

A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE FAIRPORT PUBLIC LIBRARY WAS HELD ON TUESDAY, AUGUST 7, 2009.

PRESENT

Beth White
Mark Haefele
Lori Wagoner
Beth Puckett
Suzanne Stockman

The meeting was called to order at 1:00 p.m. by Beth White, President

BOARD BUSINESS

Ms. White welcomed everyone to this special retreat and reviewed the agenda for the meeting.

EXECUTIVE SESSION

A motion was made by Beth Puckett and seconded by Mark Haefele to go into Executive Session at 1:17 p.m. to discuss matters of personnel.

Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Beth Puckett to come out of Executive Session at 2:55 p.m.

Motion carried unanimously.

BYLAWS REVIEW

The Bylaws were reviewed, with several changes being made regarding voting procedure, committee membership and meeting schedule. The revised Bylaws will be presented to the Board at the September meeting for formal adoption.

COMMITTEE STRUCTURE

The Board reviewed and discussed the existing committees and their functioning. It was determined that the number and types of committees are appropriate and adequate. Changes were recommended for frequency of committee meetings and these have been incorporated into the recommended Bylaws revisions.

POLICY REVIEW SCHEDULE

The need for periodic policy review was discussed and focused on several main areas: Personnel, Finance, Facilities and Services, and Long Range Planning. The following schedule was determined for these policy areas:

Personnel Manual – every 3 years

Benefits – periodically, but at least every three years

Compensation Steps – every 3 years

Insurance Quotes – Rebid at least every 3 years, or when large increase in premium is expected.

Fund Balance – Calculate and report to Board quarterly

Program Services Policies – every 3 years

It was decided that the Chair of each Committee will meet with the Director to discuss the implementation of these review schedules for each particular area of activity, with the intent to have the Director 1) identify those policies most critical to review first, and 2) recommend how to schedule the remaining policy reviews in a reasonable and manageable fashion. It was also determined that the Long Range Planning Committee will coordinate and track the review process to support a streamlined process and document compliance, including any new schedules that are adopted.

ADJOURNMENT

A motion was made by Suzanne Stockman and seconded by Lori Wagoner to adjourn at 4:30 p.m. Motion carried unanimously.

Respectfully Submitted by

Bethanne White, President