

September 19, 2011

MIDDLEPORT FREE LIBRARY

QUARTERLY MEETING

The quarterly meeting of the Middleport Free Library was held at 7:00 P.M. at the library. Attending were Library Director Rose Bernard, Carolyn Wagner, Melane Shuttleworth, Ken Belfield, Steve Freeman, Larry Lutz, Ann Bates, Margaret Allen, Carolyn Hill, JoAnn Swick, Amy Monti and Herb Koenig. President Carolyn Wagner called the meeting to order with the Pledge of Allegiance.

Carolyn gave background information on the library's transition from a "free association" library to an "association district library." Ten minutes were allowed for public comments. Responding were Carlos Cedeno, Bryce Livermore, Mary Cedeno, Judy Hill and Teresa Perry. The majority of public comments revolved around the library tax and the procedure followed that culminated in the publicly voted budget held on June 7, 2011.

The minutes from the June meeting were read and approved.

Rose presented accounts payable which are expenses for books, periodicals, DVD's and library supplies.

	Expenses	Receipts
July	\$1,027	\$517
August	1,318	458
September	1,247	348

Motion made by Herb Koenig and second by Melane Shuttleworth to approve these items. Carried.

The treasurer's report was presented by Steve. The expenses of the 2011 budget are tracking on schedule. From January 1, 2011 to date the deficit is \$39,706.00. The new fiscal year now starts on July 1, which puts the

deficit at \$18,170.40. Payments have been received from the towns which were generated prior to the library budget vote. No payment was received from the Royalton-Hartland Central School District and the Village of Middleport as the library budget was approved by the taxpayers prior to issuance of these payments.

The Director's Report was presented by Rose which is on file. Circulation is up from the same time last year, as well as facility use.

Technology update: Computers have been updated which is easier for student use. There are three more monitors as well as a great color copier.

Buildings & Grounds: Larry reported that the siding has been repaired and the side ramp stained and sealed.

The Friends of the Library had another successful Labor Day raffle and book sale. They will be presenting a free program by Gretchen Sepik at the Parish Hall on September 28. The classic horror show by the drama club for teens will be presented again for Halloween. It was very well attended last year.

Carolyn has submitted the NYS Construction Grant for the library renovations to Nioga which has been approved. It will now be sent to the New York State Education Department for approval.

Zelazny & Rousch CPA's, who will be assisting the library with tax filing, have recommended that we develop written policies on conflict of interest, whistle blowers and document retention and destruction. Carolyn presented drafts of these policies for discussion. Motion by Amy Monti and second by Ann Bates to accept the Conflict of Interest Policy. Carried. The board decided to limit the scope of the Whistleblower Policy to Library Board members and staff only. Motion to accept this policy by Steve Freeman and second by Larry Lutz. Carried. Motion to approve the Document Retention & Destruction Policy by Ken Belfield and second by Margaret Allen. Carried. Carolyn will send to the library's attorney for final review.

Due to increased size of the library's chartered service population area, the new days and times the facility is open to the public was made effective on

9/6/11. Hours of operation now total 35 hours a week: Monday, Tuesday, Wednesday, Thursday from 11:00 A.M. to 5:00 P.M. and 7:00 to 8:30 P.M.; and Saturday 11:00 A.M. to 4:00 P.M. The library will be closed Friday's and all national holidays. Additional staffing may be needed, but for now the existing employees can handle the increased hours.

A contest was held to determine a name change to better represent the library's transition to cover the Roy-Hart School District. Motion to accept name change to Royalton Hartland Community Library by Larry Lutz and second by Melane Shuttleworth. Carried. Now Carolyn can finish the process to revise the library charter with the new name. Lisa Seivert of the NYS Department of Education is assisting with this.

An additional public comment session was held with responses from Peggy Thomas, Bryce Livermore, Mary Cedeno, Dale Dunkelberger, Judy Hill, Carlos Cedeno and Ginger Burg. Once again most public comments revolved around the procedure followed leading up to a public vote and the library budget.

Motion by Herb Koenig and second by Larry Lutz to adjourn the meeting. Carried.

Carolyn Hill, Secy.