

**Meeting of the Board of Trustees  
of Guernsey Memorial Library**

**Date:** Thursday, February 10, 2011

**Time:** 7:00 pm

**Present:**

- **Trustees:**  
Kathy Darrah, Barbara Collins, Amy Doliver, David Jennings,  
Brendan Burchill
- **Absent:** Barbara Collins, Wendy Wright (Excused)
- **Library Director:** Sarah Wiggins
- **Treasurer:** Wendy Wright
- **Guest(s):** No guests are present

Tonight's meeting started at 7:05 pm.

**Review of Minutes of Previous Meetings:**

- David Jennings made a motion to accept the minutes of the  
January 13, 2011 meeting.
- Brendan Burchill seconded the motion.
- Motion carried
- All present voted for

There were no other meetings in the month of January.

**Treasurer's Report:**

Approval postponed until Wendy Wright is present

### **Finance Committee Report:**

Bills were reviewed by David Jennings and Kathy Darrah on 1/14/11 and 1/30/11, nothing unusual was noted.

- Amy Doliver made a motion to accept the finance committee's report.
- Kathy Darrah seconded the motion
- Motion carried
- All present voted for

### **Monthly Library Report:** See attached report.

The Annual Report for Public and Association Libraries for 2010 was reviewed.

- Brendan Burchill made a motion to accept the Annual Report for Public and Association Libraries for 2010.
- Kathy Darrah seconded the motion
- Motion carried
- All present voted for

### **Old Business:**

The Local History Room policy was reviewed by board members

- Brendan Burchill made a motion to accept the Local History Room policy.
- Kathy Darrah seconded the motion
- Motion carried
- All present voted for

### **Executive Session:**

At 9:37 pm the board decided to go into executive session to discuss a specific person or persons.

- Kathy Darrah made the motion to move the meeting into executive session.
- David Jennings seconded the motion
- Motion carried
- All present voted for

**Adjournment:**

- Brendan Burchill made the motion for the board to come out of executive and adjourn at 9:19 pm.
- Kathy Darrah seconded the motion.
- Motion carried
- All present voted for

**Respectfully Submitted,**

**Amy Doliver, Secretary**

Meeting of the Board of Trustees of Guernsey Memorial Library  
Thursday, February 10, 2011

**Meeting of the Board of Trustees**  
**of Guernsey Memorial Library**

**Date:** Thursday, March 10, 2011.

Meeting Convened at 7:00 p.m.

**Present**

**Trustees:** Kathy Darrah, Barb Collins, Dave Jennings, and Brendan Burchill.

**Trustees Excused:** Amy Doliver.

**Library Director:** Sarah Wiggins.

**Treasurer:** Wendy Wright.

**Guests:** Bret Murphy.

**Review of the Minutes of the Previous Meeting (February 10, 2011).**

A motion was made to approve the minutes the February 10, 2011 Board of Trustees meeting in her absence. **Motion:** Brendan C. Burchill. **Second:** Dave Jennings. **Aye:** All. **Motion was approved.**

**Treasurer's Report**

Wendy Wright presented the Treasurer's report for the March 2011 meeting. She commented on some of the features of the printed report.

**Vote:** To approve the Treasurer's Report for March 2011 meeting. **Motion:** Dave Jennings. **Second:** Brendan Burchill. **Aye:** All. **Motion was approved.**

**Finance Committee Report**

The Finance Committee Report was presented by Kathy Darrah. She noted that bills were done on January 30, February 16, and March 2, 2011.

Discussion of Overdrive service being billed to A/V or book line. Will be on the book line.

**Vote:** To approve the Finance Committee's report. **Motion:** Dave Jennings.

**Second:** Brendan Burchill. **Aye:** All. **Motion was approved.**

**Library Director's Monthly Report:**

See attached.

**New Business:**

The Library Board proceeded to review Sarah Wiggins' proposed budget for the 2011-2012 fiscal year. The board discussed ways to reduce spending while maintaining services. A final budget proposal of \$1,055,726 (an increase of \$29,696) increased the tax levy by .95%.

**Vote:** To approve the Library Budget for 2011-2012 as revised by the Guernsey Library Board. **Motion:** Dave Jennings. **Second:** Barb Collins. **Aye:** All Motion was approved.

**Board Vacancies:** There are three seats on the Board up for election, one 5 year term, one 3 year term, and one 1 year term. Barb Collins, Dave Jennings, and Brendan Burchill are considering running.

Executive Session: At 9:20, Kathy moved to go into executive session to discuss a specific person or person's. Second : Dave Jennings. Aye: All At 9:50 the Board came out of executive session.

Adjournment: Dave Jennings moved to adjourn at 9:52, second Kathy Darrah.

Aye All.

Brendan T. Buchart

**Meeting of the Board of Trustees  
of Guernsey Memorial Library**

**Date:** Thursday, April 14, 2011

**Time:** 7:00 pm

**Present:**

- **Trustees:**  
Kathy Darrah, Barbara Collins (arrived at 8:45 pm), Amy Doliver, David Jennings, Brendan Burchill
- **Absent:** All members present
- **Library Director:** Sarah Wiggins
- **Treasurer:** Wendy Wright
- **Guest(s):** No guests are present

Tonight's meeting started at 7:04 pm.

**Review of Minutes of Previous Meetings:**

- Kathy Darrah made a motion to accept the minutes of the March 10, 2011 meeting.
- David Jennings seconded the motion.
- Motion carried
- All present voted for

There were no other meetings in the month of March.

**Treasurer's Report:**

Treasurer, Wendy Wright, presented each trustee with a copy of November and December's treasurer's report. A few moments were given for the trustees to review the reports.

- Brendan Burchill made a motion to accept the March treasurer's report.
- Amy Doliver seconded the motion
- Motion carried
- All present voted for

### **Finance Committee Report:**

Bills were reviewed on 3/2/11 and 3/30/11 by Kathy Darrah and 3/16/11 by David Jennings, nothing unusual was noted.

- Amy Doliver made a motion to accept the finance committee's report.
- Brendan Burchill seconded the motion
- Motion carried
- All present voted for

**Monthly Library Report:** See attached report.

### **Old Business:**

#### **Playground bench update**

#### **Budget Transfers**

Request for the transfer of \$985.00 from L9010-803 Employees Retirement System to L9050-800 Unemployment Insurance.

Request for the transfer of \$900.00 from L7410-179 Library Clerk to L7410-406 Contracted Services

Request for the transfer of \$1,000.00 from L9060-804 Health Insurance to L7410-420 Staff Development

-Budget Transfers Attached

Budget vote to transfer funds requested by Wendy Wright, Treasurer

- David Jennings made a motion to accept the budget transfers requested by Wendy Wright, Treasurer
- Kathy Darrah seconded the motion
- Motion carried
- All present voted for

#### **Safe Child Policy**

#### **Children's Department Strategic Plan**

### **New Business:**

## **Board Vacancy**

### **Executive Session:**

At 9:05 pm the board decided to go into executive session to discuss a specific person or persons.

- Kathy Darrah made the motion to move the meeting into executive session.
- Brendan Burchill seconded the motion
- Motion carried
- All present voted for

### **Adjournment:**

- Brendan Burchill made the motion for the board to come out of executive and adjourn at 10:12 pm.
- Kathy Darrah seconded the motion.
- Motion carried
- All present voted for

**Respectfully Submitted,**

A handwritten signature in cursive script that reads "Amy Doliver". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

**Amy Doliver, Secretary**

Meeting of the Board of Trustees of Guernsey Memorial Library  
Thursday, April 14, 2011

Meeting of the Board of Trustees of Guernsey Memorial Library  
Thursday, April 14, 2011

## GUERNSEY MEMORIAL LIBRARY


To: Guernsey Memorial Library Board of Trustees  
Subject: Budget Transfers

Request the transfer of \$985.00 from L9010-803 Employees Retirement System to L 9050-800 Unemployment Insurance.

Request the transfer of \$900.00 from L7410-179 Library Clerk to L 7410-406 Contracted Services.


Request the transfer of \$1000.00 from L9060-804 Health Insurance to L 7410-420 Staff Development.

Respectfully submitted

  
\_\_\_\_\_  
Wendy Wright  
Treasurer  
04/14/11

To: Wendy Wright  
Treasurer

The Board of Trustees of Guernsey Memorial Library has approved the above stated transfer of funds.

  
\_\_\_\_\_  
Kathy Darrah  
Board President  
04/14/11

Meeting of the Board of Trustees  
Of Guernsey Memorial Library

Date: Thursday, June 9, 2011

Time: 7:00 PM

Present: Trustees: Barbara Collins, David Jennings, Kathleen Darrah

Excused: Amy Doliver, Brendan Burchill

Library Director: Sarah Wiggins

Treasurer: Wendy Wright

Guests: Jeanne Jensch, Brett Murphy

Tonight's meeting started at 7:10 PM

Review of minutes of previous meetings:

B. Collins motioned to approve the minutes of May 12, 2011, D. Jennings second, all present voted For, motion carried.

Treasurer's report:

Discussion of April report. Motion to approve April report K. Darrah, second D. Jennings, all present voted for, motion carried.

Discussion of end of year expenditures and receipts. Resolution to approve end of year budget transfers by W. Wright made by B. Collins, second K. Darrah, all present voted for, motion carried.

Since all materials were not available, W. Wright will present May's report at July meeting. Wendy will contact D'Arcangelo regarding audit report.

Finance Committee Report:

Bills were reviewed on 5/18 by D. Jennings, and 6/3 by K. Darrah. There were no unusual expenditures noted. Motion to approve by D. Jennings, second B. Collins, all present voted for, motion carried.

Library Director's Report: See attached report

Proposals for shades reviewed. Motions to accept the bid from Giltner's for the roller shades in the amount of \$4899 was made by D. Jennings, second K. Darrah, all present voted for, motion carried.

Request for use of the park for demonstration anti gas drilling. Discussion followed concerning setting precedent for use of park, library park as private vs public space, library as a source of information for all, agreed that topic of demonstration had no bearing on the matter, no decision reached. It was agreed that Kathy would contact past board member concerning past use of park, Barb would contact other libraries re: similar requests. The question may be moot if West side park is available. Board will look into developing a policy for future use.

Discussion re: the purchase of computers, need to develop technology plan.

Re: request to waive fines for homeschoolers the Board decided to leave the current policies in place. The staff will use their discretion on a case by case basis.

Board decided to purchase the license needed to access donated pictures for \$130.

Resolution made to approve the purchase of 10 staff computers, not to exceed \$10,000 by D. Jennings, second K. Darrah, all present voted for. Motion carried.

Board will check out the A to Z USA database for reference use and decide on the \$600 purchase.

#### Old Business:

Election results: 5 year term to Barb Collins Expires 2016 most votes

3 year term to David Jennings Expires 2014 7 write in votes

1 year term to Jeanne Jensch Expires 2012 2 write in votes

Park Bench is ordered, will be put in by school and Brian Doliver. Barb is working on the wording for the plaque that will mention the contribution of the Lions Club. Dedication to be planned.

Paving the parking lot. School has advertised for RFPs. If we can save money by piggybacking with them, we will. Otherwise we will use our low bid.

K. Darrah made a motion to approve a code of conduct policy for the library, second D. Jennings, all present voted for, motion carried. (attached) B. Collins made a motion to approve an unattended child policy, second D. Jennings, all present voted for, motion carried. (attached).

#### New Business:

Discussion re: patron request for longer computer use time on the public computers. Tabled until July

Discussion re: updating of employee handbook to match the union contract. Areas to address include, but are not limited to, Health insurance costs, acceptable use of computers by staff, FMLA policy and procedure, vacation benefits, holidays, sick bank.

Contract negotiations: Linda Broadfoot requested we consider a one year contract extension to apply to salaries only. The Board felt that given the economic reality we could not automatically approve a

3.5% increase for another year. Kathy will call Linda re: negotiations starting in Jan. for new contract that would be in place by Jan. 2013. Board will look at current salaries for all employees.

Dave Jennings suggested the purchase of comic books for the children's section. All present agreed that this would be a good idea.

Adjournment: B. Collins moved to adjourn at 9:29pm, second D. Jennings, all present voted for, motion carried.

*Kathleen Oand*