

Mendon Public Library Board of Trustees Meeting
Mendon Public Library
March 5, 2018
7:00 p.m.

Approved

Present: Anne-Marie Gordon, Molly Ortiz, Craig Moscicki, Bruce Peckham, Cristina Romig, Larry Young, Alicia Zysman-Cromwell

Others present: Cynthia Carroll (Town Council), Laurie Guenther (Director), Lisa Reniff (Recording Secretary), Danny Bassette

Meeting was called to order at 7:00 p.m. by Molly Ortiz

Public Comment: No public comment.

Town Report: (Cynthia Carroll)

The Town Board approved the bid from J&B Installation for roof repairs on the back extension of the old library.

The Children's Area Construction:

The Grants Disbursement Agreement needs to be approved by DASNY and signed by the Town before expenditures can be made by the Town. Mr. Moffitt has been in contact with DASNY. There were about 3-4 remaining approvals at the State level before the Grants Disbursement Agreement could be sent back to the Town for signatures.

The group discussed the timetable, with concern about the ability to order the new shelving in order to retain the quoted prices and matching materials. The library has approved 92% of the order; the outstanding piece is the portion that needs the Grants Disbursement Agreement to be ordered. Bruce and Cynthia are aware of the time limitations. They will stay in contact with the Town office to expedite the ordering of the furniture as soon as possible. The timeliness of the order was also a concern given the long lead time needed for delivery and installation. If possible, the goal would be to complete the project before the Summer Reading Program begins.

Concern was also raised about the increasing costs associated with this project, especially with soft costs. The library board agreed to \$9000 in soft costs. Recent correspondence from Mr. Moffitt indicates soft costs incurred are at \$11,000. Bruce will talk to John Moffitt regarding a timeline for construction and an explanation of the soft costs the library board agreed to. Cynthia will also get an update from John regarding the Grants Disbursement Agreement.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustee's February 5, 2018, minutes.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustee's February 22, 2018, minutes.

President's Report: (Molly Ortiz) Nothing that has not already been reported earlier.

Treasurer's Report: (Craig Moscicki)

The Financial Report of the MPL Board of Trustees was distributed. The Library's vouchers and deposits were reviewed as well as the Board of Trustee's account balances and deposits.

It was MOVED, SECONDED, and CARRIED to approve the financial report including; vouchers 2018-03-23 through 2018-3-42 for the amount of \$6,097.11. This includes repayment to Laurie Guenther for software that was previously preapproved.

Director's Report: (Laurie Guenther)

The Director's Report was distributed and reviewed.

The trial of earlier "Winter Hours" have been received positively. It was suggested that the earlier opening time be continued.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library hours from 9:00am to 8:30pm on Monday thru Thursday, 9:00am to 5:00pm on Friday and 10:00am to 4:00pm on Saturdays until June 1st.

A last remaining expense for the computer upgrade project was presented regarding refurbishing four circulation computers and installing a new operating system. The use of library funds for purchase of long-range technology upgrades and services was previously discussed. SkyPort recommended upgrading the server and an independent audit, as well as replacement of four of the staff PC's due to their age and inability to upgrade. As a cost savings measure, four of our terminals will be upgraded to newer operating systems to match the new computers.

It was MOVED, SECONDED, and CARRIED to approve the SkyPort quote for \$782 to refurbish four circulation computers due to their age and inability to upgrade, and to provide staff operating efficiencies.

It was noted that the Library was able to gain a substantial savings of approximately \$3,000 by purchasing software through the Tech Soup Donation program, as well as an additional \$1000 by using the MS Office site license from MCLS.

M&T Charitable Fund has unofficially awarded Mendon Public Library \$1000 for the Summer Reading Program.

The town has completed the overhead light conversion. The increased luminance has enhanced the library. Anne Marie Gordon will write a thank-you note to the Town of Mendon.

The Friends organization is still looking for more volunteers. A few people have shown interest in leading the organization. Laurie will be meeting with them on March 12th.

It was felt that there should be a recognition of past Friends officers. It was decided that the board would purchase a plaque listing all the officers since the new building opened and host an open house to honor their service at the opening program of the Summer Reading Program.

OLD BUSINESS

Children's Area Construction:

The construction project was largely discussed earlier.

Refurbishment of Computers:

The refurbishment of the circulation computers was discussed during the Director's Report.

NEW BUSINESS

Submittal of 990EZ:

The 990EZ was reviewed for submission. It was MOVED, SECONDED, and CARRIED to approve the 990EZ for submission to the IRS.

Donor:

A donor has come forward who may be willing to pay for the cost of a utility sink. The Library Board will pursue this opportunity at a later time.

**Financial Report
Mendon Public Library Board of Trustees**

Meeting Date: March 5, 2018

Final Approved Report: March 5, 2018

LIBRARY OPERATING FUNDS

Payment of Claims:

Voucher 2018-03-23 through 2018-03-42 for a total amount of \$6,097.11.

Acceptance of Deposits for Operating Budget:

Date	Check #	Memo	Amount	Deposit
2/8/2018		Cash Register Deposit 2/1-2/8		\$ 268.90
	Cash		\$ 145.90	
	Cash		\$ 93.90	
	Cash		\$ 29.10	
2/15/2018		Cash Register Deposit 2/8-2/15		\$ 297.68
	Cash		\$ 167.30	
	Cash		\$ 89.08	
	Cash		\$ 41.30	
2/22/2018		Cash Register Deposit 2/15-2/22		256.04
	Cash		\$ 114.95	
	Cash		\$ 141.09	
3/1/2018		Cash Register Deposit 2/22-3/1		\$ 353.39
	Cash		\$ 146.50	
	Cash		\$ 206.89	
		Total:		1,176.01

The above funds were deposited to the Town Controlled accounts, and financial reports were forwarded to the Town of Mendon.

BOARD OF TRUSTEE ACCOUNTS:

Account Balances:

Account	Date	Balance	Reconciled
M&T Checking Account	1/31/2018	\$ 63,482.86	2/12/2018
M&T Eunice Dehmler Frank Fund	1/31/2018	\$ 2,659.71	2/12/2018

Acceptance of Deposits: N/A

Payment of Claims: N/A

Adjourned at 7:45 pm