

MINUTES  
MIDDLEPORT FREE LIBRARY  
BOARD OF TRUSTEES  
MARCH 26, 2012

DRAFT

PRESENT

Carolyn Wagner, Ann Bates, Ken Belfield, Am Monti, Melane Shuttleworth, Margaret Allen, Larry Lutz, JoAnne Swick, Herb Koenig and Library Director Rose Bernard.

Carolyn Wagner called the meeting to order at 7:00. There was a 10 minute comment session from the general public. No response.

MINUTES

The minutes of the December meeting were approved with one correction. The minutes of the special meeting of January 23, 2012 were approved as read.

RECEIPTS/EXPENSES:

RECEIPTS (Fines, copy fees, book sales, memorial gifts)	EXPENSES (Books, periodicals, DVD's. Library supplies)
January 2012: \$523	January 2012: \$829
February 2012: \$470	February 2012: \$1,010
March 2012 to date: \$263	March 2012 to date: \$1,488

Motion to approve by Melane Shuttleworth, second by Ann Bates. Carried.

TREASURER'S REPORT

From July 1, 2011 to March 26, 2012 income is \$107,552 and expenses are \$64,348. This is on track with the approved budget.

INSURANCE PROPOSAL

Proposal reviewed from First Niagara Risk Management, Inc. for better insurance coverage for the library. Motion to approve by Ken Belfield, second by Larry Lutz, Carried.

DIRECTOR'S REPORT

Circulation is up over same period last year. The entire quarterly report is on file. A motion was made by Steve Freeman and seconded by Larry Lutz to approve the 2011 NYS Annual Report for Public and Association Libraries.

BUILDINGS & GROUNDS

The roof is still scheduled to be replaced this spring. The process for the NYS Construction grant for library renovations is in the third and final stage.

FRIENDS OF THE LIBRARY

The Friends presented an 18<sup>th</sup> century tavern singer program that was very well attended.

They also participated in Winterfest at Middleport Elementary School in Gasport.

#### REVISED BY-LAWS

The previously proposed by-laws were sent to the lawyer for final review. Board members all received copies with the changes recommended by the Library's attorney. Motion by Herb Koenig to approve, second by Margaret Allen. Carried.

#### NIAGARA BUZZ

Motion by Amy Monti , second by Melane Shuttleworth to hire Niagara Buzz to expand and manage the library's web site and a face book page. There will be fees for each page plus a yearly maintenance fee. Carried.

#### SUB-COMMITTEE

Carolyn reported on results of sub-committee review of Middleport Free Library Policies and Long Range Plans. Copies provided to all board members for final review at the next board meeting.

#### TRUSTEE TERMS

There are two openings for trustee which will be filled at the annual meeting to be held on June 4, 2012. A trustee information packet containing a petition, affidavit for the interested candidate to complete and a voluntary nominee interest form will be made available at the circulation desk in the library on April 5, 2012. Interested candidates must return the required forms to the Library Director no later than May 5, 2012 for consideration for trustee. Carolyn reviewed an excerpt from the By-Laws detailing the process of trustee elections for the Middleport Free Library.

There was a ten minute public comment session with one respondent - Jean Bruning.

Motion by Herb Koenig and second by Ken Belfield to hold an executive session on March 28, 2012 at 3:00 P.M at the library. Carried.

Motion for adjournment by Herb Koenig, second by Larry Lutz at 7:44 P.M. Carried.

Carolyn Hill  
Sec'y