

Mendon Public Library Board of Trustees
Regular Meeting – 7:00 pm
August 1, 2016

Approved

Present: Bruce Peckham, Larry Young, Melissa Jacobs, Craig Moscicki (Board member elect).

Others Present: Cynthia Carroll (Town Liaison), Laurie Guenther (Director), Lynette Loomis (recorder),

Call to order: 7:04 pm

Town Report: Cynthia Carroll mentioned that there is a Community Band concert this week.

Trustee Communications: None.

Approval of minutes: MOVED, SECONDED and CARRIED to approve the minutes of July 11, 2016 as corrected.

President's Report: Bruce Peckham attended the Town Board meeting. The Town Board has scheduled a public hearing to change the size of the Library Board. The Board questioned why there was a municipal law establishing the size of the Library Board. Bruce Peckham will clarify with Sheldon Boyce.

Treasurer's Report: Molly Brazak presented the library vouchers for payment. It was MOVED, SECONDED, and CARRIED to approve vouchers 20-08-100 through 20--08-116 for a total amount of \$10,124.69.

It was MOVED, SECONDED and CARRIED to approve check #330, in the amount of \$275.00, to Tom Sieling for his Summer Reading Program, "Take a Tromp Through the Swamp," on July 18, to be taken from the M&T Summer Reading Grant Account.

It was MOVED, SECONDED and CARRIED to approve check #331, in the amount of \$200.00 to the Seneca Park Zoo Society for their program, "Butterfly Beltway Presentation," on June 30 and July 20, to be taken from the M&T Summer Reading Grant Account.

It was MOVED, SECONDED and CARRIED to approve check #332, in the amount of \$175.00 to *Wild Wings, Inc.* for the program, "Revealing Raptors," on July 26, to be taken from the M&T Summer Reading Grant Account.

Molly reported bank statements are not available yet.

Corresponding Secretary's Report: None.

Director's Report: Laurie Guenther reported a busy summer season. Kelly Paganelli is doing a great job with children's programming. The staff is working admirably as many times we are short-staffed.

Laurie met with representatives from Senator Funke's office. She has requested the Town of Mendon be listed on the grants disbursement agreement. Senator Funke's office is working on this request. Soft costs are not a fundable project for either the SAMS funding nor the NYS Public Library construction funding. Initial conversations with MRB estimate soft costs of determining scope of project and drafting bid documents will be more than initially estimated. MRB is estimating these costs to be \$10,000 to \$12,000. They are estimating two weeks of their time. If a Board member knows someone in the field who might donate time and expertise it would be very helpful.

Laurie met with MCLS to determine the odds of getting a NYS Public Library construction grant. Few libraries are applying so our chances are excellent. This grant requires 50% matching funding. May K. Houck Foundation has expressed strong interest in enhancing the children's area project. Application for a Library Construction Grant is due September 1, 2016 in the MCLS office. MRB states that construction costs will not exceed \$50,000. The NYS Public Library construction grant is dependent on SAM's money going forward.

It was **MOVED, SECONDED and CARRIED:** Funding for the Children's Area Expansion, including matching funding for NYS Public Library Construction Grant and soft costs for the project, shall include May K. Houck funds, Friends contributions on hand, donations, and unrestricted contributions and other unrestricted funds available as of July 29, 2016 P/L, not to exceed \$27,900. (Bruce voted no; all others in favor.)

Barn Dance tickets are available. The Board was invited to promote and sell tickets.

The Friends' Book Sale is scheduled for the last weekend in September.

Old Business: Bruce reported on the 2016 budget tracking. Library revenue may be better than expected due to increased state aid. Expenses are on track, per chart of accounts. One area to address might be a salary increase of 1% that the Board approved after the final 2016 budget was issued. This brought the library employees on par with 3% raises given to most town employees in 2016. The impact of this is about \$1,000.00, which the budget should be able to absorb. Bottom line for 2016 looks good.

Due to the Labor Day holiday, the Board voted to hold the next regular meeting of the Board of Trustees on Monday, August 29, 2016 at 7:00 pm.

Preliminary 2017 Budget – Bruce reviewed budgets from 2013 to 2016 by expense categories. Projections were shown flat, 1%, 2% and 3% to show overall impact on property tax increase and fund balance. Town (Mary Fletcher) asked for anticipated revenue and expenses. Some figures for 2017 were provided by the Town Finance Office. These numbers are subject to change. John Moffitt requested our revenues and expenses by August 22. The Board discussed providing the numbers, since the budget would not be Board approved at that point. Laurie was asked to provide what our needs are going forward in order to maintain levels of service comparable to current levels.

2017 trends in member libraries will be to reduce or eliminate some fees, including hold fees and some overdue fees. Many libraries are being asked to do this for better patron service and because of poverty rates in library service areas. It is also being discussed on the system level for all libraries to reduce hold fees; in return, cost shares would be reduced by that amount. This is in the tentative discussion phase.

The Board reviewed several budget items. If Board members have questions, please submit the questions to Laurie so she can have answers at the budget workshops.

Laurie asked the Board to consider the effects of increasing minimum wage on the staff pay levels. She noted in a few years, more than one-half of our library clerks will be at minimum wage. Minimum wage is going up by 6-7% per year; this is more than the typical cost of living wages given to employees.

Laurie presented several overviews of budget implications of various scenarios. This will be discussed in detail at a later meeting. Budget workshop meetings are scheduled for August 15 at 3:00 pm, and follow-up on the 19th at 3:00 pm, if needed. The Library will advertise these meetings to comply with open meetings law.

Motion to adjourn at 9:00 pm. **MOVED, SECONDED and CARRIED.**