

THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE FAIRPORT PUBLIC LIBRARY WAS HELD ON TUESDAY, JULY 8, 2008.

PRESENT

Beth White  
Suzanne Stockman  
Lori Wagoner  
Beth Puckett  
Mark Haefele

OTHERS

Betsy Gilbert  
Tori Reilly  
Lin Macholz  
Pat Rapp

The meeting was called to order at 7:00 p.m. by Beth White, Vice President. Ms. White welcomed the visitors to the regular Board session.

**30 MINUTE PUBLIC COMMENT PERIOD**

Margaret Kerr stated that she was disappointed that information regarding Greg Vogt's resignation from the Board was not made available earlier. She noted that the current economic climate may have an effect on plans for the library. She also stated that the focus group meeting that she attended went very well. She participated in the focus group for village residents and had a very good experience. She appreciated the handwritten thank you note she received from Betsy Gilbert after the focus group.

Ms. White stated that the Board had not yet reviewed the results of the focus groups, but that feedback will be forthcoming. She thanked Mrs. Kerr for her input.

**BOARD BUSINESS**

**A motion was made by Suzanne Stockman and seconded by Beth Puckett to appoint Mark Haefele to fill a vacancy on the Board.  
Motion carried unanimously.**

Oaths of Office were signed by Beth Puckett and Mark Haefele.

**A motion was made by Suzanne Stockman and seconded by Mark Haefele to elect Bethanne White as Board President for 2008-2009.  
Motion carried unanimously.**

**A motion was made by Beth White and seconded by Suzanne Stockman to elect Beth Puckett as Vice President for 2008-2008.  
Motion carried unanimously.**

**A motion was made by Lori Wagoner and seconded by Beth Puckett to appoint John Blyth as attorney to the Board.  
Motion carried unanimously.**

**A motion was made by Beth Puckett and seconded by Suzanne Stockman to select as official newspapers the Fairport-ER Post and/or the Democrat & Chronicle.  
Motion carried unanimously.**

**A motion was made by Beth Puckett and seconded by Mark Haefele to approve Pat Rapp as Clerk to the Board.  
Motion carried unanimously.**

**A motion was made by Suzanne Stockman and seconded by Beth Puckett to approve Kathy Navarro as Custodian of Petty Cash.  
Motion carried unanimously.**

**A motion was made by Beth Puckett and seconded by Suzanne Stockman to establish the second Tuesday of the month at 7 pm as the regular Board Meeting date.  
Motion carried unanimously.**

**A motion was made by Beth Puckett and seconded by Lori Wagoner to approve administrative payment for payroll, rent, postage, utilities, common area maintenance and landlord's insurance subject to Board review at the next regularly scheduled Board meeting.  
Motion carried unanimously.**

#### **PREVIOUS MINUTES**

**A motion was made by Suzanne Stockman and seconded by Beth Puckett to approve the minutes from the previous Board meeting (June 2008) as amended.  
Motion carried unanimously.**

#### **TREASURER'S REPORT**

**A motion was made by Suzanne Stockman and seconded by Lori Wagoner to accept the Treasurer's Report for May 2008.  
Motion carried unanimously.**

#### **DIRECTOR'S REPORT**

Ms. Gilbert stated that this is an extremely busy time of year. Kids are out of school and the summer reading program has begun.

Ms. Gilbert thanked staff members for emptying the bookdrops during Independence Day weekend.

The library has hired 11 new high school pages and they have begun training. Training takes all summer, and is going very well.

Ms. Gilbert stated that as of July 1, the library now opens at 9 a.m. and there are people waiting at the door. The extra hour in the morning is the result of patron requests and has been very well received by the public.

#### **COMMITTEE REPORTS**

Budget – Ms. White gave an overview of the Appropriation Status Report. The Budget committee will begin meeting again in the fall to prepare for the next budget year.

Facilities & Services – No report.

Personnel – Ms. White stated that the staff is reviewing the personnel manual.

Long Range Planning – No report.

Fairport Library Council – No report.

### **PRESIDENT'S COMMENTS**

Ms. White asked for Board members to contact her with their preferences for Committee assignments.

### **NEW BUSINESS**

August meeting – tabled until after Executive Session.

**A motion was made by Beth Puckett and seconded by Suzanne Stockman to approve the 2009 Holidays and Close Dates. (See attachment.)**

**Motion carried unanimously.**

**A motion was made by Suzanne Stockman and seconded by Beth Puckett to approve all necessary and reasonable expenses for Betsy Gilbert and Beth White to attend the Planning and Design of Public Libraries conference in Boston.**

**Motion carried unanimously.**

### **WARRANTS**

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

**\$ 41,701.50 dated June 19, 2008**

**Motion carried unanimously.**

### **EXECUTIVE SESSION**

**A motion was made by Suzanne Stockman and seconded by Mark Haefele to go into Executive Session at 7:39 p.m. to discuss matters of property acquisition.**

**Motion carried unanimously.**

Ms. White thanked Mrs. Kerr for coming to the meeting and for participating in the focus group. Mrs. Kerr left at 7:39 p.m.

### **OUT OF EXECUTIVE SESSION**

**A motion was made by Beth Puckett and seconded by Suzanne Stockman to come out of Executive Session at 9:11 p.m.**

**Motion carried unanimously.**


**A motion was made by Suzanne Stockman and seconded by Lori Wagoner to cancel the Board meeting for August 2008.**

**Motion carried unanimously.**

**ADJOURNMENT**

**A motion was made by Beth Puckett and seconded by Mark Haeefele to adjourn at 9:12 p.m.**

**Motion carried unanimously.**



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Pat Rapp, Clerk to the Board

## Holidays and close dates 2009

January 1	Holiday	New Years Day
April 12	Close Date	Easter Sunday
May 23	Close Date	Saturday before Memorial Day
May 25	Holiday	Memorial Day
June 6	Close Date	Canal Days
July 3	Holiday	July 4 <sup>th</sup> observed
July 4	Close Date	Saturday after July 4 observed
September 5	Close Date	Saturday before Labor Day
September 7	Holiday	Labor Day
November 26	Holiday	Thanksgiving
December 24	Holiday	Christmas Eve
December 25	Holiday	Christmas Day
December 26	Close Date	Day after Christmas and a Saturday

In addition to the seven assigned holidays, there are two floating holidays. One is typically assigned by the board when there is a logical place to add it. The other is taken at the staff member's discretion.

This year there are no holidays that fall during the week were the addition of a floating holiday would give staff a long weekend. My suggestion is the board not assign one of the holidays this year and that they both be taken at staff discretion.