

Regular Meeting of the Town of Mendon Library Board of Trustees
Tuesday, May 17, 2011

Approved

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

Board Members excused: *none*

Others: *Laurie Guenther (Library Director), Lydia Archer (Recording Secretary), Shari Stottler (Town Liaison), Danny Bassett, John Moffitt (Town Supervisor), Sheldon Boyce (Town Attorney), Ruth Hayes, Melissa Jacobs, Sandy Rubin, Lisa Hochgraf & Stephanie Livingston-Heywood*

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

Public Comment: Danny Bassett: people have asked why we are not using volunteers for moving the books.

Larry Young: Decision was made after consultation with the Town Board, who do not want to use people that are not insured and bonded. Our movers have had experience moving libraries. There was an allocation in the budget for moving.

Town Report & Construction Report: *(Shari Stottler)* Ribbon cutting is scheduled for Wed July 20 – give them list of invitees – Denise Dickinson suggested it would be good to invite all those who spoke at the opening.

Friends Report: *(Shari Stottler)* no report

President's Report: *(Larry Young)* Worldwide Movers were selected to do the move. Manager Steve Rowe says they have moved many libraries in the area in the last 5 years. They think they can do it in 4 days, June 14-17. We have obtained a large amount of shelving from Wood Library in Canandaigua for \$500 (rather than the \$20K they had hoped to get). It was MOVED, SECONDED, and APPROVED to purchase shelving from Canandaigua's Wood Library for \$500. to be paid from the Mendon Board of Trustees account. Volunteers will dismantle and move the shelving tomorrow night. Shelving will be stored in a storage unit on 15A.

Treasurer's Report: *(Bruce Peckham)* no report

Corresponding Secretary's Report: *(Denise Dickinson)* no report

Director's Report: *(Laurie Guenther)* Worldwide Movers will be coming for a walkthrough on June 1st. The Xerox Printer/Copier will be \$350 for Xerox to move, \$30 for Worldwide to move. It was decided to have Worldwide move the copier. We will need to pay Xerox \$150 to network the copier in the new location. We will be switching to the new circulation system (CARL-X) soon- we may need new computers for circulation as our Windows 2000 may not be compatible. MCLS has given the specs of Windows XP or newer. This will happen over Memorial Day weekend, and affects all Monroe County libraries. Stephanie Tolan will look into least-cost solution possibilities for computers.

Committee Reports:

*Celebration Committee: Molly Brazak – Celebration is planned for Friday, July 29th - 7-10 pm.

New Business:

*The meeting was turned over to John Moffitt, Town Supervisor, who had four issues to discuss:

First: Details of the opening events for the new building. He is perplexed that the Friends' post card says the grand opening will be June 27th. Lisa Hochgraf replied: it is not “grand”, not the ribbon-cutting – but it is pretty exciting that we will be opening – the post card was only a donor mailing, not mailed to all the town. Town Hall will send out invitations for the ribbon cutting ceremony.

John expressed his personal desire not to exclude anyone from this event, as everyone can be very proud of this great accomplishment. He would like the Library Board, Friends, etc., to give the Town a list of people we want invitations sent to. It was agreed to send invitations to all the former Library Trustees, Capital Campaign members, dignitaries, etc – everyone should give names to Shari Stottler to add to her list. Although the Town is sending special invitations, the event will also be open to all – advertised in papers and other media.

John Moffitt: Although the Certificate of Occupancy (CoO) is expected at the end of this month, landscaping, parking spaces, etc. will not be completed. But, by being open on June 27, we will definitely be in compliance with the NYS Grant requirements. Bruce Peckham offered to help with the paperwork for showing compliance. John Moffitt: when Tom Vorhees goes through for the CoO, the architect will go with him so everything can be signed off.

Secondly, Sheldon Boyce addressed the funding of the move: The \$10K moving costs cannot come out of the bond money. The Town is looking for a way to fund this. He suggested using unreserved library fund balance to finance the move – about \$9K is available. John Moffitt would like to see the Library Trustees present a plan to the Town Board for how to fund the move. Bruce Peckham suggested asking Mary Fletcher what is the easiest way to do it. Decision will need approval by Town Board, so there is a need to present it to Monday's Town Board meeting.

Sheldon Boyce addressed the third issue of concern: whether library employees paid by the Town can be doing Capital Campaign work as paid Town employees. Melissa Jacobs answered that employees of the library have not made phone calls soliciting money. CCC members do that. Employees act as liaisons, not solicitors. Money comes both to Rundel and to Mendon. Sheldon Boyce agreed it is okay for library employees to collect and give information to CCC members. Larry Young said that light clerical work is needed for the campaign. Questions: Is there a difference between exempt and non-exempt employees? Sheldon said the Library is a municipal corporation as is the town. If the Library does its own payroll, it is not an issue, but as employees are paid by the town, it is a problem. Sheldon requests clarification of terminology used in April Trustees minutes. Laurie Guenther submitted that she surveyed the county libraries: of the 9 libraries which responded, 8 have town employees involved in fund-raising in various ways, including annual solicitation and selling things at the desk. Amending the April 5 minutes: The MOTION was MADE, SECONDED, and APPROVED, that the April 5 minutes be amended to say: “Emily Brincka was hired to be a civil service library clerk.”

The fourth concern was brought up by John Moffitt: a discussion on maintenance of the old and new properties. The Honeoye Falls village mayor is willing to let the village plow the sidewalks and the driveway, with no charge-back to the library. The Town would like the Library to take responsibility for cleaning, lawn maintenance, etc. of the new building. While the old building is vacated, the Town believes it should be the responsibility of the Town to maintain the building and grounds. When the building is renovated, then it can go back to the Library. John Moffitt wants a procedure in place for town employees who do work at the library. A document of how we are going to operate in the future is desired by the Town. John Moffitt will draft this document. The Library could let the Town know when the Library no longer needs the building. Margaret Bailey suggested that the town have periodic walk-throughs of the building to make sure things are ok and that there is no damage.

Bruce Peckham made a MOTION that the Mendon Library Board of Trustees, with consultation of the Mendon chief financial officer, will propose to the Town Board a financial solution to pay for the moving expenses associated with the new library. Motion was SECONDED and APPROVED.

Public Comment: none.

Adjournment of meeting at 8:30 pm.

Respectfully submitted by Lydia E. Archer