## Regular Meeting of the Town of Mendon Library Board of Trustees Tuesday, January 3, 2012

Approved

**Board Members present:** Margaret Bailey, Risa Bennett, Molly Brazak, Denise Dickinson, Bruce Peckham,

Mark Rowe, Stephanie Tolan, Larry Young

**Board Members excused:** none

**Others:** Laurie Guenther (Library Director), Lydia Archer (Recording Secretary), Moe Bickweat (Town Board), John Moffitt (Town Supervisor)

The meeting was called to order at 7:24 pm by Larry Young.

**Public Comment: none** 

**Town Report & Construction Report:** (*Moe Bickweat*) The Town put parking blocks in the parking lot to keep cars from rolling into the rain garden. Trees were planted at the edge of the parking lot as well, as a visual screen.

**Friends' Report:** (*Larry Young & Laurie Guenther*) There has been a flurry of activity – including work on the upcoming Gala night. Ticket sales at the library for the Gala are going well: e.g., there were about ten calls today. Judy Barrett, a volunteer, set up the online sales, which are also going well. Both dinner and concert tickets are selling well. The Rabbit Room will serve a nice dinner for patrons to eat with Gary Lewis, a nice intimate affair – and the price of dinner includes the concert. It would be a nice gesture for BOT members to take a few tickets and sell them. There has been good team work on this event, with Patty McGuire doing the graphic design. Also, Lisa Hochgraf is stepping down as Friends President, although she will still do the blog and help. There are 2 possibilities for a new president. Larry Young is meeting with the Friends and the Capital Campaign every 60 days.

**Approval of Minutes:** The Minutes of the December 6, 2011 meeting were APPROVED as amended.

**President's Report:** (*Larry Young*) It has been a quiet month. Larry met with a landscape architect to talk about a design for brick usage. He has some nice designs. The work will be done in phases. The plan is to have a sitting area with brick inlay and landscaping, just outside the west corner of building. There are new Town Board members. The Library will have 10 minutes at the next Town Board meeting to introduce the three library groups: BOT, Friends, and Capital Campaign. (This will be on January 23<sup>rd</sup>, at 7 pm, in the Fire Hall. A concern is that two of the double doors are leaking air.

**Treasurer's Report:** (*Bruce Peckham*) The MOTION was made and seconded to approve vouchers 12-01-001 to 12-01-014, in the amount of \$ 2966.96. Motion was APPROVED. Checking account balance is \$ 5666.69, and Savings account balance is \$2642.52.

The Vouchers include encumbrances of \$2021.74 which will come out of 2011 funds.

We should be able to do the easy form of 990 tax form, due May 1st.

**Corresponding Secretary's Report:** (*Denise Dickinson*) Thank you cards were circulated for Heather Greene and Shari Stottler, to be signed and sent.

**Director's Report:** (Laurie Guenther) Highlights: Circulation is up about 10% since we opened up, while other libraries are seeing a drop in their circulation. (However, the drops may be due to an error in CARL/MCLS circulation records. So there is probably a bigger increase in Mendon Library's circulation). Some drop in circulation may be due to increased fines. Lower circulation could also be due to the availability of ebooks. MCLS Directors are discussing these things. Laurie is on the System Services Committee again. We are keeping track of gas and electric usage, which has been good, considering the increased space. Other items of interest: RRLC is working on digitizing local microfilm records (such as *The Sentinel*) at a fair price – we need to tell them soon, if we want to use their service. We are having Storytime 4 times a week, with good attendance. Volunteer computer skills training is going very well, with many people signing up. We expect

many patrons will have new e-readers for Christmas. Other libraries have e-readers for loan, some for a fee, some free. With an online payment option, a patron could be billed if the e-reader is not returned, and we also could get a credit card deposit from borrowers. Discussion ensued on getting a credit card service for the Mendon Library. Stephanie Tolan commented that there are all kinds of services and options. ME BOT decided to get the Technology committee to pursue this option, and Stephanie will help. Are there e-reader grants? Laurie Guenther is looking into it. Molly Brazak asked what percent of our population pays fines online. Wish list: Bruce Peckham suggested looking at it quarterly, with \$\$ amounts, priorities, and time lines - distinguishing between wishes and needs. Question to John Moffitt – As the Town Board is considering a new phone system, can the Library be included? John replied: a voice-over-IP system is being looked at; as the Town's current contract expires in August, that would be a good time to make a change. Voice-over-IP has no limit on the number of lines or sites, so they could link in the Highway Dept and the Library. Also, libraries are eligible for e-rate funding, so cost could be subsidized.

**Committee Reports:** There needs to be a Technology Committee meeting in mid-January. Also, the Budget Committee should meet to close out accounts.

**Old Business:** We amended the By-Laws last month, no longer requiring unanimous vote to re-elect Board members for beyond two years. The MOTION was MADE, SECONDED and APPROVED, to appoint Molly Brazak as VP, and Denise Dickinson as Corresponding Secretary. Also, the MOTION was made to recommend to the Town Board to reappoint Risa Bennett to the ME BOT for a second term. This was SECONDED and APPROVED.

There have been three applicants to the vacant seat in the BOT: We need to hold a Personnel Committee meeting to talk to the three people before the next board meeting.

**New Business:** A reminder that all should come to talk to the new Town Board on January 23<sup>rd</sup>.

Committee assignments will be done next month, when we have our new BOT member. The suggestion was made that we hold Technology and Budget meetings on an evening and then a Saturday meeting with the applicants.

## **Round Table:**

Bruce Peckham: Scott Kimball asked if we could get a lawn spreader to spread de-icer salt – Bruce has dropped off a spreader at the old library for Scott to use.

Discussion on qualifications of new BOT member: Larry Young sees a need to draw our three volunteer groups together more – therefore, having a BOT member who is also on the Capital Campaign Committee or Friends of the MPL could be advantageous. Molly Brazak suggested we need to have someone who has the time to really help out. Margaret Bailey suggested it would be good to compile a list of interview questions: for example, asking what other volunteer activities they have done. Everyone could look at the existing questions and add their own. He or she may be a different type of person than we have looked for in the past, as our building program is less of a major focus.

Our next regular meeting is Tuesday, February 7, 2012.

Public Comment: none.

Adjournment of meeting at 8:17 pm.

Respectfully submitted by Lydia E. Archer