

**Regular Meeting of the Town of Mendon Library Board of Trustees**  
**Tuesday, February 1, 2011**  
**Mendon Public Library Meeting Room**  
**7:15 p.m.**

Approved

**Board Members present:** *Risa Bennett, Molly Brazak, Denise Dickinson, Heather Greene, Bruce Peckham, Mark Rowe, Stephanie Tolan, Larry Young*

**Board Members not present:** *Margaret Bailey, Heather Huntington*

**Others:** *Laurie Guenther (Library Director), Lydia Archer (Recording Secretary), Shari Stottler (Town Liaison)*

The meeting was called to order at 7:15 pm.

**Public Comment: none**

**Town Report & Construction Report:** *(Shari Stottler)* The new building is closed in, there is temporary heat, the floor grinding has been completed, insulation is being installed, approval of the fireplace direct vent passed 3-1 at Town Board after more information was provided. Shari expressed her desire that we double check technology issues. Stephanie Tolan may be able to donate a computer that is not as old as the ones we have. There is concern that there is a cathedral ceiling but no fans - John Moffitt will discuss with Scott Hemingway what the plans were for it. Hard hats are available for those wishing to go on a tour of the new building.

**Friends Report:** *(Shari Stottler)* Larry went to the recent Friends meeting and received donation checks from the 4H Club & the Wiegands - altogether, \$100 was sent to Capital Campaign from the silent auction of the gingerbread village. Friends are having their annual meeting February 16th. A discussion of community events celebrating the new library took place. The Friends would like to participate, but not take a lead role at this time. Town Board is going to be the lead agency in the ribbon cutting ceremony. Dawn Stout has event planning background and has offered to help. Shari will report to Town that the Board of Trustees will plan an event different from the ribbon cutting ceremony, to celebrate the new library. The recent furniture layout funded by the Friends, documented the lack of furnishings for the new building. There are similar deficiencies in technology.

**Minutes of the Previous Meeting:** The Minutes for the January 4, 2011 meeting were APPROVED, with 2 abstentions, due to absence.

**President's Report:** *(Larry Young)* Larry reports that it's encouraging that so many have been and are putting so much into the project. Due to the NYS construction grant, the Library Board of Trustees will need to fill out the long tax form to the IRS, to keep the non-profit status. It is expected the Library Board will need to pay penalty fines for not filing in previous years. The Board discussed the non-profit status, decided it was worth keeping for possible grant applications.

**Treasurer's Report:** *(Larry Young)* Larry Young reported for Bruce Peckham. It was MOVED, SECONDED and CARRIED that vouchers 11-2-21 to 11-2-38 be approved, for a total of \$3,177.66. Checking account balance on December 31, 2010: \$3098.94, Savings account balance: \$2,638.56, earning .33 for the month, YTD interest \$3.97, Capital Project closed out, earned \$391.55 interest.)

Line item transfers as per attachment: MOTION to transfer 2010 Library Balance Transfers was MOVED, SECONDED, APPROVED.

**Corresponding Secretary's Report:** *(Denise Dickinson)* Denise sent a thank you to M&T Charitable Foundation, with copies to Sarah Cardillo, and

Dave Richardson, for \$4000 given as part of their pledged \$10,000 Grant to fund the Summer Reading Program.. In return, the new library will display a plaque acknowledging their contribution.

**Director's Report:** (*Laurie Guenther*) Highlights of Laurie's written report include encouraging BOT members to attend the Saturday, February 19th, Trustee Workshop, from 1-5 pm at Henrietta Library, in which the main topic will be discussions on how to deal with lack of funds, which is a problem across the board. Our library will be closed tomorrow, due to bad weather. We are down one staff worker - and will be hiring someone soon.

**Committee Reports:**

**Technology Committee:** The technology committee met to review a timetable for moving to the new library and technology needs for the new library. We have been putting off purchasing technology for the past few years, since it was expected technology would be in the capital budget. Since technology is not in the capital budget, several immediate and critical technology needs were identified. It might be possible to use some capital campaign money as matching funds, and apply for another NYS construction grant for technology and furniture. Stephanie Tolan suggested we could do some different setups where we use cheaper computers that can be replaced more often. The technology committee will meet again to discuss this.

**Old Business:**

**Empty Trustee position:** A MOTION was made that Mendon Library Board of Trustees reduce its membership from 11 to 10 members; it was SECONDED and APPROVED. The Board of Trustees will review the bylaws regarding attendance requirements.

**New Business:**

Laurie reported library staff are reaching their limit of work load. She is expecting to be missing a library clerk in addition to increased workload. The new staff member will work on grant funding, as well as other tasks. The Board will review this position in a couple of months.

Legislative meetings: Alesi will be in his Fairport Office on 2/4/11, Hanna at Rundel Library on 3/3/11- these are opportunities for us to meet legislators and encourage support of Mendon Library. Laurie will send a letter of inquiry to ask if there are monies that could be made available to us through Alesi's office.

Director-Trustee Workshop on Saturday, February 19: there will be focus groups to discuss creative ways to find money. Bruce will go, Molly might, Larry will.

RFPs for new building raised a concern: after discussion, it was agreed that, if there is an immediate need for something as we go in the new building, we can request Dave Hackett to get a price and then bring it to the notice of the Town Hall. Town Board is comfortable with a simple explanation.

Copier proposals: At Laurie's request, Paula McIntyre has looked into options for replacement of the copier - she got quotes and made proposals. Our lease, which isn't up until March 2012, presently costs \$119 per month plus overage, which is about \$200 a quarter. A company offering a new copier has offered to pay out the remainder of our present lease. The best deal is a "pre-owned machine;" as any given copier is expected to make so many copies in its life, and the leasing company will generally guarantee that number. We genuinely appreciate the work Paula did- one option could be

that we could negotiate with the people to have a copier ready for March 2012.

Furniture Needs Study: The Friends of the Library funded a furniture needs, and layout plan for the new library. HBT has provided a layout plan for our existing furniture, and a list of needed items to move to the new library. All existing furniture is being moved to the new library. The group asked about the accuracy of the pricing in the needed furniture. Laurie thought since Kelly Jahn has been working with Wood Library on a similar project, the pricing was accurate. Laurie put a notice out to Rochester Regional Library Council to ask for new (used) shelving. A list was distributed documenting new furniture needs. It was realized this is temporary placement of furniture, while funds for phase 2 are being raised. Shari Stottler suggested putting a mural on the wall that leads into the Phase 2 area, showing what it will look like going into it. The Capital Campaign is expected to take 5 years, and we have just completed 1 year. Risa Bennett suggests having a special reception for senior citizens to welcome them to our ADA-compatible library building.

We will have a celebration committee meet on Tuesday February 15th at 7 pm at the library. Our celebration would take place after the official Town Board ribbon-cutting ceremony.

Molly Brazak offered to host a Mendon Public Library table at the HF-L family fun night next Monday, Feb 7th.

Notes from the recent Director's Retreat on emerging technologies were passed out.

Public Comment: none.

**Adjournment of meeting at 8:50 pm.**

Respectfully submitted by Lydia E. Archer

**2020 Library Balance Transfers - Approved Board of Trustees - Feb. 1, 2010**

<b>Acct.</b>	<b>From Acct</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
	Clerks - .110	\$ 3,392.00	director	\$ 1,188.00
			Pages	\$ 1,394.00
			Assistant	\$ 710.00
			Bookkeeper	\$ 100.00
	Total transfer from Clerks . 110			\$ 3,392.00
	Build/Main	\$ 2,176.00	Book Drop	\$ 110.00
			Custodian	\$ 2,066.00
	Total Transfer from Building/Main	\$ 2,176.00		\$ 2,176.00
	<b>Total Transfer within Personnel</b>	<b>\$ 5,568.00</b>		<b>\$ 5,568.00</b>
	<b>From Acct</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
	Technical services - .210	\$ 7,620.00	Geac Cost Shares	\$ 7,620.00
	Software - .200	\$ 862.00	Hardware	\$ 862.00
	<b>Total transfer within equipment</b>	<b>\$ 8,482.00</b>		<b>\$ 8,482.00</b>
	<b>From Acct</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
	Children - .402	\$ 30.00	Youth	\$ 30.00
		\$ 400.00	Periodicals	\$ 400.00
		\$ 300.00	Database subscriptions	\$ 300.00
		\$ 820.00	Tapes	\$ 820.00
	<b>Total Transfer within materials</b>	<b>\$ 1,550.00</b>		<b>\$ 1,550.00</b>
	<b>From Account</b>	<b>Amount</b>		
	Utilities - .450	\$ 194.00	Office Supplies	\$ 194.00
		\$ 72.00	Telephone	\$ 72.00
		\$ 120.00	Postage	\$ 120.00
		\$ 30.00	Publicity	\$ 30.00
		\$ 405.00	Xerox	\$ 405.00

		\$ 460.00	Custodial	\$ 460.00
	<b>Total transfer within Contractual</b>	<b>\$ 1,281.00</b>		<b>\$ 1,281.00</b>