

**Minutes of the Wadsworth Library  
Board of Trustees  
January 10, 2008**

Meeting called to order at 5:07 p.m.

**Trustees Present:** Oliver Chanler, Sue Dimpfl, Kathleen Houston, Chris Rubeck, Mark Lattime, Holly Mullin, Bob Meyers

**Also Present:** Director Anna Grace, FOWL Representative James McClean

Motion made to approve the minutes by Oliver Chanler. Seconded by Mark Lattime.

Received the agenda as presented.

### **Communications and Reports:**

**Financial reports and approval of bills** – Sue suggested that the revenue and expenses reports should be looked at to see if the FOWL and Library information is separate. Anna is looking into that.

Motion to accept the cash disbursement report by Mark Lattime. Seconded by Oliver Chanler. Motion approved.

Motion to accept the financial report by Mark Lattime. Seconded by Kathleen Houston. Motion approved.

### **Calendar Review –**

- February 7<sup>th</sup> will be the work day with all trustees at 5 p.m. at Sue Dimpfl's house with Jennifer Morris to review the trustee and director roles.
- Library Lobby Day – March
- Book Sale – March 29<sup>th</sup>
- Finance Committee Budget – April
- Meet with David Dewar, Annual vote, Discuss raises – May
- Finalize budget for next year – June

- FOWL Membership Appeal, New budget year, New hours – July
- Request money from state representatives – September
- Annual meeting with FOWL, PLS Annual Meeting – October
- Call GCS for funds – November
- Director's evaluation – December

Motion to accept new calendar by Oliver Chanler. Seconded by Bob Meyers.  
Motion approved.

### **Facilities –**

Sue shared information regarding the roof and gutter situation with the problem of water and overflow behind the gutter. The ice dam situation was also reviewed and it did occur in December again.

### **Finance –**

The representative from The Rochester Area Community Foundation was not contacted to meet with the Board of Trustees. Oliver will contact them and invite them to our next meeting.

Mark reminded the Board that there is still the concern of a potential \$80,000 gap between the time period of the library and school budget years and the monies collected. Sue shared that the letter of intention regarding the endowment by Reverdy Wadsworth was clear in that it be used to support the library in all ways – building maintenance, materials, and any expenses that the library incurs.

Anna shared a document she worked on that outlines the financial outlook for each quarter for 2008. Sue requested that the Finance Committee meet with Anna to review this document and see if there are any areas that can be tweaked – added to or deleted from – so that the document will be as realistic a picture as possible.

Discussion regarding the history of the endowment, the purpose of the vote, and the use of the endowment currently in the upcoming year(s), and how the new monies from the vote will affect the budgetary outlook long range.

A transfer of \$15,000 was made from the endowment to the checking account to help cover the cost of outstanding checks in January that would have overdrawn the checking account if not made.

Motion was made by Mark Lattime to recognize transfer of this money. Seconded by Oliver. Motion approved.

### **Library Operations –**

Kathleen, Holly and Anna will be meeting soon to review the Director's Evaluation. We have asked for evaluations from other libraries to help in developing a purposeful evaluation for the Director of Wadsworth Library.

### **PR/Development –**

No report.

### **Technology/Automation -**

No report.

### **Director's Report –**

We received an anonymous stock gift of 130 shares from NTRS. Mark shared that when stock is received at the church, the policy is to cash them in at the current value. Our Gift Policy at the library is similar, and the RACF recommends something similar.

Motion made that the Finance Committee make the decision as to what/where the monies from the sale of the NTRS stock will be put towards in the budget by Sue Dimpfl. Seconded by Bob Meyers. Motion approved.

### **Children's Librarian Report –**

Received and discussed with great interest in the Giving Tree and the Gingerbread House party.

### **FOWL Minutes and Report –**

James McClean shared information from the most recent FOWL meeting. \$1250 was given to Sarah Matthews to help fund the summer reading program. FOWL is also looking into purchasing a movie license for some future movie nights that would be held at the library.

## **Old Business**

**Work Day** – Sue would like all trustees to read and review the **Handbook for Library Trustees of New York State** before our February 7<sup>th</sup> work day at Sue's house.

**Director's Evaluation** – The Trustees were all asked to sign Anna's evaluation, which she reviewed and added to the goals, as well as supplying her own comments. Anna and Sue discussed that the Trustees would like a summary of the staff evaluations, which she will provide at future meetings.

## **New Business**

### **Committees -**

Discussion ensued regarding the members of committees and who is on what committee.

The following committees were established:

**Finance** – Mark and Bob

**Facilities** – Sue and Oliver

**Library Operations** – Kathleen and Holly

**Technology/Automation** – Chris

**PR/Development** will be an ad hoc group as needed, and one of the first tasks will be to review the letters regarding the annual Business Appeal, which takes place in March.

### **Long Range Plan Update –**

Sue discussed the goals under Objective 3 – specifically the web page for currency on bi-monthly basis. Currently there are only 2 licenses for the webpage design program (FrontPage) and it is on computers that are

continually in use.

Please read the entire Long Range Plan before our next meeting so that we can discuss it at our next meeting as necessary.

**Next Trustee Meeting -**

February 14<sup>th</sup>, 2008 @ 5 p.m.

**Also a REMINDER:** February 7<sup>th</sup> @ 5 p.m. at Sue's house for a work day – and don't forget to read your Trustee Handbook!