

THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE FAIRPORT PUBLIC LIBRARY WAS HELD ON TUESDAY, OCTOBER 13, 2009.

PRESENT

Beth White
Mark Haefele
Lori Wagoner
Beth Puckett
Suzanne Stockman

OTHERS

Betsy Gilbert
Pat Rapp

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

30 MINUTE PUBLIC COMMENT PERIOD

No visitors were in attendance.

PREVIOUS MINUTES

A motion was made by Mark Haefele and seconded by Lori Wagoner to approve the minutes from the previous Board meetings (September 8 and 21, 2009.)

Motion carried unanimously.

TREASURER'S REPORTS

A motion was made by Beth Puckett and seconded by Mark Haefele to approve the Treasurer's Reports for June, July and August 2009.

Motion carried unanimously.

DIRECTOR'S REPORT

Ms. Gilbert reported that our acquisitions clerk, Carol Klinger, will be retiring October 23. Carol has been with the library for 13 years and has done a great job, made many changes as technology changed within her acquisitions role, and has worked wonderfully with all of the librarians. Carol is very public service oriented and has been strong at the circulation desk. She is a regular participant in Brown Bag Book Reviews. She is highly regarded by her coworkers, and will be missed.

Barb Baier has been hired to take Carol's job. Barb has been on staff for almost 15 years in a variety of jobs here and at the Brighton Library. Along with her experience, she brings a high level of enthusiasm about working at the library and serving our patrons. We look forward to her taking on her new position.

This past Saturday, the Scarecrow Festival took place along Main Street. The Library Club made a "Mrs. B" scarecrow, which was reading "Mouse Paint" to three little scarecrow children. The Friends sponsored a performance by a musical group for children at the gazebo during the Scarecrow Festival.

COMMITTEE REPORTS

Budget – Mr. Haefele stated the committee held its first meeting toward generating next year's budget. They discussed issues around pay, future projects, and coverage issues for next year. He stated the town has taken a conservative approach to pay increases for their next budget – the library budget committee will discuss this as well.

Facilities & Services – Mrs. Stockman stated the committee will do a walk-through after the budget meeting on November 17.

Personnel – Ms. Wagoner explained the changes to personnel handbook which were included in the board packet.

A motion was made by Mark Haefele and seconded by Beth Puckett to approve the changes, as amended.

Motion carried unanimously.

Long Range Planning – Ms. Puckett stated that staff is reviewing the current Long Range Plan and will suggest updates to the committee. Also, timelines will be updated and timelines for committee work will be created.

Fairport Library Council – Ms. Puckett reported that this past weekend's Read-a-Thon at Barnes & Noble raised \$2,500 for the Teen Book Festival.

Fairport Library Foundation – Ms. Gilbert will begin meeting with fundraisers to ask questions and start information gathering. The first meeting will be October 23 at 1:00 here at library. She is also getting information from other libraries regarding their fundraising.

NEW BUSINESS

A motion was made by Mark Haefele and seconded by Beth Puckett to approve a temporary collection box in the library for Perinton Food Shelf.

Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Mark Haefele to approve the Monroe County Library System Records Retention Policy (see attachment).

Motion carried unanimously.

The Board discussed new revisions to Public Officer Law. Ms. White will review changes with our attorney to be sure the Board is in compliance.

WARRANTS

A motion was made by Suzanne Stockman and seconded by Lori Wagoner to accept the warrants as follows:

 \$ 23,400.52 dated September 17, 2009
 36,319.49 dated October 1, 2009
 9,814.27 dated October 8, 2009

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Suzanne Stockman and seconded by Mark Haefele to go into Executive Session at 7:47 p.m. to discuss matters of property acquisition.

Motion carried unanimously.

OUT OF EXECUTIVE SESSION

A motion was made by Mark Haefele and seconded by Beth Puckett to come out of Executive Session at 8:24 p.m.

Motion carried unanimously.

Ms. White asked about flu precautions. Ms. Gilbert stated that we have a flu committee which has posted hand sanitizer dispensers around library for the public and for staff, posted precautionary signs, and has planned for job coverage in the event of a large number of sick staff. There are containers of disinfecting wipes which are available for staff and patrons to use for keyboards and phones.

ADJOURNMENT

A motion was made by Mark Haefele and seconded by Suzanne Stockman to adjourn at 8:30 p.m.

Motion carried unanimously.

Pat Rapp, Clerk to the Board