

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

Approved: February 11, 2010

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by Tina Burmeister at 6:32 P.M.	Tina
2.	Attendance	Frank Maciuska is unable to attend as he is out of town on business.	Donna
3.	Period for Public Expression	Adrienne VanHorn, Administrative Asst. WSPL, thanked the Board of Trustees for the holiday gift.	
4.	Secretary's Report	The motion to accept the December minutes was presented by Brenda Blejwas, seconded by Mark Harrison, and unanimously carried.	Donna
5.	Treasurer's Report	<p>A. Monthly Report: The motion to accept the Treasurer's report was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. The motion to move funds to appropriate lines to balance the budget was presented by Brenda Blejwas, seconded by Mark Harrison and unanimously carried.</p> <p>B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Donna Stalker, and unanimously carried.</p> <p>C. Transfer funds to Capital Reserves per 2010 Budget: The motion to move \$1,000 to each of the reserve funds, as earmarked in the 2010 Town Board approved Library budget, was presented by Mark Harrison, seconded by Donna Stalker, and unanimously carried.</p> <p>D. Verify receipt of school tax levies from Wayne and Gananda Central School Districts: The funds were received from both school districts at the end of December 2009.</p> <p>E. The motion to approve the payroll rates as stated in the budget and approved by the Town was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.</p> <p>F. The motion to authorize the Treasurer to contact the firm of Ray Wager for the annual audit and completion of required tax forms was presented by Brenda Blejwas, seconded by Mark Harrison, and unanimously carried.</p>	<p>Sheryl</p> <p>Mark</p> <p>Trustees</p> <p>Sheryl</p> <p>Mary</p> <p>Sheryl</p>
6.	Director's Reports (see attached)	A. Monthly Report: The motion to accept the Director's monthly report was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried.	Mary
7.	Committee Reports	<p>A. Finance: On behalf of the Trustees, Mark Harrison thanked Sheryl for her annotated notes on the monthly financial reports which make understanding the budget much easier.</p> <p>B. Personnel: Brenda Blejwas reported that the Library Director's Performance Assessment had been completed. The Personnel Committee is continuing to work with Mary on finalizing the job descriptions for the Administrative Assistant and Youth Services positions. The Treasurer's Performance Assessment still needs to be completed. Staff reviews will be done in April and May to align with payroll for budgetary computations.</p> <p>C. Nominating: Mary will do additional press releases to notify the</p>	<p>Finance</p> <p>Personnel</p> <p>Nominating Com.</p>

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
		public of the need for two trustees to complete terms left vacant. One application was received. Election of Officers will occur in February. Until that time Tina Burmeister will serve as Acting President, Donna Stalker will remain as recording secretary, and Brenda Blejwas will handle the WSPL Policy Manual and Trustee Notebook as well as the large secretary binder.	
8.	Friends' Reports (see attached)	Dorothy French asked that Trustees consider the possibility of serving as the Board of Trustees liaison to the Friends' Board. The motion to accept the Friends' Report was presented by Donna Stalker, seconded by Brenda Blejwas, and unanimously carried.	Dorothy
9.	Communications	Thank you notes from the staff for holiday gifts were shared.	Trustees
10.	New Space	A. Current status of the Town Complex Study Group – No Report	Frank
11.	Unfinished Business	A. List of 2010 meeting dates B. 2010 budget for WSPL Policy Manual & Trustee Handbook These were given as handouts to the Trustees to add to their Policy Manual/Trustee Handbook.	Mary
12.	New Business	A. Appointment of committee members: Committees will remain the same until a full Board of Trustees has been established.	Tina
13.	Policy Review	A. Section 4 – This section was reviewed and revised. These will be approved at the February meeting.	Trustees
14.	Adjournment	The meeting adjourned at 8:25 P.M.	
		Next Meeting February 11, 2010	

*Transmitted Electronically  
February 15, 2010  
Donna Stalker, Recording Secretary*

Calendar Dates:

January 1, 2010 – Library Closed – New Year's Day  
January 18, 2010 – Library Closed – Martin Luther King, Jr. Day

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

Approved:  
3/11/10

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by Acting President Tina Burmeister at 6:30 P.M.	Tina
2.	Attendance	Andrienne VanHorn, library clerk, was in attendance.	Donna
3.	Period for Public Expression	None	
4.	Secretary's Report (see attached)	The motion to accept the Secretary's Report was presented by Brenda Blejwas, seconded Ronald Wrightstone, and unanimously carried.	Donna
5.	Treasurer's Report (see attached)	A. Monthly Report: The motion to accept the Treasurer's Report was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. C. New York State Comptroller's Report: Sheryl is in daily contact with the auditors. The report is due in Albany by March 31, 2010.	Sheryl  Mark Sheryl
6.	Director's Reports (see attached)	A. Monthly Report: The motion to accept the Director's Report was presented by Donna Stalker, seconded by Brenda Blejwas, and unanimously carried. B. Approve New York State Annual Report: The motion to table this discussion until new Trustees had been named was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. Following acceptance of new Trustees, a motion to accept the Annual New York State Annual Report, contingent on Town Board approval of new Trustees, was presented by Ronald Wrightstone, seconded by Brenda Blejwas, and unanimously carried.	Mary  Trustees
7.	Committee Reports	A. Finance: Mark Harrison complemented Mary and Sheryl for their efficient work on the bills and financial reports. B. Personnel: The Treasurer's PA has been completed by the Personnel Committee and they will meet with Sheryl prior to the next meeting. C. Nominating: (1) Election: Tina Burmeister presented the following slate of officers for 2010: President-Ronald Wrightstone, Vice-President – Tina Burmeister, Recording and Corresponding Secretary-Donna Stalker. The motion to accept this slate of officers was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. (2) New Trustees: Three interviews for new Trustees were held on Saturday, February 6, 2010. All three candidates were excellent and would benefit the Library Board. A motion to accept Pam Opett for a term ending December 31, 2013, David Lynch, for a term ending December 31, 2012, and renew Tina Burmesiter's term for five years ending December 31, 2012 was presented by Donna Stalker,	Finance Comm.  Personnel Comm. Nominating Com.   Tina Burmeister

Agm.	Topic	Discussion	Responsibility
		seconded by Mark Harrison, and unanimously carried. Tina Burmeister will contact all three candidates with the results and confirm their willingness to serve.	
8.	Friends' Report (see attached)	The motion to accept the Friends' Report, as sent electronically by Dorothy French, was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.	Dorothy
9.	Communications	NONE	Trustees
10.	New Space	A. Current status of the Town Complex Study Group –The committee is still in the information gathering mode. There will be an information campaign regarding the Wayne Central School District vote coming out soon. In Supervisor Plant's next newspaper column he will address the fact that the Town has not made any agreements with the Wayne Central School District and will also list the proper procedure to investigate opportunities following the vote.	Frank
11.	Unfinished Business	A. Job descriptions for the Administrative Assistant and Youth Services positions: Discussion was held during the Executive Session following the regular meeting.	Mary/Trustees
12.	New Business	A. Letter to Town Board for approval of Trustees – Donna has the letter prepared once Tina has confirmed with this candidates on their willingness to serve. The letter will be sent to Frank to present at the next Town Board meeting with copies sent to the President of the Trustees, the Library Director, and the Town Clerk. B. Library Lobby Day – March 2, 2010: Mary encouraged Trustees to attend and to contact others about their willingness to attend this important event for libraries across the state.	Donna  Mary/Trustees
13.	Policy Review	A. Section 1 – History – The motion to accept the additions to this section was presented by Mark Harrison, seconded by Ronald Wrightstone, and unanimously carried. B. Status of Section 4 review – This will be completed at the next meeting. Brenda will send 4.8 as pre-reading.	Trustees/Brenda  Brenda/Trustees
14.	Executive Session	A motion to enter into Executive Session for Personnel and Policy issues was presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried. Discussion was held. The motion to leave the Executive Session was presented by Donna Stalker, seconded by Tina Burmeister, and unanimously carried.	Ron
15.	Adjournment	President Wrightstone adjourned the meeting at 8:32 P.M.	Ron
		Next Meeting March 11, 2010	

*Transmitted Electronically  
March 12, 2010  
Donna Stalker, Recording Secretary*

Calendar Dates:

February 15, 2010 – Library Closed – President's Day

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

Approved: April 8, 2010

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by Vice President Burmeister at 6:30 P.M.	Tina
2.	Attendance	President Wrightstone was absent as he is in the hospital following an accident. The Treasurer was unable to attend but had given us notice. Introductions were made for the new Trustees (David Lynch and Pam Opett) as this was their first meeting. Library Staff attending: Adrienne VanHorn and Liz O'Toole	Donna
3.	Period for Public Expression	NONE	
4.	Secretary's Report	The motion to accept the minutes of the February meeting was presented by Brenda Blejwas, seconded by Mark Harrison, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report: The motion to accept the Treasurer's Report, sent electronically, was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. C. New York State Comptroller's Report – no report, will be given at the April meeting	Sheryl  Mark  Sheryl
6.	Director's Report (see attached)	A. Monthly Report: Mary continues to urge for advocacy for library funding. Mary's annual report sent to Pioneer Library System has been accepted. The motion to accept the Director's Report was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. A motion was presented by Donna Stalker, seconded by Brenda Blejwas, that the all-in-one unit, Gateway 5.5 model #0035022490 computer be declared as surplus to be purchased by "The Gardens" Senior Living Complex. This was passed with a 5 to 1 vote, Mark Harrison voted no stating his objection was he did not want to begin a precedent.	Mary
7.	Committee Reports	A. Finance: The budget transfers for the end of the year were in order. Next meeting will be an internal audit. Trustees Harrison, Lynch, and Stalker will meet with Sheryl at 5:45 P.M. B. Personnel: The Treasurer's Performance Assessment has been completed. C. Nominating: NONE	Finance Comm.  Personnel Comm. Nominating Com.
8.	Friends' Report	A. Library Board Liaison to Friends – Brenda Blejwas has volunteered to be the Trustee Liaison. The motion to accept the Friends' Report was presented by Donna Stalker, seconded by David Lynch, and unanimously carried.	Dorothy
9.	Communications	Mary shared a letter and picture from Senator Nozzolio on their	Donna

Agn.	Topic	Discussion	Responsibility
		visitation on Lobby Day in Albany. A get well card will be sent to President Wrightstone.	
10.	New Space	A. .Current Status of the Town Complex Study Group: The New Space Committee will reconvene next month. Now that the Wayne Central School District vote was defeated for their new facility, our Town Complex Space Committee will continue to work on alternative space for town use. B. Frank also mentioned that health coverage for the Town has increased significantly and will dramatically influence the budget. At this time it does not affect the library budget as no staff members have currently elected to purchase health care coverage (at their own expense).	Frank
11.	Unfinished Business	A. A motion to accept the job description of the Office Clerk and place it in the policy manual/handbook was presented by Donna Stalker, seconded by Brenda Blejwas, and unanimously carried. The job description for the Young Adult Service/Adult Programming Specialist will be worked on further by the Personnel Committee. It will be sent as pre-reading before the next meeting.	Mary/Trustees Personnel Committee
12.	New Business	A. Committee Assignments: These will be appointed by President Wrightstone upon his return. B. A motion to close the library for Saturday, July 3, 2010 was presented by David Lynch, seconded by Mark Harrison, and carried.	Ron Mary/Trustees
13.	Policy Review	A. Section 5 – Personnel: Sections 5.1-5.8: This section needs further review and will be worked on by the Personnel Committee. B. Section 6 – Operations: Sections 6.22 – 6.29: The motion to approves the changes as discussed was presented by Mark Harrison, seconded by David Lynch, and unanimously carried. B. Status of Section 4 review: The motion to accept section 4.8 was presented by Mark Harrison, seconded by David Lynch, and unanimously carried. C. Policy Review Schedule: Brenda will update this according to the planned schedule.	Brenda/Trustees Brenda/Trustees Brenda/Trustees Brenda
14.	Adjournment	.The meeting was adjourned by Vice-President Burmeister at 8:36 P.M.	Tina
		Next Meeting April 8, 2010	

*Transmitted electronically*  
*resent*  
*March 22, 2010*  
*Donna Stalker, Recording Secretary*

Calendar Dates:

March 2, 2010 – Library Lobby Day

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

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by President Wrightstone at 6:30 P.M.	Ron
2.	Attendance	Frank Maciuska had informed the Board prior to this meeting that he would not be in attendance due to work commitments. Adrienne VanHorn, WSPL clerk, was present.	Donna
3.	Period for Public Expression	None	
4.	Secretary's Report	The motion to accept the Secretary's report was presented by Brenda Blejwas, seconded by Tina Burmeister, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report: The motion to accept the Treasurer's Report was presented by Donna Stalker, seconded by Brenda Blejwas, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Donna Stalker, and unanimously carried. C. Auditor's Management Letter – All necessary materials from the Treasurer and the Library Director have been given to the auditors.	Sheryl  Mark  Sheryl
6.	Director's Reports	A. Monthly Report: The motion to accept the Director's Report was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: The random audit will be held prior to the next Board meeting. Mark, Dave, and Donna will meet with Sheryl at 5:45 P.M. B. Personnel: Information will be shared during the Executive Session. C. Nominating: None	Finance Comm.  Personnel Comm. Nominating Com.
8.	Friends' Report	The motion to accept the Friends' Report was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.	Dorothy
9.	Communications	A. All Trustees received a thank you e-mail from Past President Richard Crooks thanking the Board for his monetary gift. B. Information was shared for the May 1 Trustee workshop. If interested please inform Mary so she can make the reservations. Mark Harrison and Mary Zingerella plan on attending.	Donna
10.	New Space	A. Current Status of the Town Complex Study Group – Tina Burmeister shared that the committee has been scheduled to meet on April 28, 2010. She expects to attend.	Frank
11.	Unfinished Business	A. Job description for the Young Adult Service/Adult Programming Specialist position. This was placed on hold until the May meeting.	Mary/Trustees
12.	New Business	A. Committee Assignments: President Wrightstone made the following committee appointments: Policy Manual and Meeting Agendas – Brenda Blejwas Finance: Mark Harrison and Donna Stalker Personnel: David Lynch and Pam Opett	Ron

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
		Nominations: Brenda Blejwas and Tina Burmeister President Wrightstone will be included on all committees as needed.  Mark Harrison is going to research the purchase of a one or two drawer locking file cabinet for use by the Board of Trustees to be housed in the Program Rooms until a different site becomes available.	Mark
13.	Executive Session	A. The motion to enter Executive Session for the purpose of reviewing Personnel Policy 5.1-5.9 was presented at 6:55 P.M. by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. The motion to end the Executive Session on personnel policy was presented at 9:15 P.M. by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried.	Ron/Tina
14.	Policy Review	A. Personnel Policy- Section 5.1-5.9: The motion to accept the changes for Personnel Policy Section 5.1-5.9 was presented by Mark Harrison, seconded by David Lynch, and unanimously carried. B. The motion to send the Employee Status Change Notification Letters effective June 1, 2010 by President Wrightstone after finalizing the financial information was presented by David Lynch, seconded by Pam Opett, and unanimously carried.	Brenda  Ron
15.	Adjournment	The meeting was adjourned at 9:40 P.M.	Tina
		Next Meeting May 13, 2010	

*Transmitted electronically  
April 10, 2010  
Donna Stalker, Recording Secretary*

Calendar Dates:

April 4, 2010 – Easter Sunday – Library Closed  
April 11 – 17, 2010 – National Library Week



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

APPROVED:  
June 10, 2009

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

Agm.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by President Wrightstone at 6:30 P.M.	Ron
2.	Attendance	Tine Burmeister was absent as she was on vacation. Adrienne VanHorn, library clerk, was present.	Donna
3.	Period for Public Expression	None	
4.	Secretary's Report	The motion to accept the minutes for the April meeting was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report: The motion to accept the report was presented by Mark Harrison, seconded by David Lynch, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by David Lynch and unanimously carried. C. Status of Audit: The audit has been completed and was presented in its draft form. Sheryl summarized the draft and will work on preparing a corrective action plan with Mary.	Sheryl  Mark  Sheryl
6.	Director's Report	A. Monthly Report: The motion to accept the Director's Report was presented by Mark Harrison, seconded by David Lynch, and unanimously carried. The new printer that was purchased is able to scan and print photos. Mary is to investigate the best use and to plan a policy for use and fees. Also Mary has occasionally been proctoring adults for exams. A nominal fee will be charged for this service.	Mary
7.	Committee Reports	A. Finance: (1) Random audit for the month of February 2010 was completed prior to the meeting and all was in order; (2) 990 Form – the names of the current Board of Trustees will be corrected and then the form will be filed; (3) Management Letter -The auditors feel that the fund balance has been depleted over the past few years and measures should be taken to correct that. The following are corrective actions that will be taken before the final audit is completed. (1) Deposits will be made at a minimum of once every two weeks. (2) Cash drawer will begin each day with the same amount of money. (3) The cash drawer will be “Zed” out and reconciled weekly and records kept. (4) Mary will stamp and initial all bills and packing slips will be attached to the invoices. (5) Petty cash will be used for emergency purchases. General supplies will be invoiced. Additionally, Mary will collect data regarding the number of overdue books and the free will donations in the jar at the desk. The Board will use this data to determine if fines should be instituted for overdue books. For the next two months Mary will provide to the Board of Trustees a summary report that includes	Finance Comm.       Mary Mary Mary Mary Mary  Mary  Mary

Agn.	Topic	Discussion	Responsibility
		<p>deposits, reconciliations of the cash drawer, reconciliation of petty cash, and the register “z” information. Previously Dorothy had suggested a donation jar to be out during programs. Mary does have a jar but presently nothing has been given – this jar will be moved so that it is visible – perhaps near the refreshment table.</p> <p>B. Personnel: Two meetings have been held with the staff regarding questions around Personnel Policy and Paid Time Off (PTO). PTO will be computed on the actual number of hours worked. Motion to push back staff evaluations from June to July for this year only was presented by Pam Opett, seconded by David Lynch, and unanimously carried.</p> <p>C. Nominating: Nothing to report.</p>	<p>Mary</p> <p>Personnel Comm.</p> <p>\</p> <p>Nominating Com.</p>
8.	Friends’ Report	The initial report was sent as pre-reading. After Jane Cala’s article appeared in the newspapers, six people have volunteered to serve as tutors for patrons to learn about computers. Many thanks to Jane and all volunteers. Motion to accept the Friends’ Report was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.	Dorothy
9.	Communications	Liz O’Toole, Youth Services Specialist, received a thank you letter from Justine Smith for her work on the Wayne Central Senior Project.	Donna
10.	New Space	A. .Current Status of the Town Complex Study Group – Councilperson Hawkins-Mance is presently unable to continue her work on this committee. Supervisor Plant is looking for another person to join Councilman Tom Yale on this committee. Frank will continue to advocate for additional space and various opportunities for the library.	Frank
11.	Unfinished Business	<p>A. Job description for the Young Adult Service/Adult Programming Specialist position. The motion to accept this job description was presented by Pam Opett, seconded by David Lynch, and unanimously carried. A motion to authorize Mary to hire a person to fill the part-time Young Adult Service/Adult Programming Specialist position was presented by Mark Harrison, seconded by David Lynch, and carried.</p> <p>B. Purchase of file cabinet – The new file cabinet was purchased and installed on time and under budget.</p>	<p>Mary/Trustees</p> <p>Mark</p>
12.	New Business	None	
13.	Policy Review	<p>A. Personnel Policy– Job Descriptions and Evaluation Forms (5.9-5.57) Motion to table this Policy Review until June was presented by Mark Harrison, seconded by David Lynch, and unanimously carried.</p> <p>B. Change of NYSALB (New York State Association of Library Boards) name to LTA (Library Trustees Association) – This change will need to be made in the Policy Manual.</p>	<p>Brenda/Trustees</p> <p>Brenda</p>
14.	Adjournment	.Motion to adjourn the meeting at 8:30 P.M. was presented by Mark Harrison, seconded by Pam Opett, and unanimously carried.	Ron
		Next Meeting June 10, 2010	

*Transmitted electronically*  
*June 22, 2010*  
*Donna Stalker, Recording Secretary*

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

Approved: July 8, 2010

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

Agn.	Topic	Discussion	Responsibility
0.	Notes	Before the Board meeting started, a presentation was made by Alex Tamoutselis (the owner of the Academy Building), Peter Morse (architect) and Dave Rowley (Project Manager). Much discussion ensued, with drawings, blueprints and a 25 minute statement of what they would do for us and what we would be responsible for. See addendum of this time period. Ryan Whirty, reporter for The Wayne County Mail, was present.	
1.	Call Meeting to Order	The meeting was called to order by President Wrightstone at 7:05 p.m.	Ron
2.	Attendance	Brenda Blejwas was absent due to the passing of her grandmother; Sheryl LaDelfa was out of town and Donna Stalker was absent due to illness. Adrienne VanHorn, library clerk was present.	Pam
3.	Period for Public Expression	None.	
4.	New Space	A presentation was made at 6:30 p.m. prior to the start of the meeting. See addendum.	Frank PeterMorse/ David Rowley
5.	Secretary's Report	The motion to accept the minutes for the May meeting was presented by Mark Harrison, seconded by Tina Burmeister and unanimously carried.	Ron
6.	Treasurer's Report	<p>A. Monthly Report: It was asked why \$30.00 was spent as there was no receipt; Mary said the money was for the dinner for Jennifer Morris, Executive Director of Pioneer Library System, who retired. She was asked to provide a receipt.</p> <p>B. Pay Bills: Mark Harrison had constructed a handwritten summary of upcoming bills for the month of June, 2010. He asked if this would be beneficial for the rest of the Trustees to view as a quick reference sheet; all agreed that since we were provided with Sheryl's report as pre-reading, that it was unnecessary. To avoid double paying of invoices, Mary will now be attaching the packing list to any/all invoices. Motion to accept the Treasurer's report with revisions regarding the receipt was presented by Mark Harrison, seconded by David Lynch and unanimously carried.</p> <p>C. Status of Audit: Approval of Management Letter and 990: Both have been completed as per Mark Harrison.</p> <p>Corrective Action Plan: A new task was given to ensure compliance: \$50.00 is to be counted out every night and left in the cashbox, the rest will be put into an envelope for deposit (this is so that there isn't a large amount of cash when opening the next morning).</p>	<p>Mark</p> <p>Mark</p> <p>Mary</p> <p>Sheryl/Trustees</p> <p>Sheryl/Mary</p>
7.	Director's Reports	A. Monthly Report: Mary stated that she needs an additional month to determine fines, we may be bringing in less revenue than before; items that were not previously tracked, will now be tracked for a	Mary

Agn.	Topic	Discussion	Responsibility
		<p>better picture of what revenue is being generated from what source. Mary has hired a consultant, Lisa Wemett, as an interim to establish the YAS/AP program. The agreement will expire in December 2010. She will be paid \$12.00 per hour, for 15 hours per week plus mileage. This contract was approved by the Board. A Thank you gift has been approved for Lindsay Stratton for the training on Evergreen. Motion to approve was presented by Mark Harrison, seconded by Tina Burmeister and unanimously carried.</p> <p>B. Mary provided the Board with copies of the Summer 2010 newsletter and Handbook for Library Trustees of New York State.</p> <p>C. Summary report of deposits, reconciliation of cash drawer and petty cash, and register "z" information: All has been implemented: the cash is counted every night, deposits are made once per week. Petty Cash is now being used appropriately: Mary has set up an account with The Walworth Hardware to purchase consumables and states that it is working out nicely.</p>	Mary
8.	Committee Reports	<p>A. Finance: initial presentation of 2011 budget from Library Director: This was tabled until the July, 2010 meeting as requested by Mary. Motion was presented by Mark Harrison, seconded by Tina Burmeister and unanimously carried.</p> <p>B. Personnel: Nothing to report.</p> <p>C. Nominating: Nothing to report</p>	<p>Donna, Mark</p> <p>David, Pam</p> <p>Brenda, Tina</p>
9.	Friends' Report	Dorothy gave information about the Friend's presence at Festival in the Park and anyone in uniform is going to be included, not just military personnel. Motion to accept the Friend's report was presented by Mark Harrison, seconded by David Lynch and unanimously carried.	Dorothy
10.	Communications	NONE	Donna
11.	Unfinished Business	<p>A. Status of Donation Jar for Adult Programs: Mary stated that she put a donation jar on the table for the Organic Gardening and Genealogy Bunch programs and no one was interested in donating. She presented information from the NYS Education law in regards to "all ... shall be free" and it was interpreted by Frank and Pam that the use of the building should be free, not the program itself as Mary suggested. This led to a discussion initiated by Tina that we should start an annual fund drive to support these programs we would like to institute. Mary suggested that we apply for a grant, one-half of which would be paid for by the Bullis Foundation and the other one-half would be paid for by RRLC. Mary was asked time line and cost and she said 3-4 months and anywhere from \$2,000-10,000.00 for a consultant to spend time with us setting up a plan to create a whole package to be sent to the public. Tina suggested that this was complicated and time consuming; Frank stated that the Fire Department and Ambulance Corps developed their own letter and sent it out to the public asking for donations. He stated that they spent \$600.00 for postage, etc. and netted a return of about \$5,000.00. It was directed by Ron that Pam Opett would construct a solicitation letter to be presented at the July meeting regarding an annual fund drive that will be mailed to the residents.</p> <p>B. Plan created for use of scanner: D. Public Access Computers: 17. The proposed scanner policy shall read: All public computers will be networked to a printer that prints in color. The first five (5)</p>	<p>Mary/Trustees</p> <p>Pam Opett</p> <p>Mary</p>

Agn.	Topic	Discussion	Responsibility
		copies are free, all others are \$.20 per page. It is the patron's responsibility to do a print preview and print only the pages desired.  18. Patrons will be able to use the public printer to scan. They are expected to be able to perform this with minimal help from the staff.  Motion to accept was presented by Tina Burmeister, seconded by David Lynch and unanimously carried.	
12.	New Business	Discussion of the A-Team Building Project (aka Academy Building): table the discussion until the next Board meeting on July 8 <sup>th</sup> , 2010.	Mary
13.	Policy Review	No Policy Review because of Brenda Blejwas' absence.	Brenda/Trustees  Brenda
14.	Adjournment	Motion to adjourn the meeting at 8:00 p.m. was presented by Mark Harrison, seconded by David Lynch and unanimously carried.	Ron
		Next Meeting July 8, 2010	

*Transmitted electronically  
June 22, 2010  
Donna Stalker, Recording Secretary*

#### Calendar Dates:

Mid June – Mid September – Library Closed on Sunday

#### ADDENDUM:

Meeting with Owner, Architect and Project Manager:

- Sample was given of the lease proposal (see attachment). The salient points are missing because due diligence needs to be done before firming up any details. The library will be responsible for data points, security system and telephones.
- The above named persons did a walk around the building not through it with Mary and Liz discussing what features they would like to see. The architect then met with Liz and Mary to determine their needs.
- Basically, the initial square footage would be 7,000 and one story. If we wanted an upstairs for the children's library, it would be a secondary project and not included in the first project.
- Renovations they would provide include but is not limited to new windows, new roof, clean, sanitized and mold free. Liz O'Toole asked about asbestos. The only asbestos there is the 9x9 vinyl floor tiles which will be removed.
- The renovation time period would be 120-180 days, but later Frank Maciuska cautioned that this was actual construction time, and it could take up to six months to secure the vote of the public, the building permits, etc. and therefore, a year is more realistic.
- The balance square footage of the building would be multiuse, possibly a community center? They are looking at us to be the "anchor store", established foot traffic that would benefit other tenants in the building.
- Dorothy French was concerned about using the name "Academy" in reference to this project. She is requesting that we call it something else because twofold: from her position in the historical society, it denigrates the original Academy name and place in history and because in 2005, a similar project (in that instance, the community center) was soundly defeated and she was worried about the negativity that possibly still surrounds that name. We all agreed and began calling it the "A-Team Building".
- The architect wanted us to put the boards on display and was told immediately, that the public shouldn't see this and therefore it would be kept upstairs in the workroom if any board member would like to see it.
- These three individuals were pressing the board to make a relatively quick decision regarding our commitment to the project, but Ron explained to them that we were exploring all our options and that we are in the infant stages of this exploration. Ron said that we will study it and get back to them in a reasonable amount of time.
- A lot of questions were asked by all in attendance, especially the reporter, Ryan Whirly, who was asking questions regarding the lease amount. Peter Morse said that the financial model is bankable and they had no problem securing their financing for this project.
- These three gentlemen left and Ron called the meeting to order at 7:05 p.m.

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

Approved:  
August 12, 2010

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by President Wrightstone at 6:30P.M.	Ron
2.	Attendance	Tina Burmeister was out of town at a memorial service. Frank Maciuska was out of town for business. Library clerks, Beth Milford and Adrienne VanHorn were present. Ryan Whirty, reporter for the <u>Wayne County Mail</u> , was present.	Donna
3.	Period for Public Expression		
4.	Secretary's Report	The motion to accept the minutes of the June meeting was presented by Mark Harrison, seconded by David Lynch, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report: The motion to accept the monthly report was presented by Donna Stalker, seconded by Brenda Blejwas, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Donna Stalker, and unanimously carried.  Mark also publicly thanked Beth Milford for the accuracy in the bills' preparation for this month.	Sheryl  Mark
6.	Director's Reports	A. Monthly Report: The motion to accept the Director's Report was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. B. Summary report of deposits, reconciliation of cash drawer and petty cash, and register "z" information: Beth Milford prepared an overview that she shared on the corrective actions taken for bank deposits. Bank deposits will be made the 4 <sup>th</sup> Monday of the month unless there is \$300 cash or more and/or large checks that would require a more timely deposit. C. Overdue Book/Donation Summary: Brenda and Mary will work together to develop a process and modify the policy for the implementation of fines for overdue materials other than DVDs. The policy would be implemented in January of 2011. This will be sent as pre-reading prior to the August meeting. D. Status of Staff Evaluations: All staff evaluations have been completed, with the exception of Linda Heberger who is out on medical leave.	Mary  Beth Milford  Brenda/Mary  Mary
7.	Committee Reports	A. Finance: NONE B. Personnel: NONE C. Nominating: NONE	Donna, Mark David, Pam Brenda, Tina
8.	Friends' Report	The motion to accept the Friends' Report was presented by Donna Stalker, seconded by Brenda Blejwas, and unanimously carried.	Dorothy
9.	Communications	Tammy Adams-King, librarian of the Freewill Elementary School, sent	Donna

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
		a thank you to Liz O'Toole for all of her efforts for the Literary Luncheons held for the children.	
10.	New Space	A. Current Status of the Town Complex Study Group – nothing to report	Frank
11.	Unfinished Business	A. A-Team Project Proposal – nothing to report B. Annual Fund Solicitation Letter – A letter had been prepared but it was then determined that, as a Board of Trustees, we are not permitted to fundraise in this manner. It is hoped that the Friends of the WSPL will assist in this endeavor. C. Budget: Fiscal 2011 – Draft 1: a lengthy discussion centered on keeping the budget as close to the same as 2010. Further work was done on this and a second draft will be sent to the Board for their review.	Trustees Pam  Dorothy Trustees
12.	New Business	A. Board Approval of employee salaries and hourly rates of what they will earn for 2011 (computed by Library Director)  This was tabled until we are given further information from the Town Supervisor.	Trustees/Mary
13.	Policy Review	A. Operations Policy– Fines (6.4 - G) B. Operations – Create Petty Cash Policy C. Personnel Policy – Job Descriptions and Evaluation Forms (5.9 – 5.57) D. Change of NYSALB name to LTA (revisited)  This items were all tabled and will be addressed at the August meeting.	Brenda/Trustees Trustees Trustees  Brenda
14.	Adjournment	.The meeting adjourned at 9:00 P.M.	Ron
		Next Meeting August 12, 2010	

Calendar Dates:

Mid June – Mid September – Library Closed on Sunday

July 3, 2010 – Library Closed for 4<sup>th</sup> of July Holiday

July 24, 2010 –Library Closed Festival in the Park

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

X Blejwas, Brenda	X LaDelfa, Sheryl (Treasurer)	X Stalker, Donna (Rec./Corr. Secretary)
X Burmeister, Tina (Vice President)	A Lynch, David	X Wrightstone, Ron (President)
X French, Dorothy (Friends Rep.)	X Maciuska, Frank (Town Board Rep)	X Zingerella, Mary (Library Director)
X Harrison, Mark	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 Wrightstone at 6:30 P.M. The motion to accept the agenda as amended was presented by Brenda Blejwas, seconded by Pam Opett, and unanimously carried.	Ron/Trustees
2.	Attendance	David Lynch was out of town for his daughter's wedding. Adrienne VaHorn, library clerk, was present.	Donna
3.	Period for Public Expression	None	
4.	Secretary's Report	The motion to accept the Secretary's report was presented by Tina Burmeister, seconded by Pam Opett, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report: The motion to accept the Treasurer's Report was presented by Mark Harrison, seconded by Donna Stalker, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Tina Burmeister, and unanimously carried.	Sheryl Mark
6.	Director's Reports	A. Monthly Report: The motion to accept the Director's Report was presented by Pam Opett, seconded by Brenda Blejwas, and unanimously carried. B. Use of debit card for NYLA conference registration: The motion to allow the Library Director to use the debit card for the NYLA Conference registration was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried. C. Ad Council Marketing Assistance Grant: Information was shared. Mary will be attending as well as any Trustees who are available and wish to attend. No action is needed.	Mary Mary Mary
7.	Committee Reports	A. Finance: None B. Personnel: None C. Nominating: None	Donna, Mark David, Pam Brenda, Tina
8.	Friends' Report	The motion to accept the Friends' Report was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried.	Dorothy
9.	Communications	Mary received a thank you from the Highway Department for her efforts on their behalf.	Donna
10.	New Space	Current Status of the Town Complex Study Group: There has been no activity for this committee.	Frank
11.	Unfinished Business	A. A-Team Project Proposal: A packet of information was received from the developer. At this point in time we are not ready to take any action. B. Annual Fund Solicitation Project: A very well written letter by the Friends was shared. Brenda Blejwas and Pam Opett will meet with Dorothy and a committee from the Friends to add input. Donna Stalker will prepare a thank you note to send to the Friends for their	Trustees  Trustees Brenda, Pam,Dorothy



<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
		<p>efforts on behalf of the WSPL.</p> <p>C. Budget: Fiscal 2011 – Final Draft: The motion to adopt the budget to present to the Town Board was presented by Donna Stalker, seconded by Tina Burmeister, and carried. One nay vote by Mark Harrison.</p>	Trustees
12.	New Business	<p>A. Board Approval of employee salaries and hourly rates of what they will earn for 2011 (computed by Library Director). The motion to accept the salaries as computed by the Library Director was presented by Tina Burmeister, seconded by Pam Opett, and carried. One nay vote by Mark Harrison.</p> <p>B. The LTANY requested that Library Boards share their Policy Manuals online. The motion to not participate in this proposal was presented by Brenda Blejwas, seconded by Pam Opett and carried. Vote for not to participate – yeas from Blejwas, Opett, and Stalker, nays from Burmeister and Harrison.</p>	Trustees/Mary
13.	Policy Review	<p>A. Operations Policy– Circulation: Fines (6.4 - G)</p> <p>B. Operations – Create Petty Cash Policy</p> <p>C. Personnel Policy – Job Descriptions and Evaluation Forms (5.9 – 5.57)</p> <p>D. Change of NYSALB name to LTA</p> <p>E. Operations Policy – Circulation: Overdue Materials (6.4 – F)</p> <p>F. Operations Policy – Circulation: Borrowing Periods (6.3 – E)</p> <p>G. Section 9 – Addenda (all)</p> <p>H. Amend logo and tag line to include OWWL card and facebook graphics.</p> <p>The motion to table items C, F, and G was presented by Mark Harrison, seconded by Tina Burmeister, and unanimously carried. The motion to approve the changes in items A,B, D, E and H was presented by Mark Harrison, seconded by Tina Burmeister, and unanimously carried.</p> <p>Mary is to work on Section 9 and send as pre-reading prior to the next meeting.</p>	<p>Brenda/Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Brenda</p> <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Mary</p>
14.		Any other business that may come before the board.	
15.	Adjournment	The motion to adjourn the meeting at 8:25 PM was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried.	Ron
		Next Meeting September 9, 2010	

Calendar Dates:

Mid June – Mid September – Library Closed on Sunday  
 Closed Labor Day Weekend

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

Approved  
October 14, 2010

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by President Wrightstone at 6:30 p.m.	Ron/Trustees
2.	Attendance	Frank Maciuska and Donna Stalker were absent.	Donna
3.	Period for Public Expression	None.	
4.	Secretary's Report	The motion to accept the minutes for the August meeting was presented by Mark Harrison, seconded by Tina Burmeister and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report: Sheryl LaDelfa stated that a deposit was erroneously made in to the Trustees account instead of the Operating Account – it has since been transferred to the appropriate account. B. Pay Bills: Motion to accept the Treasurer's report with revisions regarding the Trustees account was presented by Mark Harrison, seconded by David Lynch and unanimously carried.	Sheryl  Mark
6.	Director's Reports	A. Monthly Report: Mary stated that for this meeting the statistics were not completed because of vacations and the Labor Day Holiday. She will provide them later in the week. She talked about "Web Junction" which is a professional development program, funded by the Gates Foundation; she will send the file for anyone who is interested. The Evaluations are completed and the newsletter was mailed. A discussion ensued regarding the Wood Library incentive for fund raising: if their patrons contributed XX of dollars for a year, they would be "fine free", i.e., allowed to be late in returning materials without consequences. Mary said that she and the staff were somewhat lenient in the collection of fees and retrieving overdue materials, but they will get tougher and firmer in the future. Mary and Liz will be attending the annual PLS meeting on October 13 <sup>th</sup> . B. Motion to approve was presented by Brenda Blejwas, seconded by Tina Burmeister and unanimously carried.	Mary
7.	Committee Reports	A. Finance: Mary stated that they handed the budget over to Bob Plant and he seemed pleased with it. It will be submitted to the Town Council in the work session on September 27, 2010 at 7:30 p.m. B. Personnel: The committee will begin reviewing the job descriptions; a meeting will be held on September 27, 2010 at 4:30 p.m. with Mary to decide on what format to use. After the format has been decided upon, the clerks will be asked to add or detract from the description in order to have a clear cut picture of what they actually do. C. Nominating: Nothing to report.	Donna, Mark  David, Pam  Brenda, Tina

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
8.	Friends' Report	Dorothy submitted the Friends' Report. She stated that we are ready to place the 1 <sup>st</sup> annual fund drive into motion. All will be finalized at their next meeting on 9-17-10 at 10:00 a.m. Brenda will attend this meeting. Motion to accept the Friends' report was presented by David Lynch, seconded by Brenda Blejwas and unanimously carried.	Dorothy
9.	Communications	No Comments.	Donna
10.	New Space	Frank Maciuska was absent, but stated in an e-mail that there was nothing to report. Ron did restate that he had told the owner of the Academy Building that the Board has not reached a decision and that we will get back to him sometime in January. Ron said that in January we will restate that position.	Frank
11.	Unfinished Business	<p>A. Preparation for Budget Review meeting with Town Board: Ron received an e-mail regarding rebranding of the library. He stated that we might want to consider changing our status to Special District as the library in Palmyra had done. Tina Burmeister will investigate the situation of a municipal library and report back next meeting. Brenda Blejwas wants five (5) talking points/facts in response to Frank's letter. She will work on this and submit. A discussion ensued regarding the "replacement cost" of materials that a patron would be charged if they failed to return the materials. It was agreed that we would follow what the insurance companies do if you have a loss in your household: replacement at current market retail value. That is what Mary will inform the borrower that they owe.</p> <p>B. Ad Council Marketing Assistance Grant – Mary will attend both morning and afternoon sessions. Brenda will attend the morning session. Attendance is mandatory in order to apply for the grants they have available.</p>	<p>Trustees</p> <p>Trustees</p>
12.	New Business	<p>A. Positioning Your Library as an Essential Service Seminar: This seminar was changed to next year. Brenda will attend the Ad Council seminar.</p> <p>B. Fines Policy Administration: Brenda just wanted to remind everyone that the Board of Trustees do not receive any special treatment for over due fines: we will be charged and pay the same as patrons.</p> <p>C. School Tax Levy: Mary and Ron will communicate with other libraries regarding this. Twenty five signatures of residents are needed for a petition per school district (Wayne and Gananda) if we are going to be put on the ballot.</p> <p>D. Board Development: Mary asked that if there are questions any Board member has about a particular subject, that this be the vehicle for it. An example of this would be if Pam had a question about how to become a municipal library. This portion of the meeting is dedicated to educating the Board members. Ron and Tina said that this could also be under the "New Business" portion of the agenda.</p>	<p>Trustees/Mary</p> <p>Brenda</p> <p>Trustees/Mary</p> <p>Trustees/Mary</p>
13.	Policy Review	<p>A. Personnel Policy – Job Descriptions and Evaluation Forms (5.9 – 5.57): This will be discussed at the Personnel Committee Meeting on 9-27-10 at 4:30 p.m.</p> <p>B. Operations Policy – Overdue Material (6.4 – F): It was agreed that the statement should read, "replacement cost as per PLS rules as in the item record" which is actually the retail cost of the materials, not what the library actually pays. Plus there will be a \$1.00 handling fee per notice, which will be sent after 8 weeks. Motion</p>	<p>Brenda/Trustees</p> <p>Trustees</p>

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
		to accept the changes was presented by Tina Burmeister, seconded by Mark Harrison and unanimously carried. C. Section 9 – The entire list was approved: Motion to accept the list was presented by Mark Harrison, seconded by David Lynch and unanimously carried. D. Section 7 - Technology Plan: The Board was satisfied with Mary's suggestions. Motion to accept the suggestions was presented by Brenda Blejwas, seconded by Mark Harrison and unanimously carried.	Trustees  Trustees
14.		Any other business that may come before the board: N/A	
15.	Adjournment	Motion to adjourn the meeting at 7:47 p.m. was presented by Mark Harrison, seconded by David Lynch and unanimously carried.	Ron
		Next Meeting October 14, 2010	

Calendar Dates:

Library has re-opened on Sundays, beginning September 12, 2010

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

APPROVED:  
November 11, 2010

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by President Wrightstone at 6:30 P.M. The motion to accept the agenda was presented by Brenda Blejwas, seconded by Mark Harrison, and unanimously carried.	Ron/Trustees
2.	Attendance	Frank Maciuska was out of town and Pam Opett was ill.	Donna
3.	Period for Public Expression	None	
4.	Secretary's Report	The motion to accept the September 9, 2010 meeting minutes was presented by Brenda Blejwas, seconded by Mark Harrison, and unanimously carried.	Donna
5.	Treasurer's Report	A. Monthly Report: The motion to accept the Operating Account report was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. The motion to accept the Trustee Account report was presented by Mark Harrison, seconded by Tina Burmeister, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by Tina Burmeister, and unanimously carried.	Sheryl  Mark
6.	Director's Reports	A. Monthly Report: The motion to accept the Director's Report was presented by Tina Burmeister, seconded by David Lynch, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: The internal audit will be held at 5:45 on November 11, 2010. B. Personnel: This committee will be working on the Performance Appraisal for the Treasurer. C. Nominating: When a vacancy in the Board occurs, this committee will work with Mary to post the vacancy(s) and begin the recruitment and selection process.	Donna, Mark  David, Pam  Brenda, Tina
8.	Friends' Report	The motion to accept the Friends' Report was presented by Donna Stalker, seconded by David Lynch, and unanimously carried.	Dorothy
9.	Communications	A sympathy card was sent to the family of Mary Lou Fleming.	Donna
10.	New Space	A. Current Status of the Town Complex Study Group: As this Town Committee has been inactive for more than six months, Mark Harrison presented a motion to table this discussion topic indefinitely, seconded by David Lynch., and carried. Brenda Blejwas opposed this motion.	Frank
11.	Unfinished Business	A. Status of 2011 Budget: After receiving notification from New York State regarding the increases in the retirement system contributions, the budget had to be amended. The motion to increase the NYS Retirement Line from \$8,000 to \$16,000 was presented by Mark Harrison, seconded by Tina Burmesiter, and unanimously carried. B. Ad Council Marketing Assistance Grant: A motion to authorize	Trustees  Mary/Brenda

Agn.	Topic	Discussion	Responsibility
		Mary to complete the RRLC grant requesting \$500 towards the Brand Development Workshop was presented by Donna Stalker, seconded by Tina Burmesiter, and unanimously carried.	
12.	New Business	A. A motion to purchase from the Trustee Account ten \$25 gift cards from Wegmans as a thank you for Library employees was presented by Donna Stalker, seconded by David Lynch, and unanimously carried. B. The Personnel Committee will be working on 2011 goals with the Library Director and the Treasurer. Goal suggestions from the Trustees are to be sent to David and Pam within the next two weeks. C. Mark Harrison has given a letter of resignation from the Board of Trustees effective December 31, 2010. This letter was accepted with regrets. President Wrightstone thanked Mark for all of his efforts and the great work he has done for the library.	Trustees  Trustees.  Mark
13.	Policy Review	A. Personnel Policy – Job Descriptions and Evaluation Forms (5.9 – 5.57) The Personnel Committee still has some more work to do on this. It will be added to the November agenda. B. Section 3 – Principles (3.1 – 3.24) C. Section 6 – Operations (6.1 – 6.16) The motion to accept the changes in Sections 3 and 6 was presented by Mark Harrison, seconded by David Lynch, and unanimously carried.	Personnel Comm.  Trustees Trustees
14.		Any other business that may come before the board. - None	
15.	Adjournment	The motion to adjourn the meeting at 8:12 P.M. was presented by Mark Harrison, seconded by David Lynch, and unanimously carried.	Ron
		Next Meeting November 11, 2010	

Calendar Dates:

PLS Annual Dinner – October 13, 2010

NYLA Conference – November 3 – November 6, 2010

*Submitted electronically  
by Donna Stalker, Secretary  
October 15, 2010*

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

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	<i>Motion to accept the agenda was presented by Donna Stalker, seconded by Brenda Blejwas and unanimously carried.</i>	Ron/Trustees
2.	Attendance	Tina Burmeister arrived at 6:36 P.M. Frank Maciuska arrived at 6:38 P.M.	Donna
3.	Period for Public Expression	None	
4.	Secretary's Report	<i>The motion to accept the minutes of the October 14, 2010 meeting was presented by Brenda Blejwas, seconded by David Lynch, and unanimously carried.</i>	Donna
5.	Treasurer's Report	A. Monthly Report: The motion to accept the Treasurer's monthly report was presented by Donna Stalker, seconded by Mark Harrison, and unanimously carried. B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by David Lynch, and unanimously carried. C. The motion to pay Donna Stalker for the gift cards for staff was presented by Pam Opett, seconded by Tina Burmeister, and unanimously carried.	Sheryl  Mark
6.	Director's Reports	A. Monthly Report: The motion to accept the Director's Report was presented by Tina Burmeister, seconded by Mark Harrison, and unanimously carried.	Mary
7.	Committee Reports	A. Finance: The internal audit for September 2010 was found to be in order and very well organized. B. Personnel: Update on Treasurer Performance Appraisal – This report will be given in December. C. Nominating: Begin recruitment and selection process for January vacancy – The posting is ready and Mary will also prepare something for the newspaper, the blog, and our Facebook page.	Donna, Mark  David, Pam  Brenda, Tina Mary
8.	Friends' Report	<i>The Board of Trustees thanked the Friends for all of their efforts in putting together the Fund Drive. Mary will send a note of appreciation to the Walworth Historical Society and the Friends for their efforts in providing for our author visit.</i>	Dorothy  Mary
9.	Communications	Mrs. O'Toole received two thank you acknowledgements for the "fancy Nancy Tea". Brenda Blejwas will send a sympathy card to clerk, Beth Milford, on the loss of her grandmother.	Donna
10.	Unfinished Business	A. Status of 2011 Budget – Frank reported that the Town Board is still looking at cuts from all departments. The next meeting will be Thursday, November 18, 2010 at 7:30 PM. Mark Harrison will be attending and other Trustees will try to attend as well. B. 2011 goals for Library Director and Treasurer – These will be shared at the next meeting. C. School Tax Levy : A motion was presented by Donna Stalker,	Trustees  Trustees

<b>Agn.</b>	<b>Topic</b>	<b>Discussion</b>	<b>Responsibility</b>
		seconded by Tina Burmeister, and unanimously carried to request an increase in the Wayne Central School tax levy from \$5,000 to \$10,000. A motion was presented by Mark Harrison, seconded by Pam Opett, and unanimously carried to request an increase in the Gananda Central School tax levy from \$6,000 to \$11,000. Mary will prepare all of the necessary paper work for these requests.	Trustees  Mary
11.	New Business	A. Survey to staff and Trustees for Library Director PA Evaluation – These will be distributed by the Personnel Committee, collected, and collated.	Pam, David
12.	Policy Review	A. Personnel Policy – Job Descriptions and Evaluation Forms (5.9 – 5.57) – This section will be revisited in January 2011. B. Section 2 – Bylaws (all) C. Section 3 – Principles (3.25 – 3.40) The motion to accept the changes in Sections 2 and 3 was presented by Tina Burmeister, seconded by Brenda Blejwas, and unanimously carried.	Personnel Comm.  Trustees Trustees
13.	Other Business	A. Ron Wrightstone will phone the owner of the former Walworth High School to inform him that we will not be proceeding with this project due to budgetary constraints. B. A motion to move into Executive Session for Trustees only for the purpose of budget discussion was presented by Mark Harrison, seconded by Pam Opett, and unanimously carried. The motion to move out of Executive Session was presented by Mark Harrison, seconded by Tina Burmeister, and unanimously carried.	Ron  Trustees
14.	Adjournment	The motion to adjourn the meeting at 8:20 P.M. was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried.	Ron
		Next Meeting December 9, 2010	

Calendar Dates:

Library Closed 3:00 p.m. Wednesday, November 24, 2010 for Thanksgiving

Library Closed November 25, 2010 for Thanksgiving

*Transmitted electronically  
December 30, 2010*



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

Approved: 1/13/2001

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

Agn.	Topic	Discussion	Responsibility
0.	Notes		
1.	Call Meeting to Order	The meeting was called to order by President Wrightstone at 6:30 P.M. The motion to accept the agenda was presented by Brenda Blejwas, seconded by Mark Harrison, and unanimously carried.	Ron/Trustees
2.	Attendance	Frank Maciuska and Donna Stalker not present.	Pam
3.	Period for Public Expression	None.	
4.	Secretary's Report	The motion to accept the September 9, 2010 meeting minutes was presented by Brenda Blejwas, seconded by Tina Burmeister and unanimously carried.	Pam
5.	Treasurer's Report	<p>A. Monthly Report: Sheryl began by thanking everyone for the gift card she received from the Board. The motion to accept the Operating Account report was presented by Mark Harrison, seconded by Brenda Blejwas, and unanimously carried. A discussion ensued regarding depositing additional monies in the Trustee account. The auditors do not want us to replenish any funds used nor to move it up to the Equipment Reserve Account. They suggested use the money until depleted and once it is spent, it will be closed. The motion to accept the Trustee Account report was presented by Mark Harrison, seconded by Tina Burmeister, and unanimously carried.</p> <p>B. Pay Bills: The motion to pay the bills was presented by Mark Harrison, seconded by David Lynch, and unanimously carried.</p> <p>C. Confirm receipt of School Tax Levies: Mary confirmed receipt of these levies.</p> <p>D. Move for transfers to pay bills that arrive between meeting and end of year close-out of books: A motion was made by Tina Burmeister, seconded by David Lynch and unanimously carried to have the Treasurer make necessary budget transfers to close out the books. A motion was made by Ronald Wrightstone, seconded by David Lynch and unanimously carried to have the Treasurer pay the year end invoices pending approval of the Finance Committee.</p>	<p>Sheryl</p> <p>Mark</p> <p>Sheryl</p> <p>Trustees</p>
6.	Director's Reports	A. Monthly Report: Mary stated that the heat appears to be fixed: there was no heat in the building on 12-6; 12-7; and 12-8 (on this day they closed early). The furnace needs to be replaced by the Town as was the hot water tank. A new unit for the whole building would be approximately \$100,000. The Town could easily make us pay proportionately. Melanie Hamel has submitted her resignation after working for WSPL for 10 years. The RRLC Grant for brand development has been approved; Mary will begin the survey regarding what the questions will be and Ron asked her to get out the dates after the first of the year. Mary ordered 5 new HP computers and used \$4100 of the \$6500.00 budgeted for this.	Mary

Agn.	Topic	Discussion	Responsibility
		Sheryl will move this amount out of the reserve fund after we receive an invoice for this purchase. The motion to accept the Director's Report was presented by Mark Harris, seconded by David Lynch, and unanimously carried.	
7.	Committee Reports	<p>A. Finance: Mark Harrison stated there was nothing to report.</p> <p>B. Personnel: Update on Treasurer Performance Appraisal and Library Director PA Surveys (including goals): We have received Surveys back from staff and are collating information. This is tabled until next meeting in January.</p> <p>C. Nominating: Update on recruitment and selection process for January vacancy: Mary stated that she has published this in the Wayne County Times and in the WSPL newsletter.</p>	<p>Donna, Mark David, Pam</p> <p>Brenda, Tina</p>
8.	Friends' Report	Dorothy French stated that as of this date, they have deposited a total of \$4725.00. A notice will be put in the paper stating that our fund drive is still on-going and we will continually accept donations. Donna Stalker will send a thank you card to The Friends for their fundraising efforts. The motion to accept the Friends' Report was presented by Brenda Blejwas, seconded by Mark Harris, and unanimously carried.	Dorothy
9.	Communications	Tina Burmeister read a thank you note from Liz O'Toole for the gift card she received from the Board.	Donna
10.	Unfinished Business	<p>A. Status of 2011 Budget: Mary reported a figure of 15.8% for retirement as report to her by Jean.</p> <p>B. School Tax Levy Status: This item is to be kept on the agenda for the next meeting: Mary reported a good exchange when she met with the Superintendent of Wayne Central Schools. She will proceed with petition and acquisition of signatures.</p>	<p>Trustees</p> <p>Trustees</p>
11.	New Business	<p>A. 2011 Meeting Dates: The motion to accept the meeting dates was presented by Brenda Blejwas, seconded by Tina Burmeister, and unanimously carried.</p> <p>B. Appoint Treasurer for 2011: The motion to reappoint Sheryl LaDelfa was made by David Lynch, seconded by Tina Burmeister, and unanimously carried. Sheryl accepted.</p> <p>C. Elect Officers for 2011: Ron has accepted the nomination of president of the Board; Mark Harrison made a motion for status quo of the current officers, seconded by Brenda Blejwas and was unanimously carried.</p> <p>D. Plan for Library Director PA: A motion to table this until January was made by Mark Harris, seconded by David Lynch and unanimously carried.</p>	<p>Trustees</p> <p>Trustees</p> <p>Trustees</p> <p>Personnel Comm.</p>
12.	Policy Review	A. None	
13.		A gift card was presented to Mark Harrison as a thank you for all his work as a Board Trustee. A motion to move into Executive Session for the purpose of Personnel Committee discussion was presented by Pam Opet, seconded by David Lynch, and unanimously carried. The motion to move out of Executive Session was presented by Mark Harrison, seconded by Tina Burmeister, and unanimously carried.	
14.	Adjournment	The motion to adjourn the meeting at 8:30 P.M. was presented by Mark Harrison, seconded by David Lynch, and unanimously carried.	Ron
		Next Meeting January 13, 2011	

Calendar Dates:

Library Closed 3:00 p.m. Friday, December 24, 2010 for Christmas Eve

Library Closed December 25, 2010 for Christmas

Library Closed 3:00 p.m. Friday, December 31, 2010 for New Year's Eve

Library Closed January 1, 2011 for New Year's Day