

Regular Meeting of the Town of Mendon Library Board of Trustees
Tuesday, October 4, 2012

Approved

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

Board Members excused: *Margaret Bailey, Melissa Jacobs, Stephanie Tolan*

Others: *Lydia Archer (Recording Secretary), Laurie Guenther (Director), Moe Bickweat (Town Board Representative)*

The meeting was called to order at 7:20 pm by Larry Young.

Public Comment: none

Town Report: (*Moe Bickweat*) The Town is working on the 2013 budget.

Capital Campaign: (*Laurie Guenther*) – The Capital Campaign is planning a 2-part event to take the place of this year's Gala with Gary Lewis. There will be an event on November 9th at the Rabbit Room featuring Steve Grills and the Roadmasters, a grand prize of \$1000, and other raffle prizes. Attendees of this event will have first choice for tickets at the Gary Lewis concert in February. They are also planning a breakfast and a mailing.

Friends' Report: (*Larry Young*) – The Friends Officers would like to take a smaller part in the capital campaign. With the larger donations involved, a form 990 must be filed to the IRS. They have hired Hevron and Hevron to file the form. The current Friends Officers would rather run the smaller stuff (book sales, etc.) and let the Capital Campaign be responsible for all aspects of their larger fundraising. Larry suggested that perhaps the Capital Campaign should be its own entity.

The Fall Book Sale will again be at the old library building, from Thursday, October 25 until Monday, October 29, 2012. All are welcome to volunteer.

Approval of Minutes: The Minutes of the September 4, 2012 meeting were APPROVED.

President's Report / Director's report: (*Larry Young*) The Town Board approached Larry Young regarding the Bot recommendation that the Library BOT be downsized. There are other Town organizations considering the same idea. The topic will be discussed at a public hearing coming up on October 15. Note: the BOT Charter sets the number of Trustees at between 5-11 persons. We do not expect any resistance to our request to downsize.

The 2013 Budget was addressed later in the meeting.

Treasurer's Report: (*Bruce Peckham*) The MOTION was MADE, SECONDED, and CARRIED, to approve for payment, vouchers 12-10-144 to 12-10-157 in the amount of \$8,072.72. Largest expenditures were for \$4,306.31 for our annual periodical subscriptions, \$2,290.00 for new materials, and \$956.00 for utilities. Bank account balances for August 31, 2012 were as follows: checking account, \$5,611.42; savings account, \$2,645.17, with .33 interest. Bank account balances for September 30, 2012 were as follows: checking account, \$5,411.62; savings account, \$2,645.50, with .33 interest.

Corresponding Secretary's Report: (*Denise Dickinson*) no report. The suggestion was made that we send a thank you to the middle school students who helped Sue Wiegand weed and water our yard.

Director's Report: (*Laurie Guenther*) Laurie's written report was perused. Door counter and security cameras are installed, with the invoices going to the Friends.

The BOT members were encouraged to promote the Capital Campaign events and help with the Friends' October Book Sale.

Committees: (*Larry Young*) We'll need a Personnel Committee meeting to review our Director and to interview prospective BOT members. Moe Bickweat clarified that if someone resigns before the end of their term, the BOT can appoint new members; otherwise the Town Board can do it. BOT members were encouraged to consider whether you want a different officer position.

Old Business:

New Budget: At last night's Town Board workshop meeting, our original proposal was modified to take \$5K from the library fund balance, and \$5K from the Town A-fund for revenue. In addition the bottom line was dropped a small amount, which we will need to absorb in other categories. Laurie Guenther noted that if the e-rate comes through, we may be able to take out some of the phone costs and put them back into the materials.

There is also the possibility of discussing with the Town whether we should pay for various maintenance tasks or they should.

Our computer server is being refurbished right now, but eventually it will need to be replaced - a big expense. Budgeting maintenance into the yearly budget can help prevent large unexpected expenses in the future, as we discussed later in the meeting.

The MOTION was MADE, SECONDED and CARRIED that the September 4, 2012 Preliminary Budget, as amended, and presented tonight, be approved.

Video Surveillance Policy: Larry Young proposed that we adopt the Town of Mendon's video surveillance policy over our existing policy. The MOTION was MADE, SECONDED, and CARRIED, that we replace our Video Surveillance Policy with that of the Town of Mendon.

New Business:

Capital Improvement Plan: Bruce Peckham presented a 7-Year Capital Improvement Plan, along with a chart of what capital improvements we did last year. He discussed the plan with Town officials. Expenses that were not actually capital improvements were removed from the plan. Bruce explained that prudent budgeting includes budgeting portions of expected large capital expenditures in the years before, in order to keep the budget from having large increases when the improvement needs to be done. Bruce tried to include details on where we expect the money to come from, whether from budgets, reserves, grants, etc. This is just a projection, and can be changed each year if necessary, but it gets us in the habit of projecting likely costs, and knowing the expected impact on our budgets.

There was some discussion on items which the Town should cover. Bruce will give a memo to the Town Supervisor, particularly expecting that the Town should be installing security fencing around the air conditioner. The Town Board has put driveway sealing for our driveway in their 2013 budget. Bruce will submit this to Mary Fletcher. The question was raised, what about interior painting? Perhaps we should put it into the projection next year. Also, our fund balance should be 10%. Bruce would like to make sure that any excess funds remaining from our budget go into our fund balance - and perhaps we should also budget \$500 for the same.

Comment by Moe Bickweat - if we have more than 10% in the fund balance, BOT can pass a resolution to use the money to set up a reserve fund. Laurie Guenther asked if there is a listing of reserve fund categories that we can review. Bruce Peckham wants to talk with Mary Fletcher, Town Finance Officer, about how to set up such a reserve fund.

Bruce Peckham MOVED that we submit the Town of Mendon Library Capital Improvement Plan, FY 2013 to the Mendon Town Board as the Library's Capital Improvement Plan – It was SECONDED and APPROVED.

At last night's Town Board meeting, they voted to set aside \$10K in a reserve fund for the roof repair at 15 Monroe St. They also have installed a roof bladder to catch water, and a heavy duty dehumidifier was installed.

A Personnel Committee meeting will be held on November 3rd, at Library, at 10 am, to interview prospective Trustees. They will meet again on November 10th, at 10 am to review the Director.

Our next regular meeting is Tuesday, November 6, 2012.

Public Comment: none.

Adjournment of meeting was at 8:02 pm.

Respectfully submitted by Lydia E. Archer