimously carried.  | Jeff   |
| 7.          | Committee Reports            | <p>A. Finance: nothing to report</p> <p>B. Personnel: Brenda &amp; Pam have evaluated Jeff's performance. A performance evaluation was conducted with the Treasurer and</p>   | David, Judy<br>Brenda, Pam                           |

| Agn. | Topic           | Discussion   | Responsibility     |
|------|-----------------|--|--------------------|
|      |                 | <p>signed by all parties.</p> <p>C. Nominating: The slate of officers for 2013 is as presented:<br/> President: Christine LoTempio<br/> Vice President: Pam Opett<br/> Secretary: Christy Hout</p> <p>A motion to accept these positions as slated by the secretary, Christine LoTempio, was presented by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried.</p>   | Christine/Trustees |
| 8.   | Friends' Report | <p>They are still receiving money from the fundraising letters. The Holiday Book Sale and cookie walk netted \$300. They have paid for the movie license from 10/12-9/30/13. A slate of officers will be elected at the January meeting. This report has been accepted.</p>  | Trustees           |
| 9.   | Communications  | <p>Thank you cards were received from Laura H, Bernie M, Judy, and Linda H for the Wegmans gift cards the Board gave them. The comment cards have been collected and read. There were several comments on how well the library looks and feels with all the improvements made.</p> <p>A letter was received from Beth List. It reads as follows:<br/> Dear Walworth-Seely Public Library Board of Trustees:<br/> I apologize for not being able to present my thoughts in person at the meeting on Thursday, 12-13-12. I have a family obligation that prevents my attendance. However, it was imperative to me to be able to share my thoughts with the Board collectively.</p> <p>The library world is headed in a new direction. As we face the digital divide head on, we realize that if we continued on the original path of filling the shelves with books and shushing patrons, we would be obsolete in five years. During which, budgets would be slashed, staff would be laid off, hours would be cut and a town would lose the heartbeat of their community, our purpose was fading away.</p> <p>However, in April of 2012, the library board "moved our cheese." The interim placement of now permanent director, Jeff Davignon, was a rock the boat, shake things up, and change of pace decision that I fully support. Our library was stagnant, stalemated in the realm of book warehouse and taxpayer obligation. Every day it was the same faces, the same simple requests, the same mundane expectations. In the past eight months, we have seen more new people, heard more positive comments, created a welcoming, nurturing educational environment, uncovered new ideas, fine-tuned old ones, and have made tremendous progress on the road to be the place Walworth (and Macedon, Penfield, Ontario) residents want to be and need.</p> <p>The staff has been allowed to be creative, encouraged to be self-starters, respected and revered as real librarians, perhaps without the piece of paper, but just the same. It's been quite a change from prior to April 2012. Any type of change can be uncomfortable, it can throw you off your games, it just takes time and adjustment. I've learned over time that even in situations of dire straits, after the rescue, the safe place takes some getting used to. I am confident that positive outlooks can be contagious and we have shaken off the past and embrace the future.</p> <p>The library has received a fresh look, a welcoming atmosphere where kids can laugh and adults can sit around and read or chat or just relax for five minutes. The library has a personality now. I can feel it when I walk through the door, knowing that while I was away, it carried on and now that I am back it welcomes me. I have had this same conversation with patrons, one in particular said it was like we just knew she was</p> | Christine          |

| Agn. | Topic               | Discussion   | Responsibility   |
|------|---------------------|--|--|
|      |                     | <p>coming in and how she loved coming to the library again. I wish now that I had documented it in order to counter any negativity that supposedly has surfaced.</p> <p>Jeff Davignon has breather life back into the library, the staff, and the community. From the bright smiles I see in the program room during story time, to the friendly conversations at the circulation desk, Mr. Davignon has time and courtesy for everyone. His conversation is always thoughtful and engaged, each person that walks through our doors matters to him and is welcome in the library. No thought is ever discouraged; in fact even the craziest idea will be given respectful consideration. From “manly conversations” with a patron needing his belief systems acknowledged to the first steps of a one year old reaching out for bubbles in a program, Mr. Davignon humbly recognizes the importance of his role as a librarian during each life moment for our patrons.</p> <p>Mr. Davignon has encouraged people to take a step back and really figure out what motivates them. He has made some evaluate their purpose and agendas. With a level head and ability to communicate under duress, he has maintained the best interest of the Walworth community in every decision. No matter the obstacles he has remained faithful to the goals and purpose of a public library, and I believe he has the library and the community’s best interest at the forefront at all times.</p> <p>I believe it is crucial that the board be made aware of my support in their decision to bring Jeff Davignon on as the permanent Library Director. Mr. Davignon is a definite advocate for our library, and libraries in general; I believe he will continuously uphold the mission and objectives of Walworth-Seely Public Library and those who support it.</p> <p>I appreciate the opportunity to communicate with the Library Board and thank you for your time.</p> <p>Respectfully,</p> <p>Beth List<br/>Assistant Director, Walworth-Seely Public Library</p> |  |
| 10.  | Unfinished Business | 2013 Budget – Judy will meet with Jeff to discuss the budget. This will be tabled for the next meeting scheduled on December 27, 2012.   | Jeff/Trustees  |
| 11.  | New Business        | <p>A. The meeting schedule for 2013 will remain as 2012 with monthly meetings held the second Thursday of each</p> <p>B. The Board received a letter from David Lynch with his intent to not seek a second term on the Board of Trustees. The library will need to advertise for this opening. It will be further pursued in January. A motion to approve a second term for Christine LoTempio was presented by Judy Markowski, seconded by Christy Hout, and unanimously carried.</p> <p>C. A motion to elect Wendi Coleman as a Trustee to fill the remaining term of Tina Burmeister was presented by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried.</p> <p>D. A motion to have Christine LoTempio added to the signee for the bank account and remove Sheryl LaDelfa &amp; Tina Burmeister was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.</p> <p>E. Develop response to reported accounts of budget cuts – tabled for next month since Jeff was unable to be present.</p>  | <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Jeff/Trustees</p> |

| <b>Agn.</b> | <b>Topic</b>      | <b>Discussion</b>  | <b>Responsibility</b> |
|-------------|-------------------|--|-----------------------|
| 12.         | Policy Review     | A. Addenda – Copies of the budget have been added to the manual.   | Trustees              |
| 13.         | Executive Session | A motion to move into executive session at 7:37 pm regarding Library Director Goals and Evaluation was presented by Pam Opett, seconded by Christy Hout, and unanimously carried.<br>A motion to move out of executive session at 8:02 pm was presented by Pam Opett, seconded by Christy Hout, and unanimously carried. |                       |
| 14.         |                   | A motion to designate Brenda Blejwas to perform the financial functions of the Board was presented by Judy Markowski, seconded by Christy Hout, and unanimously carried..  |                       |
| 15.         | Adjournment       | A motion to adjourn the meeting at 8:03 pm was presented by Pam Opett, seconded by Christy Hout, and unanimously carried.  | Tina                  |
|             |                   | Next Meeting: 6:00 p.m., December 27, 2012   |                       |

**Calendar Dates:**

December 24, 2012 – Library closed at 3:00 p.m. for Christmas Eve day

December 25, 2012 – Library closed for Christmas

December 31, 2012 – Library closed at 3:00p.m. for New Year's Eve

January 1, 2013 – Library closed for New Year's Day

**Walworth-Seely Public Library**  
**Meeting Agenda: Board of Trustees**  
**Thursday, December 27, 2012, 6:00 PM, library**

|   |   |  |
|---|---|--|
| X_ Blejwas, Brenda<br>A_ Burmeister, Tina (President)<br>X_ Davignon, Jeff (Director)<br>X_ Hout, Christy | X_ LaDelfa, Sheryl (Treasurer.)<br>X_ LoTempio, Christine (Secretary)<br>A_ Lynch, David (Vice President)<br>X_ Markowski, Judy | X_ Opett, Pam<br>A_ Ruth, Larry (Town Board Rep)<br>X_ Villanova, Lou (Friends' President) |
|---|---|--|

| <b>Agn.</b> | <b>Topic</b>          | <b>Discussion</b>   | <b>Responsibility</b>   |
|-------------|-----------------------|---|---|
| 0.          | Notes                 |   |   |
| 1.          | Call Meeting to Order | The meeting was called to order by secretary Christine LoTempio at 6:04 pm. A motion to approve the agenda was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.   | Tina/Trustees   |
| 2.          | Attendance            |   | Christine   |
| 3           | Unfinished Business   | <p>A. The NYS Retirement has been removed from the December bill until an invoice is received from the Town of Walworth. The Wayne school tax levy has been received and deposited. Still waiting on the Gananda school. A motion to pay the bills was presented by Judy Markowski, seconded by Brenda Blejwas, and unanimously carried.</p> <p>B. A motion to make the budget line transfer was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.</p> <p>C. A motion to authorize the Treasurer to perform transfers and establish accounts necessary to close-out books was presented by Brenda Blejwas, seconded by Judy Markowski, and unanimously carried..</p> <p>D. Jeff &amp; Brenda will meet next week to discuss the new format for financial planning so we are consistent with other libraries. A motion to have our current internal auditors, Wagner, et al, review the bookkeeping practices and financial records for the calendar year 2012 prior to the transfer of financial responsibilities to a member of the Board of Trustees was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried. Judy will meet with Sheryl on Friday, December 28<sup>th</sup> to gather all the records and necessary information from her.</p> | <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> |
| 4.          | Adjournment           |   | Tina  |
|             |                       | Next Meeting: 6:30p.m., January 10, 2013  |   |

Calendar Dates:

December 24, 2012 – Library closed at 3:00 p.m. for Christmas Eve day

December 25, 2012 – Library closed for Christmas

December 31, 2012 – Library closed at 3:00p.m. for New Year's Eve

January 1, 2013 – Library closed for New Year's Day