

**Mendon Public Library Board of Trustees Meeting
Monday, February 3, 2014**

Approved

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

Board members excused: None

Others: Laurie Guenther (Director), Cynthia Carroll (Town Liaison), Lisa Reniff (Recording Secretary), Dan Bassette, Sarah and Anna (8th grade students).

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

Special Announcement: A gift recognizing Larry's service as President of the MPL Board of Trustees was given. Two students are observing and recording tonight's meeting for an 8th grade social studies project.

Public Comment: None

Friends' Report: (Laurie Guenther) Next meeting is on Monday. They are reorganizing since Stephanie Heywood is stepping down as chair of the book sale. The next book sale is planned for April or May at 15 Monroe St.

Capital Campaign Report: (Melissa Jacobs) The entertainment committee met. The Gala on March 7th at the Rabbit Room is all set, all prizes are secured. Marketing was discussed for the Garden Tour on Jun 21st. Volunteers will be needed for the event. The Skycoasters were secured for the Barn Dance on Sept 20th.

Town Report: (Cynthia Carroll) Cynthia was introduced to the board as our new liaison with the town.

Approval of Minutes:

A MOTION was MADE, SECONDED and CARRIED to approve Board of Trustees minutes as amended for Monday, Jan 6, 2014.

President's Report: (Bruce Peckham) The Town Board liked the extended Saturday hours that have recently been initiated. At the January Town Board meeting, Sheldon Boyce confirmed members of the Library Board of Trustees has full coverage under the Town of Mendon's liability policy.

The personnel policy for the town is being reviewed by an outside firm and this firm would like the library personnel policies to be included in the process and to work for the library with the town in this endeavor. The library will have representatives at the table when the library policy is being discussed.

A monthly meeting with the Director was productive as many relevant topics have been discussed.

A great job was done on the Annual Report.

Governor Cuomo announced a cut in library aid in the proposed budget.

Bruce attended the Capital Campaign Meeting. There is tremendous energy and dedication in this group.

Three payments to the Town of Mendon have been made, three more payments are due in Aug 2014, 2015 with a final payment due in August 2016. Bruce would like to begin discussions with the town on options available and implications on library services if bond payments are short.

Treasurer's Report: (Larry Young)

A MOTION was MADE, SECONDED and CARRIED to approve for Payment of expense vouchers #2014-02-14 through #2014-02-27 in the amount of \$3,423.22.

Budget adjustments for 2013 were suggested by town and distributed.

A MOTION was MADE, SECONDED and CARRIED to approve the budget adjustment as proposed by the Town Financial Officer.

Report of Bank Account balances as of 11/30/13:

Mendon Public Checking Account

Balance: \$9,535.62

Eunice Dehmler Frank Savings Account as of 11/30/13:

Balance: \$2,648.85

Activity: \$0.22 Interest credit

Corresponding Secretary's Report: (Denise Dickinson) A note was sent recognizing Bruce's donation to the library.

Director's Report: (Laurie Guenther) The Annual Report for Public and Association Libraries was reviewed. There were less cataloged books last year due to comprehensive weeding which emphasized popular titles. Electronic Circulation was up and all public library minimum standards were met.

A MOTION was MADE, SECONDED and CARRIED to approve The Annual Report for Public and Association Libraries as presented by Laurie with the stipulation of the addition of 2 categories.

The 2013 Annual Report to the Community was distributed for comment.

A MOTION was MADE, SECONDED and CARRIED to approve The 2013 Annual Report to the Community with the editorial input of Denise Dickinson.

Old Business:

Strategic Plan Committee: (Peter Dohr)

A MOTION was MADE, SECONDED and CARRIED to approve the Mendon Public Library Strategic Plan 2014-2018 as amended.

Committee Assignments: The previous committees and assignments were discussed and it was decided that the committee assignments be reviewed and comments given for committee viability, choice of committee assignment, description of committees, and recommendation of chairperson. The trustee annual calendar will also be reviewed.

Contact List Distribution: The contact list was distributed.

Study Room Policy: A MOTION was MADE, SECONDED and CARRIED to approve the Mendon Public Library Study Room Policy

Rule of Conduct Policy: A MOTION was MADE, SECONDED and CARRIED to approve the Mendon Public Library Rules of Conduct as amended.

New Business:

Merit Increase: A MOTION was MADE, SECONDED and CARRIED to increase the merit increase on the 2014 Library Budget from 2% to 3%. It is anticipated this will be an additional expense of about \$2000. Sources of funds may be realized through: cost management during 2014; prior unrestricted donations on hand; and L Fund balance in November 2014, if needed. The original amount of 2% was submitted based on budget discussion and analysis between August and October 2013. The Library Board was not aware of the final 3% award to other departments.

Bullet Aide Letter: A letter was circulated that will be sent to Congressman Ted O'Brien on behalf of the library requesting bullet aide.

Distribution of Trustees Handbooks: Trustee Handbooks were distributed to the Trustees.

Public Comment: None

Adjournment: The meeting was adjourned at 9:05pm.

Respectfully submitted by Lisa Reniff