

Mendon Public Library Board of Trustees Meeting
Monday April 6, 2015
7:00 p.m.

Approved

Board members present: Molly Brazak, Sarah Easton, Peter Dohr, Melissa Jacobs, Bruce Peckham, Becky Stames, Larry Young

Board members excused:

Others: Cynthia Carroll (Town Liaison), Laurie Guenther (Director), Lisa Reniff (Recording Secretary)

Call to Order: Meeting was called to order at 7:12pm by Bruce Peckham.

Public Comment: None

Town Report: (Cynthia Carroll) A meeting concerning the library ban payments took place. Details of the meeting are in the President's report below.

Approval of Minutes:

A MOTION was MADE, SECONDED and CARRIED to approve the Board of Trustees minutes for February 2, 2015.

A MOTION was MADE, SECONDED and CARRIED to approve the Board of Trustees minutes for March 5, 2015.

President's Report: (Bruce Peckham)

John Moffitt called a meeting to discuss the library ban payments. The Town's financial advisors, John Moffitt, Mary Fletcher, Cynthia Carroll, and Ron Knight were in attendance. Bruce was unfortunately unable to attend. The Town requested a check for \$20k toward the payment. Ron Knight delivered the check to the Town on April 6. It was unclear if the ban would be rolled-over into a short or long term ban or bond. Several members of the library board desired clarification. It was assumed the capital campaign was going to make a payment of about \$100,000 in August of 2015, and another payment of about \$50,000 in August of 2016. It was unclear if this recent turn of events would impact the payment schedule or the amounts of payments. Bruce will obtain more information on the specifics of the meeting.

There has been an initial discussion with Bill Lane from the Historical Society regarding a Boy Scout Eagle Project and placing displays within the library.

Corresponding Secretary: (Molly Brazak) No Business to report.

Director's Report: (Laurie Guenther) The Director's report was distributed and the following highlights were discussed:

- The NYS Annual Report for Public Libraries is completed and highlights were distributed.
- Yearbooks are uploaded to the NYS Historical Document site with Mim Arnold working diligently to place them in a searchable format.

- It is time to have the windows and carpet cleaned. We plan to use Fish Window Cleaning for \$274. A summary of 3 carpet cleaning quotes were passed around. It was agreed to use Pinnacle Eco Clean since they have provided good service in previous years and was only dollars above the lowest price.

A MOTION was MADE, SECONDED and CARRIED to approve Pinnacle Eco Clean to clean the carpets and vinyl for \$843.

- The Capital Campaign will soon be starting a new fundraiser, \$15 in '15. If every person in every household contributes \$15 in 2015 the loan for the library would be completely paid off. Laurie encouraged Board members to consider volunteering for neighborhood chair for their neighborhoods.
- The Friends of the MPL are getting ready for their booksale on April 30-May 2. Volunteers are needed.
- The NYS budget recently passed with a 5% increase in state funding to libraries.

Treasurer's Report: (Larry Young)

A MOTION was MADE, SECONDED and CARRIED to approve for payment of expense vouchers #2015-04-46 through #2015-42-63 in the aggregate amount of \$5,125.79.

A MOTION was MADE, SECONDED and CARRIED to accept the revised 2014-12-b abstract. The 2014-12-b abstract is being revised by transferring the Casco bill for \$ 3,125.76 from December 2014 to the March 2015 abstract, per the request from the Town Finance Office. The original 2014-12-b abstract totaled \$ 7,607.15. The revised original 2014-12-b abstract totals \$ 4,481.39. Funds for this project are encumbered from 2014 funds.

A MOTION was MADE, SECONDED and CARRIED to VOID check # 289.

A MOTION was MADE, SECONDED and CARRIED to approve check # 290 to *Scott's Hallmark Shop* for \$903.00, for Summer Reading Program prizes. This will be taken from the M&T Bank Summer Reading Program funds.

New Business:

Reaffirm Board of Trustee Electronic Approvals March 6, 2015: (Bruce Peckham)

A MOTION was MADE, SECONDED and CARRIED to approve three subject electronic approvals dated March 6, 2015 approved by the Board of Trustees via email with six members voting in favor and one member not voting.

The relevant motions are summarized:

Approve March expense vouchers for Payment.

Approve check #288 in amount of \$6980.00 for payment to digitizing project vendor.

Approve submission of NYS 2014 Annual Public Libraries Report.

Review of Library Policies:

A MOTION was MADE, SECONDED and CARRIED to reaffirm and reapprove the Copy Machine Policy.

A MOTION was MADE, SECONDED and CARRIED to reaffirm and reapprove the Digital Display Policy.

A MOTION was MADE, SECONDED and CARRIED to reaffirm and reapprove the Display and Exhibit Policy as amended.

Purchase of Chair Carts:

Discussion was held on the usefulness of purchasing an additional cart so that all chairs can be stored on the carts and easily transported.

A MOTION was MADE, SECONDED and CARRIED to approve purchase of two chair carts funded by the BOT restricted funds to be used in library enhancements, not to exceed \$450.00.

Declare Surplus Equipment:

A MOTION was MADE, SECONDED and CARRIED to declare the following as surplus equipment and materials:

4 battery backups	3 monitors
1 receipt printer	3 keyboards
3 computer towers	1 - 8 port switch
10 dummy terminals	778 books

Technology and Capital Improvement Plan:

The Technology Plan is out of date. Discussion took place about combining the Capital Improvement Plan and the Technology Plan. It was decided the technology plan has several components not included in the capital plan; such as; inventory of equipment, assessment of current state of affairs, trends in technology, and goals for the library. After the Technology Plan is revised it will be used as a rationale for the capital plan. Bruce would like to see the Technology Plan complete by mid-August. The Technology Committee will meet before the next BOT meeting to draft the next plan.

Public Comment: None

Adjournment: The meeting was adjourned at 8:30pm.

Respectfully submitted by Lisa Reniff