

**Mendon Public Library Board of Trustees Meeting  
Monday, May 5, 2014**

**Approved**

**Board members present:** Molly Brazak, Denise Dickinson, Peter Dohr, Melissa Jacobs, Bruce Peckham, Larry Young

**Board members excused:** Sarah Easton

**Others:** Laurie Guenther (Director), Lisa Reniff (Recording Secretary), Natalie Northrup, Megan Donahoe (8<sup>th</sup> grade students observing)

**Call to Order:** Meeting was called to order at 7:15pm by Bruce Peckham.

**Public Comment:** None

**Town Report:** (Cynthia Carroll) No report.

**Approval of Minutes:**

A MOTION was MADE, SECONDED and CARRIED to approve the amended Board of Trustees minutes for Monday, April 7, 2014.

**President's Report:** (Bruce Peckham)

- Bruce attended a meeting with John Moffitt, regarding the Family and Medical Leave Plan. Found two areas for amending the policy and determined there was a need for separate policy for the library. The number of volunteers the library engages throughout the year was also communicated to Mr. Moffitt.
- Ron Knight and Bruce are planning to sit down with John Moffitt to discuss the capital campaign. Existing financial statements and anticipated income projections prior to August 2014 will be reviewed at this meeting.

**Treasurer's Report:** (Larry Young)

A MOTION was MADE, SECONDED and CARRIED to approve for Payment of expense vouchers #2014-05-57 through #2014-05-74 in the amount of \$5,876.66.

Report of Bank Account balances as of 4/14:

|                                      |                      |
|--------------------------------------|----------------------|
| Mendon Public Checking Account       | Balance: \$31,876.57 |
| Eunice Dehmler Frank Savings Account | Balance: \$ 2,649.95 |

A MOTION was MADE, SECONDED and CARRIED to accept check # T-6881452 for the amount of \$10,000.00 from the *Houck Foundation* to fund digitization of *The Sentinel*.

A MOTION was MADE, SECONDED and CARRIED to approve MPL Board of Trustees check #265 in the amount of \$19.75 to Honeoye Falls Market Place, to pay for snacks for the program "Together – Book Talk for Kids and Parents". This is from the restricted "Together" account, funded by the New York Council for the Humanities.

An extension for the 2013 Federal Tax Return Form 990 will be requested.

**Corresponding Secretary's Report:** (Denise Dickinson) No Report.

**Director's Report:** (Laurie Guenther)

- The Director's Report was distributed.
- MPL's circulations continues to increase while the rest of Monroe County showed a decrease.
- The Together reading program sponsored by the NY Council for the Humanities is going well and near completion. It was agreed in concept that monies remaining from that program may be used to support other children's programming this summer.
- The Director updated the board on the status of the open page position and that she recommends hiring Carolyn Floeser for the position.

A MOTION was MADE, SECONDED and CARRIED to hire Carolyn Floeser as a page.

- The Board approved using some of the library enhancement funds to purchase 12-20 folding chairs for library use. Laurie will look into the cost of purchasing the chairs.
- A clarification about the need to approve the removal of books from the library collection.

A MOTION was MADE, SECONDED and CARRIED to approve that approximately 500 books during the period of January through April 2014 by weeded from the collection according to the Mendon Library Selection Reconsideration Policy. These books will be given to the Friends of the Mendon Public Library for disposition.

A MOTION was MADE, SECONDED and CARRIED to approve closing the library for one Friday in August for staff development day. The closing of the library will be dependent upon anticipated staff attendance and staff interest in a staff development day.

**Friends' Report & Capital Campaign Report:** (Laurie Guenther)

- Ron Knight and Melissa Jacobs are holding a fundraising event at Oak Hill.
- The Friends audit was completed by Heveron and Heveron with no significant issues.
- The Garden walk planning for June 21<sup>st</sup> is going well and is going to be fantastic. There is a need for many volunteers. They would like the BOT members to volunteer at the Hospitality House at the library. A master gardener will also be at the Hospitality House to answer questions. The bulk of the tickets are expected to be sold online. There was a discussion on the volume of the people attending.

**Old Business:**

**Carpet Cleaning:** (Laurie Guenther)

Quotes were distributed and it was suggested that the library use Pinnacle EcoClean. They were used last year and were happy with their service. Bruce will talk to the town to see if this falls under their expense.

A MOTION was MADE, SECONDED and CARRIED to use Pinnacle EcoClean for carpet cleaning the library.

**Houck Grant:** (Bruce Peckham)

A discussion was held on the implantation of payment to the town for the personnel hours used to fulfill the Houck 2013 grant to extend the hours of the Library on Saturday. The Library Board will write the check to the Town near the end of the year.

**New Business:**

**Family & Medical Leave Policy:** (Bruce Peckham)

A discussion about the proposed changes to the policy was held.

A MOTION was MADE, SECONDED and CARRIED to approve the Family & Medical Leave Policy as amended.

**Rules of Conduct:** (Bruce Peckham)

It was proposed a slight amendment to the Rules of Conduct to include electronic smoking devices.

A MOTION was MADE, SECONDED and CARRIED to adopt the Rules of Conduct as amended.

**October Meeting Date Change:** (Laurie Guenther)

Due to a scheduling conflict at the library it was proposed that the meeting date in October be changed.

A MOTION was MADE, SECONDED and CARRIED to move the October Board of Trustees Meeting to October 7<sup>th</sup> at 7:15pm.

**Director Performance Review:** (Bruce Peckham)

The procedure for the director's evaluation was discussed. The evaluation sheet will be sent out to the board for review. Then an updated evaluation sheet will be sent out to all board members for inclusion in the review. It is hoped to be completed by July.

**Public Comment:** None

**Adjournment:** The meeting was adjourned at 8:55pm.

Respectfully submitted by Lisa Reniff