

THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE FAIRPORT PUBLIC LIBRARY WAS HELD ON TUESDAY, JULY 14, 2009.

PRESENT

Beth White
Mark Haefele
Lori Wagoner
Beth Puckett

OTHERS

Betsy Gilbert
Tori Reilly
Lin Macholz
Pat Rapp
Jeffrey Wright

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

PREVIOUS MINUTES

A motion was made by Beth Puckett and seconded by Lori Wagoner to approve the minutes from the previous regular Board meeting (June 2009.)

Motion carried unanimously.

A motion was made by Beth Puckett and seconded by Mark Haefele to approve the minutes from the special Board meeting (June 29, 2009.)

Motion carried unanimously.

TREASURER'S REPORT

A motion was made by Lori Wagoner and seconded by Mark Haefele to accept the Treasurer's Report for May 2009.

Motion carried unanimously.

BOARD BUSINESS

The Oath of Office was signed by Mark Haefele.

A motion was made by Mark Haefele and seconded by Beth Puckett to elect Bethanne White as Board President for 2009-2010.

Motion carried unanimously.

A motion was made by Beth White and seconded by Beth Puckett to elect Suzanne Stockman as Vice President for 2009-2010.

Motion carried unanimously.

A motion was made by Lori Wagoner and seconded by Beth Puckett to appoint the firm of Nixon Peabody as attorney to the Board.

Motion carried unanimously.

A motion was made by Beth Puckett and seconded by Lori Wagoner 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 Lori Wagoner 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 Mark Haefele 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.**

DIRECTOR'S REPORT

Ms. Gilbert stated that July 6, after the Independence Day weekend, was the busiest circulation day ever for Monroe County Library System. MCLS recorded about 151,000 circulation events for the day. A typical day has about 70,000 circulation events, so this was a very busy day.

Ms. Gilbert thanked Amy Higgins, Sharon Kelly, Karen Stanhope, Lisa Perrotti, and Pat Rapp for emptying the book drops over the holiday weekend.

Ms. Gilbert stated that six new high school pages have started working at the library. They will be trained thoroughly over the summer so that they will be ready to replace the current pages who will be leaving for college in the fall. Also, summer help is back. We have college students and a couple of teachers who are working at the library for the summer.

Ms. Gilbert reported that a mason will be in this week to repair the bricks outside the library's front door in preparation for a garden. Several people in the Landing will be participating in planting a perennial garden.

Ms. Gilbert and Kathy Navarro are working with the school district to close out the year.

COMMITTEE REPORTS

Budget – Mr. Haefele stated that Ms. Gilbert has completed a survey of health insurance benefits. The budget committee will bring this to the board at the next meeting.

Facilities & Services – No report.

Personnel – Ms. Wagoner stated that the committee met in June to discuss seven areas to update in the employee handbook. The committee will bring proposed updates to policies to the next board meeting for discussion.

Long Range Planning – No report.

Fairport Library Council – No report.

Fairport Library Foundation – No report.

PRESIDENT’S COMMENTS

Ms. White reserved comments for Executive Session.

NEW BUSINESS

A motion was made by Beth Puckett and seconded by Mark Haefele to approve the 2010 Holidays and Close Dates. (See attachment.)

Motion carried unanimously.

Jeffrey Wright arrived at the meeting at 7:25 p.m.

A motion was made by Beth Puckett and seconded by Lori Wagoner to authorize the postcard campaign comprising of three postcard mailings to take place at 6-8 week intervals.

Motion carried unanimously.

WARRANTS

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

\$	21,072.72	dated	June 11, 2009
	21,989.36	dated	June 18, 2008
	14,767.82	dated	June 26, 2009

Motion carried unanimously.

A motion was made by Beth Puckett and seconded by Lori Wagoner to change the August Board meeting date and location to Friday, August 7, 2009 at 1:00 p.m. at St. Bernard’s Institute.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mark Haefele and seconded by Beth Puckett to go into Executive Session at 7:42 p.m. to discuss matters of property acquisition and matters of personnel.

Motion carried unanimously.

Mr. Wright was invited to stay for Executive Session.

Mr. Wright left the meeting at 8:20 p.m.

Staff members left the meeting at 8:21 p.m.

OUT OF EXECUTIVE SESSION

A motion was made by Beth Puckett and seconded by Lori Wagoner to come out of Executive Session at 9:15 p.m.

Motion carried unanimously.

ADJOURNMENT

A motion was made by Beth Puckett and seconded by Lori Wagoner to adjourn at 9:16 p.m.

Motion carried unanimously.

Pat Rapp, Clerk to the Board

Holidays and close dates 2010

January 1	Holiday	New Years Day
April 4	Close Date	Easter Sunday
May 29	Close Date	Saturday before Memorial Day
May 31	Holiday	Memorial Day
June 5	Close Date	Canal Days
July 3	Close Date	Saturday before July 4 observed
July 5	Holiday	July 4 th observed
September 4	Close Date	Saturday before Labor Day
September 6	Holiday	Labor Day
November 25	Holiday	Thanksgiving
December 24	Holiday	Christmas Eve
December 25	Close Date	Saturday - Christmas Day
December 26	Close Date	Day after Christmas and a Sunday
December 27	Holiday	Christmas observed

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.

Approved by Board of Trustees July 14, 2009