

*Draft – These minutes have not yet been approved by the Board of Trustees.*

THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE FAIRPORT PUBLIC LIBRARY WAS HELD ON TUESDAY, JANUARY 12, 2012.

PRESENT

Mark Haefele  
Beth Puckett  
Suzanne Stockman  
Lori Wagoner  
Beth White

OTHERS

Betsy Gilbert  
Lin Macholz  
Tori Reilly  
Pat Rapp

The meeting was called to order at 7:01 p.m. by Mark Haefele, President

**30 MINUTE PUBLIC COMMENT PERIOD**

Mr. Richard Henderson of Freshfield Rise thanked the Board for more openness and communication. He also stated that he felt the planning committee is unbalanced – favoring library advocates.

Mr. Richard Mikulec of Clarkes Crossing mentioned the new law about public documents, as well as a newspaper article about the Irondequoit library. He stated that he felt the Data Analysis report on the library's website is biased and should be removed.

**PREVIOUS MINUTES**

Ms. Stockman asked to amend the previous minutes to state that the Facilities and Services committee met on October 26.

**A motion was made by Beth White and seconded by Suzanne Stockman to approve the minutes, as amended, from the previous Board meeting (December 2011).**

**Motion carried unanimously.**

**TREASURER'S REPORTS**

**A motion was made by Beth Puckett and seconded by Lori Wagoner to accept the Treasurer's Report for November 2011.**

**Motion carried unanimously.**

**DIRECTOR'S REPORT**

Ms. Gilbert thanked the following staff members for taking time away from their holidays to empty the bookdrops while the library was closed during Christmas and New Year's: Joanne, Sharon, Lisa, Cathy, Colleen, Karen, Theresa, Barb, Shari, and Laurie.

Ms. Gilbert recognized Kristin for her work in developing a flow chart for ereaders and for creating brochures for each specific ereader device, which give step by step instructions for patrons to download ebooks from the library. Kristin worked with librarians to ensure they were

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ready for the onslaught of inquiries following the holidays. She is also doing demonstration classes for patrons which have filled up very quickly.

Ms. Puckett stated that she has taken some of Kristin's brochures and shared them with her staff.

Ms. Gilbert reported library continues to add to the ebook collection, which has reduced the wait time for a hold to an average of 13 days. Because of licensing issues with various publishers, the ability to buy ebooks is narrow. She noted that many patrons are coming back to reading due to the availability of free classic books. She also noted that because the price of an ebook is now comparable to a hard cover, more patrons are relying on the library for ebooks.

Because the Board requested more data at the last meeting, Ms. Gilbert handed statistical information on ebook circulation, circulation figures for similar sized libraries, Overdrive numbers, and website statistics. (See attachments.)

### **COMMITTEE REPORTS**

Budget – Ms. White stated that the committee met on January 10 and is on schedule to bring the budget draft to the Board at the February meeting. Keeping the budget increase under the 2% tax cap has been an extremely difficult process. The accountant will be at the Board meeting in February.

Facilities & Services – Ms. Stockman stated the committee met on January 11 and approved three policies to bring to the Board.

**A motion was made by Beth Puckett and seconded by Lori Wagoner to revise the Bulletin Board Postings and Pamphlet Rack Policy (see attachment.)**

**Motion carried unanimously.**

**A motion was made by Beth Puckett and seconded by Beth White to approve the FOIL Policy (see attachment.)**

**Motion carried unanimously.**

**A motion was made by Beth White and seconded by Beth Puckett to approve the Citizen Participation in the Library Board of Trustees Meetings Policy (see attachment.)**

**Motion carried unanimously.**

Personnel – Ms. Wagoner stated that the committee is expecting updates from HR Works this month.

Long Range Planning – Ms. Puckett stated that the committee met and reviewed information to be sent to the community planning committee, such as annual reports, statistics, demographics, etc. The information packets have been sent to committee members.

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Ms. Puckett also requested a change in date for the March Board meeting to coordinate with the planning process.

**A motion was made by Beth Puckett and seconded by Lori Wagoner to change the date of the March Board meeting to Thursday, March 1, 2011.**

**Motion carried unanimously.**

Fairport Library Council – No report.

### **NEW BUSINESS**

Tax Cap –

**Based on Board discussion referenced in the November Board meeting minutes -- NYLA Legal counsel advises library boards to approve a special resolution to deal with the complexities and uncertainties of Tax Cap regulations. Accordingly, although the Board expects to present a budget within the tax cap limitation, a motion was made by Suzanne Stockman and seconded by Beth Puckett to adopt the following resolution.**

*Whereas, the adoption of this 2012-2013 budget for the Fairport Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; 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 be it*

*Resolved, that the Board of Trustees of the Fairport Public Library voted and approved to exceed the tax levy limit for 2012-2013 by at least the sixty percent of the board of trustees as required by state law on January 12, 2012.*

**A roll call was taken and all members voted Yea. Motion carried unanimously.**

### **WARRANTS**

**A motion was made by Beth Puckett and seconded by Suzanne Stockman to accept the warrants as follows:**

\$ 349.80	dated December 8, 2011
529.10	dated December 15, 2011
48,844.29	dated December 22, 2011
14,841.27	dated January 5, 2012

**Motion carried unanimously.**

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**EXECUTIVE SESSION**

A motion was made by Beth White and seconded by Beth Puckett to go into Executive Session at 7:52 p.m. to discuss matters of contract negotiation.

Motion carried unanimously.

A motion was made by Beth White and seconded by Beth Puckett to come out of Executive Session at 8:35 p.m.

**ADJOURNMENT**

A motion was made by Suzanne Stockman and seconded by Lori Wagoner to adjourn at 8:35 p.m.

Motion carried unanimously.

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Pat Rapp, Clerk to the Board

**Attachments**

**2012\_01\_12A: Treasurer's Report for November 2011**

**2012\_01\_12B: Bulletin Board Postings and Pamphlet Rack Policy**

**2012\_01\_12C: FOIL Policy**

**2012\_01\_12D: Citizen Participation in the Library Board of Trustees Meetings Policy**

**2012\_01\_12E: Circulation Statistics**

**2012\_01\_12F: Website Statistics**

**2012\_01\_12G: Overdrive Statistics**

## Fairport Public Library Monthly Treasurer's Report

For the period from: November 1, 2011 to November 30, 2011

Total available balance as reported at the end of preceding period: \$604,497.52

RECEIPTS DURING THE MONTH:

Source	Amount
Fines	8,345.44
Interest	67.71
Copier fees	342.00
Refunds	271.00
Real Property Taxes	2,332,789.00

Total Receipts 2,341,815.15

TOTAL RECEIPTS AND BEGINNING BALANCE: \$2,946,312.67

DISBURSEMENTS FOR THE MONTH:

By check: from check number 93195 to check number 93218

\$208,453.77

CASH BALANCE\* AS SHOWN BY RECORDS:

**\$2,737,858.90**

*INCLUDES:	Checking	\$287,155.21
	Cash on Hand	50.00
	Certificates of Deposits	-
	Money Market Savings	\$2,450,653.69
	Total	<b>\$2,737,858.90</b>

This is to certify that the above  
Cash Balance is in agreement  
with the Bank Statements as  
reconciled.

  
Treasurer  
Fairport Central School District

**Fairport Public Library**  
**Policy on**  
**Bulletin Board Postings and Pamphlet Rack**

The library will make available bulletin board and pamphlet display space to fulfill its role as a source of community information. Space is available under the following conditions:

1. Display space may be used for local cultural/educational events, advertisements from local non-profit groups, profit-making organizations, and private individuals.
2. Business and private resident notices will be posted for one month from the date stamped on the item. Materials for posting should be brought to the Circulation Desk to be date stamped. Any notice not date stamped will be removed.
3. Notices for events to be held on a specific date will be removed following that date.
4. The library director or designee must approve all posters, flyers, and other materials. Final determination on the display of material will be determined by the library director in keeping with the library's role as a source of community information.
5. The library will be allowed, but not required, to retain copies of any materials posted or placed in the library for distribution.
6. Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the library's role as a source of community information, including, but not limited to:
  - Materials serving as an expression of the views or opinions of individuals or groups
  - Petitions
  - Solicitations
  - Surveys
7. The library will not be responsible in any fashion or manner for any materials permitted to be displayed under this policy.

Approved by the Facilities and Services Committee 1-11-12

**Fairport Public Library  
FOIL Policy**

In compliance with Public Officers Law, Article 6, and Executive Law, §206-a [1§] §208, the Board of Trustees of Fairport Public Library adopts this Freedom of Information Law policy.

**Records Access Officer**

The Administrative Clerk is designated as Records Access Officer of the Library.

The Records Access Officer shall:

- Respond to all inquiries relating to the availability to the public of the library's records pursuant to the Freedom of Information Law within five business days (Monday – Friday) following receipt of the request.
- Receive and process requests for access to records in the manner prescribed by law.
- Maintain a current list of records, indexed according to subject matter, for public inspection.
- Comply with these and all other duties as itemized in Section 50.3 of the law.

**Subject Matter List**

The Records Access Officer shall maintain and make available for public inspection and copying a correct list, by subject matter, of all records maintained by the library. The subject matter list shall be updated no less frequently than twice per year and shall be available to the public within thirty (30) days of passage of this policy. (see Appendix A)

**FOIL Requests**

- Shall be submitted to the Records Access Officer in writing and shall specify whether the petitioner wishes to see and read the requested item or receive a copy. Email constitutes a written request.
- Shall be answered within five business days (Monday through Friday) of the date the request is received. If the document/information is not immediately available, the Records Access Officer shall notify the requesting individual when and how the requested record will be available.
- Shall be sufficiently detailed to identify the specific document requested.
- Shall include the name, mailing address, and telephone number of the requesting individual.
- May require payment for copies.

**Inspection and/or copying records**

When access to records is granted, records may be inspected by the public at the library in the presence of the Records Access Officer or his/her designee during regular hours of library operation, as arranged in advance by the Records Access Officer. If the original of the record includes information, details,

and/or particulars requiring deletion, the individual requesting shall only be permitted to inspect a copy of the record with deletions.

Copying of the record will be performed by the Records Access Officer upon payment of the fee established by the Board of Trustees.

No original record may be removed from the custody of the Records Access Officer or his/her designee.

#### **Denial of Requests**

Should the a particular FOIL request be denied, said denial may be appealed in writing to the President of the Board of Trustees by the individual requesting the record.

#### **Fees**

Fees for copies will be charged in keeping with Public Officers Law, Article 6, and Executive Law, §206-a [1§] §208.

#### **Public Notice**

The Records Access Officer shall cause public notice to be posted on the Library's website and on the bulletin board near the Main Street entrance to the Library informing the public of the Records Access Officer's business address and email address.

#### **Freedom of Information Law**

Any details not specified in this policy should be located in the actual law, which may be found at <http://www.dos.ny.gov/coog/foil2.html>.

Approved by Facilities and Services Committee, January 11, 2012

## **Subject Matter List**

## **Appendix A**

The Library maintains records in the following general areas:

### **Fairport Public Library Board of Trustees**

- List of members
- Minutes of Board meetings
- Committee list
- Bylaws
- Charter and incorporation
- Long Range Plan
- Annual Report

### **Financial documents**

- Budget
- Bonds and notes
- Financial statements
- Banking statements
- Claims and Warrants
- Payroll
- Purchasing
- Reports

### **Service delivery**

- Circulation statistics
- Public service statistics
- New York State Library annual report

### **Personnel management**

- Personnel files
- Salary and wage schedule
- Employee handbook
- Civil Service

### **Community communications**

- Newsletter
- Press releases

### **Policies**

- Public service policies

### **Facilities management**

- Maintenance
- Repairs and renovations
- Service providers and vendors

### **Administrative operations**

- Contracts
- Insurance
- Inventory



**Fairport Public Library  
Citizen Participation in the Library Board of Trustees Meetings Policy**

People wishing to address the Board must sign in with the Board Clerk and will be recognized to speak in the order in which they registered. Signups must be completed prior to the meeting being called to order. Visitors to the Fairport Public Library Board meetings will be recognized by the Board President and asked to state their name and address.

At the start of a meeting, a maximum of 30 minutes is allowed for public comments. Individual participation is limited to three (3) minutes.

Citizens may comment on any library-related subject. Discussion of matters irrelevant to library business is not permitted. The Board reserves the right to limit the public comment period when inappropriate topics are discussed.

The Board reserves the right to comment after a statement has been completed or to immediately move on to the next speaker.

**Procedures for Public Comment Period**

To address the Board:

- Please sign in with your name and address with the Board Clerk prior to the meeting being called to order.
- Come to the podium when your name is called.
- State your name and address clearly for the record.
- Make your statement to the Board. You will have three minutes to speak. You will be notified when your time has elapsed.
- Return to your seat when you are finished or when you are informed that your time is up.
- Please keep your comments civil and polite.

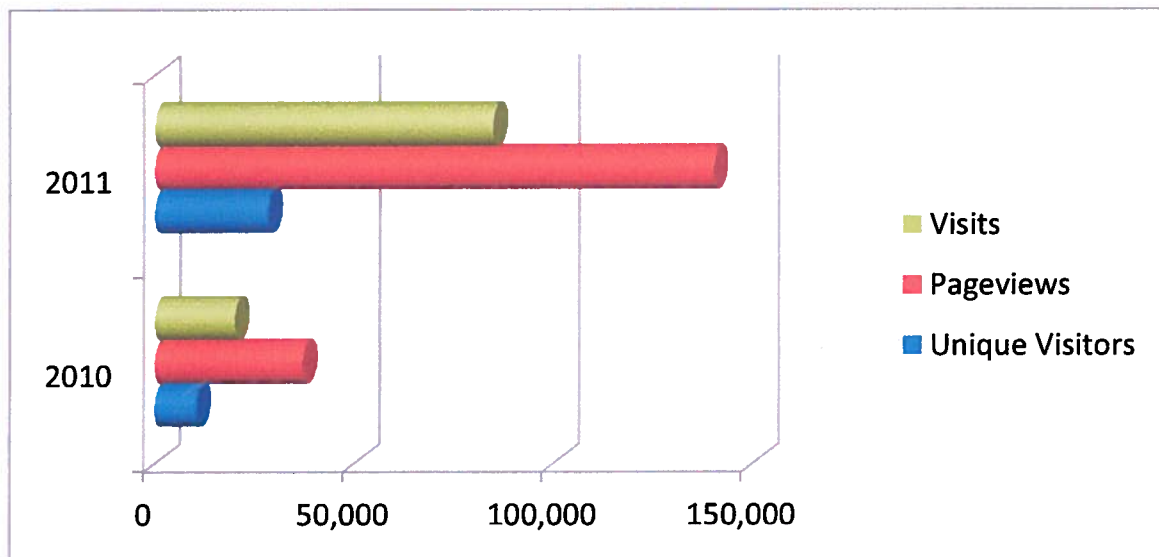
Approved by the Facilities and Services Committee 1-11-12

	CIRCULATION STATISTICS			
	Yearly 2011			
	2011	2010	Gain/Loss	%
Central Library	599177	692685	-93508	-13%
Brighton	753822	770298	-16476	-2%
Brockport	192761	204841	-12080	-6%
Chili	365694	383993	-18299	-5%
East Rochester	74546	78646	-4100	-5%
Fairport	714259	739671	-25412	-3%
Greece Public Library	877134	931547	-54413	-6%
Henrietta	401904	415821	-13917	-3%
Irondequoit East/McGraw	313188	320719	-7531	-2%
Irondequoit West/Pauline Ev	337884	330024	7860	2%
Penfield	645230	682053	-36823	-5%
Pittsford	577010	598287	-21277	-4%
Webster	791385	824348	-32963	-4%

[www.fairportlibrary.org](http://www.fairportlibrary.org)

### Website statistics

	2010	2011
Unique Visitors	10,480	28,398
Pageviews	37,189	140,087
Visits	20,162	84,900
<i>mobile</i>	492	4,424
<i>non-mobile</i>	19,670	80,476



Overdrive  
2011 circulation

Fairport		MCLS	
January	646	5980	
February	600	5632	
March	643	6438	
April	681	6386	
May	535	6856	
June	726	7250	
July	905	7888	
August	941	8325	
September	934	8493	
October	1232	9946	
November	1257	10709	
December	1343	12866	
<b>Total for Fairport</b>	<b>10443</b>	<b>Total for MCLS</b>	<b>96769</b>
			<b>11%</b>