

**Mendon Public Library Board of Trustees Meeting**  
**Mendon Public Library**  
**February 6, 2017**  
**7:00 p.m.**

**Approved**

**Present:** Molly Ortiz-Brazak, Anne-Marie Gordon, Alicia Zysman-Cromwell, Craig Moscicki, Bruce Peckham, Cristina Romig, Larry Young

**Others present:** Laurie Guenther (Director), Cynthia Carroll (Town Representative), Lisa Reniff (Recording Secretary), Danny Bassette.

Molly Ortiz-Brazak called meeting to order at 7:05 p.m.

**Public Comment:** No public comment.

**Town Report** (Cynthia Carroll) Nothing new to report.

**Trustee Communications:** Bruce and Laurie attended a meeting with Rich Funke. The proposed state budget has a cut in library aid, it is important to advocate for libraries.

**Approval of Minutes:**

It was **MOVED, SECONDED, and CARRIED** to approve the minutes of the Mendon Public Library Board of Trustees meeting on January 9, 2017.

**President's Report:** (Molly Ortiz-Brazak) Stakeholder meetings facilitated by Causewave were well attended. The outcome of these meetings was a brand platform, which was reviewed and endorsed by the Board of Trustees.

**Treasurer's Report:** (Craig Moscicki)

The Board of Trustees accounts held the following balances:

<b>Account Balances</b>	<b>Date Ending</b>	<b>Balance</b>
Mendon Public Library – M & T Checking Account	1/31/17	\$40,047.65
Eunice Dehmler Frank Fund – M & T Savings Account	1/31/17	\$2,657.05

The vouchers were reviewed by Craig.

It was **MOVED, SECONDED, and CARRIED** to approve expense vouchers 2017-02-08 through 2017-02-19 in the aggregate amount of \$2,639.06.

**Corresponding Secretary Report:** (Anne-Marie Gordon) Nothing to report.

**Director's Report:** (Laurie Guenther)

Laurie presented a quick review of the survey and branding results from the Causewave grant. The survey had a very high rate of participation with 1042 participants leading to a high confidence in the results. Some of the highlights included:

- 94% of the respondents used the library in the last year, with 65% indicating at least monthly visits;
- 90% of the respondents felt the library was an essential part of our community;
- 92% of the respondents indicated that the variety of the materials at the library is important; and
- 80% of the respondents felt the staff was friendly and approachable.

Causewave led two evening workshops during which approximately 15 library leaders and staff members developed the library's brand platform after discussion of the survey results. The brand platform is as follows:

Target Audiences Primary: Library Patrons  
Secondary: Resource providers  
Tertiary: Community leaders and partners

Brand Essence: Enrichment for all

Brand Personality: Knowledgeable Resourceful Welcoming Connected Dedicated

Brand Promise: Only the Mendon Public Library offers its patrons the uniqueness of a small, personalized library with the broadest array of enrichment opportunities.

There will be a meeting on Wednesday at 10am with the furniture vendor to go over ideas for the children's area. All are invited.

Per the NYS Annual Report for Public Libraries, it is recommended that the term "Treasurer" be changed to "Financial Officer" in the Bylaws. There is also a need to add current number of voting members in the by-laws. Laurie will have suggested changes at the next Board meeting.

Laurie is expecting a representative from MCLS will attend our board meeting in the future, to explain system services and give a training to new trustees.

A wish list for the library was distributed which covers large and small items as well as gifts of talent and time.

A grant was written and submitted to Senator Funke's office for study room upgrades; including acoustical panels and furniture.

## **OLD BUSINESS**

**Children's Area Construction:** Bruce reported the Town is in discussion with engineers for the project. Bruce has stated the library's desire to be involved with the final design. Bruce noted the work could be done on off hours to have minimal disruption to library services. The Board discussed if it would be better to close for a few days that would be an option also. The NYS construction grant for Public Libraries is progressing toward acceptance.

## **NEW BUSINESS**

### **NYS Annual Report for Public Libraries:**

It was **MOVED, SECONDED, and CARRIED** to accept the NYS Public Libraries Annual report for 2016, minus MCLS supplied figures.

### **Mileage Reimbursement:**

It was **MOVED, SECONDED, and CARRIED** to approve a rate change for 2017 mileage reimbursements to the Federal rate of \$.535 per mile in personal vehicles used for library purposes beginning January 1, 2017.

### **Prepayment of Utilities:**

It was **MOVED, SECONDED, and CARRIED** to authorize prepayment of contractual utilities such as: water, electric, gas, phone, refuse pickup and copier contract. The actual bills will be reviewed in the following month's vouchers. Invoices submitted pursuant to this motion will be signed by the Library Director or her designee before being submitted to the Town of Mendon for payment.

### **Faxing/Copying Policy:**

Meeting Date: February 6, 2017

Review Date: March 6, 2017

Approved Date: March 6, 2017

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Fax Policy.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Scanning and Copying Policy.

**2016 Budget Adjustments:**

It was MOVED, SECONDED, and CARRIED to approve the 2016 budget line adjustments as submitted by the Town Finance Officer.

Signature Cards: Bruce will bring required paperwork to M and T bank.

Motion it was MOVED, SECONDED, and CARRIED to approve the President, Vice President, and Treasurer for 2017 to be designated signing authority on the BOT checking and savings accounts.

**Adjourned at 8:10pm**