

**Mendon Public Library Board of Trustees**

**Mendon Public Library**

**July 11, 2016, 7 p.m.**

**Approved**

**Present:** Molly Brazak, Melissa Jacobs, Bruce Peckham, Larry Young

**Others Present:** Cynthia Carroll (Town Liaison), Laurie Guenther (Director), Lynette Loomis (Recorder), Craig Moscicki (prospective board member)

Call to order 7:16

No public comments.

**Town Report:** Cynthia reported the Town is working with the Village researching ambulance service to provide the most cost-effective solution to the Town and the Village. Oil/Stoning of the town roads is almost complete by the Highway Dept.

**Approval of Minutes:** It was **MOVED, SECONDED and CARRIED to:** "approve the minutes of June 6, 2016."

**Trustee Communication:** Larry and Molly reported on the library presence at the Festival on the Green. Both thought more signage was needed; attendance was low at the story time.

**President's Report:** Bruce Peckham reported library and town representatives met to discuss potential library construction project. Soft costs will be involved in the project; this will include a scope of project and bidding documents. A rough estimate of funding needed is about \$4,000-\$5,000. Funding is not available in the 2016 Town budget to expend on soft costs for the project. The Town offered to contact MRB Engineering to provide an estimate on how much soft costs would be for this project. MRB is the town's official engineer. We have received a packet of information from the Dormitory Authority. Included in the packet is the actual application, which once submitted will lead to a grants disbursement agreement. The grants disbursement agreement is an agreement between the dormitory authority and the grantee, stating funds will be paid to the terms of the grant. While there is no specific time for the project, it is advised to use the funding as soon as possible.

Representatives of the Board of Trustees conducted interviews for the vacant trustee position. All candidates interviewed were excellent candidates. It was noted several existing members are nearing the end of their allowable terms. It is important to have a succession plan, to provide experienced board members at all times. For this reason, Bruce will recommend increasing the board from 5 to seven members. Bruce has spoken with John Moffitt about this and he is in favor.

**Treasurer's Report:** Molly Brazak presented vouchers. It was **MOVED, SECONDED, and CARRIED to** "approve payment of vouchers 2016-07-83 through 2016-07-99 for a total amount of \$4808.03." The largest expenditure was library materials.

It was **MOVED, SECONDED, and CARRIED to:** "approve check #326, in the amount of \$189.99 to *Frontier* for the "Broadband Extreme Plus Static Loop and Port" due on July 11, 2016, to be taken from the May K. Houck Grant account."

Meeting Date: July 11, 2016

Reviewed: August 1, 2016

Approved: ??

It was **MOVED, SECONDED, and CARRIED** to : “ approve check #327, in the amount of \$350.00 to *Doug Rougeux* for the Bubble Games Library Show, to be taken from the M&T Summer Reading Grant account.”

It was **MOVED, SECONDED, and CARRIED** to: “approve check #328, in the amount of \$120.00 to *Kimberly J. Bellavia* for the Mexican Bark Painting program on June 28, 2016, to be taken from the M&T Summer Reading Grant account.”

It was **MOVED, SECONDED, and CARRIED to:** “approve check #329, in the amount of \$35.00 to *Emily Wickus* for the summer reading program Ready, Set, Animate on June 30, to be taken from the M and T Summer Reading Grant Account.”

Molly reported as of 6/30/16 the M&T checking account had a balance of \$30,741.60 and the M&T savings account had a balance of \$2,655.48.

**Director’s Report** – Bruce applauded staff for their proposed mission statement. Lynette Loomis lead the staff in developing the statement. It was **MOVED, SECONDED, and CARRIED to:** “accept new mission statement “*to inspire and connect you to the stories you want, the information you need, and the community you seek.*””

Laurie reported a foul smell and loud noise in the back room, which she reported to the Town. The fire sprinkler system was checked the day before; the smell was coming from the fire sprinkler system. Tom Voorhees is in the process of taking care of this.

Laurie updated the Board on the recent Social Media/Facebook discussion. Following best practices, we kept our response positive and short. A more detailed post will be coming out shortly explaining our position. The library serves many groups of people, in community surveys and focus groups, patrons have indicated the need to be a gathering space and serve the children. The building was built as phase one and building acoustics play a role in the noise in the library. The upcoming focus groups were noted as a possible place for patrons to voice their concerns.

Laurie reported additional information on the Funke Grant. Soft costs are not a reimbursable expense from the SAMS grant. Laurie checked into the NYS Public Library Construction grant and soft costs are not an allowable expense for this grant either.

For the project to move along, funding will need to be secured for the soft costs. A discussion took place as to how to fund the soft costs. Several options were considered. Melissa graciously offered to fund the soft costs with a gift. This gift would be dependent upon the stipulation the Town is prepared to move forward with the project. Moving forward with the project would be dependent upon; the cost estimates are within the project budget and the Grants Disbursement Agreement is signed providing a guarantee of funding for the Town to be reimbursed. Once these conditions are met, the Town would agree to move forward with the project and be reimbursed from DASNY. Bruce will see if these terms are acceptable to the Town.

Other possibilities of funding the soft costs were discussed; using the bullet aid for this year, using BOT restricted funds, using unexpended library balance. Since the Friends are in the process of making a final payment to the Town from the capital campaign, friends funding was not considered an option.

It was agreed for this project to move forward it will take coordination of efforts and expertise from all groups involved; the Town, the Library Board, the Friends, and volunteers. Since this is a municipal project several requirements must be met.

Laurie suggested applying for the NYS Public Library Construction grant as supplemental funding for the project. NYS has allowed an increase in public library construction money for 2017. Applications are due in the MCLS office by Sept. 1. This grant will need matching funds. NYS Public Library construction money is available for the grantee, prior to completion of the project. However, a timeline does exist for completion of the project.

Capital Campaign Phase I is wrapping up. Final payment will be made in August.

**New Business;** It was **MOVED, SECONDED and CARRIED** to: "Increase the membership of the Board of Trustees of the Mendon Public Library from five members to seven members." This increase is made in accordance with the By Laws of the Mendon Public Library as revised June 29, 2015 which states: "The Library Board shall be comprised of not less than five members and not more than eleven members, all of whom must be residing within the geographical limits of the Town of Mendon."

It was **MOVED, SECONDED and CARRIED** that: "the following individuals be appointed to the Board of Trustees of the Mendon Public Library:

Appointed to fill a vacant position that expires December 31, 2019 – Cristina Romig

Appointed to fill positions that will expire December 31, 2021: Anne-Marie Gordon and Craig Moscicki

These appointments are in accordance with the By Laws of the Mendon Public Library as revised June 29, 2015 which state: *2.3. When terms expire, the Mendon Town Board will appoint Trustee(s) for a full 5-year term.*

*2.4. Library Board shall fill vacancies that occur for reasons other than expiration of term for the balance of the unexpired term. "*

Bruce will deliver appropriate paperwork to the Town concerning these motions.

Next Meeting August 1, 2016.

Meeting adjourned at 8:13.