

**Mendon Public Library Board of Trustees Meeting
Monday December 1, 2014**

Approved

Board members present: Molly Brazak, Denise Dickinson, Sarah Easton, Peter Dohr, Melissa Jacobs, Bruce Peckham

Board members excused: Larry Young

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

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

Public Comment: None

Town Report: (Cynthia Carroll) There is nothing new to report from the town.

Approval of Minutes:

A MOTION was MADE, SECONDED and CARRIED to approve the amended Board of Trustees minutes for November 3, 2014.

President's Report: (Bruce Peckham)

- Bruce and Laurie met with HR Works regarding the creation of the personnel policy. They expect to have draft completed in late December with a completed policy in late February or early March. The MPL Personnel Committee will review the draft policy and then it will come to a vote of the full board.
- Bruce attended a meeting of the Capital Campaign Committee. The capital campaign committee is reviewing possible events, and renewing approach to possible large donors.
- The town accepted the check for \$1,600 from the Board of Trustees, from May K Houck restricted funding for Saturday hours.
- The town approved the decorative placement of brick at the entrance of the Library in memory of a significant donor. Before bricks are placed, Tom Voorhees will be consulted to prevent digging up of pipes, etc.

Treasurer's Report: (Bruce Peckham)

A MOTION was MADE, SECONDED and CARRIED to approve for Payment of expense vouchers #2014-12-165 through #2014-12-183 in the aggregate amount of \$14,804.33 for November 2014 Mendon Public Library Expenses.

The report of the account balances is tabled until next meeting.

HR Works will be paid \$2,520 in 2014 with the remaining 10% to be paid on completion in 2015.

A MOTION was MADE, SECONDED and CARRIED to approve payment to HR Works of \$2,520 in anticipation of completion of the personnel policy in Feb/March 2015.

There will be a budget committee meeting scheduled to organize the year end finances followed by a special meeting of the board.

Corresponding Secretary's Report: (Denise Dickinson) Thank-you notes were sent to the Friends executive board for their hard work. Bruce thanked Denise on her service to the library since she will not be renewing her term at the end of this year.

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

- Lynette Loomis was hired for the circulation desk. Paul Lonobile will be ending his employment with the library. Evan Marcellus was hired to replace Paul as a messenger-driver and also as a substitute page.
- A discussion was held on the possibility of installing panic buttons and additional cameras, to improve the safety and security of the staff and patrons. All agreed it would be good use of funding, Laurie will continue to research.
- NYLA is having a seminar for library trustees. Laurie will send out the information.
- A small incident involving salt from the salt bucket being scattered around was reported.

Old Business:

New Trustee (Bruce Peckham): Currently there is only one applicant for the open board position. Once the application time has concluded the applicants will be called to set up an interview. It is hoped to have a recommendation to the town board so they can appoint and have the new trustee on board by 2015.

CHAR-410 Registration and Exemption Filing (Bruce Peckham): Laurie has filled out the forms and they are ready to send out.

New Business:

Review Code of Ethics (Laurie Guenther): The Code of Ethics Policy was reviewed.

A MOTION was MADE, SECONDED and CARRIED to approve the Code of Ethics

Review Payroll Processing Policy (Laurie Guenther): The Payroll Processing Procedures were reviewed

A MOTION was MADE, SECONDED and CARRIED to approve the Payroll Processing Procedures.

Review Procurement Policy (Laurie Guenther): The Procurement Policy was reviewed.

A MOTION was MADE, SECONDED and CARRIED to approve the Mendon Library Procurement Policy

Review Cash Handling Procedures (Laurie Guenther): The Cash Handling Procedures were reviewed. Approval of the procedure was tabled to next month for clarification.

Election of BOT Officers 2015 (Bruce Peckham):

A MOTION was MADE, SECONDED and CARRIED to approve Bruce Peckham as President of the Mendon Public Library Board of Trustees for 2015.

A MOTION was MADE, SECONDED and CARRIED to approve Melissa Jacob as Vice President of the Mendon Public Library Board of Trustees for 2015.

A MOTION was MADE, SECONDED and CARRIED to approve Larry Young as Treasurer of the Mendon Public Library Board of Trustees for 2015.

A MOTION was MADE, SECONDED and CARRIED to approve Molly Brazak as Corresponding Secretary of the Mendon Public Library Board of Trustees for 2015.

Library Close Dates 2015 (Laurie Guenther): The following closure dates were recommended by Laurie:

Thursday, January 1 st	New Year's Day
Saturday, April 4 th	Easter Weekend
Saturday, May 23 and Monday May 25 th	Memorial Day Weekend
Saturday's starting June 27 th through September 12 th	Summer Saturday Closure
Friday, July 3 rd	Independence Day Observed
Monday, September 7 th	Labor Day
Wednesday, November 25 th close at 5, Thursday, November 26 th and Friday November 27 th	Thanksgiving
Thursday, December 24 th , Friday, December 25 th and Saturday, December 26 th	Christmas
Thursday, December 31 st	New Year's Eve

A MOTION was MADE, SECONDED and CARRIED to approve the close dates as recommended.

Meeting Dates 2015 (Bruce Peckham): After discussion the meeting times and dates for 2015 were tabled until next meeting. The next meeting will be held January 5th at 7:00pm.

Trustee Calendar 2015 (Bruce Peckham): A calendar of projected agenda items for the 2015 calendar year was distributed.

Public Comment: None

Adjournment: The meeting was adjourned at 8:45pm.
Respectfully submitted by Lisa Reniff