

MINUTES
MIDDLEPORT FREE LIBRARY
BOARD OF TRUSTEES
DECEMBER 19,2011

PRESENT

Carolyn Wagner, Steve Freeman, Rose Bernard, Melane Shuttleworth, Anne Bates, Amy Monti, Larry Lutz, JoAnne Swick, Herb Koenig, Ken Belfield Carolyn Hill and Margaret Allen.

ATTENDANCE OF GENERAL PUBLIC

Michael Miano and Paul Nayman.

Carolyn Wagner called the meeting to order at 7:03 P.M. There was a 10 minute comment session from the general public.

MINUTES

The minutes of the September meeting were approved with three corrections.

EXPENSES/RECEIPTS

	Expenses
Receipts	
Fines, copy fees,	Books, Periodicals,
book sales,	DVD's, lib. Supplies
Memorials	
October	\$1,515
\$347	
November	1,749
645	
December	1,216
530	

Motion to approve by Ann Bates, second by Amy Monti. Carried.

TREASURER'S REPORT

The library received \$95,784.64 of the \$103,000 approved by the taxpayers. The balance due from unpaid taxes will be received from Niagara County in

April 2012 according to the Business Administrator from RHCSA. A new checking account at HSBC has been opened and the money from the taxpayers has been deposited into this account.

Building repairs of door and window replacements have been completed. Payment was drawn from the library's reserves until the NYS Construction Grant review has been finalized. Carolyn returned the money received by the library prior to the budget vote back to the Towns of Royalton (\$5,500) and Hartland (\$3,500) with letters of explanation regarding the taxpayer approved budget.

RESOLUTIONS

Resolution presented to appoint Holly Rousch of Zelazny & Rousch as accountant to handle the library's financial accounting and tax matters. Motion by Ken Belfield and second by Larry Lutz. Carried.

Resolution to adopt written policy on "Conflict of Interest"--motion by Ann Bates and second by Steve Freeman. Carried.

Resolution to adopt written policy on "Whistle Blowers". Motion by Ken Belfield and second by Margaret Allen. Carried.

Resolution to adopt written policy on "Document Retention and Destruction". Motion by Steve Freeman and second by Amy Monti. Carried.

Resolution and petition as prepared by Lisa Sievert at the NYS Department of Education-Library Services to amend the MFL's charter. Motion by Larry Lutz and second by Steve Freeman to change the corporate name to Royalton Hartland Community Library. Carried. Motion by Ann Bates and second by Amy Monti to designate the library's service area to be coterminus with the Royalton Hartland Central School District. Carried.

Resolution to adopt revised by-laws for the Middleport Free Library was tabled.

DIRECTOR'S REPORT

Circulation is up over same period last year.

Rose attended Alms and Director's meetings at NIOGA Headquarters.

Friends of the Library held three sponsored programs.

Meeting room used by the Drama Club, Girl Scouts, Odyssey of the Mind Club, the book discussion group, and Roy-Hart Future Teachers Club held a Christmas program for young children.

5 volunteers donated their time for Community Service and scout badges.

Complete director's report is on file.

BUILDINGS & GROUNDS

The two outside doors have been replaced as well as 8 windows. Hopefully the roof will last one more year, replacement is slated for Spring, 2012. The State Education Department is still reviewing our NYS Construction grant application.

FRIENDS OF THE LIBRARY UPDATE

Erie Canal Sal program was well attended.

The Drama Club's Halloween Classic Horror Show was a big success.

A fundraiser was held at the October craft show at the fire hall.

The Roy-Hart Year Book was purchased for the library.

The Santa program at the last story hour was sponsored by the Friends.

They will be involved in the upcoming Winter Fest in February at Roy-Hart Elementary School.

SUB-COMMITTEES

Sub-committee appointed to review/update the Middleport Free Library policies and Long Range Plan. Committee members are Ken Belfield, Rose Bernard, Melane Shuttleworth, Herb Koenig and Carolyn Wagner. A future meeting will be scheduled.

ROUNDTABLE

Steve will keep the web site for the library updated.

Motion by Herb Koenig and second by Larry Lutz to adjourn the meeting at 8:05 P.M. Carried.

Carolyn Hill, Secy.