

**Mendon Public Library Board of Trustees Meeting**  
**Mendon Public Library**  
**April 9, 2018**  
**7:00 p.m.**

**Approved**

**Present:** Anne-Marie Gordon, Molly Ortiz, Craig Moscicki, Bruce Peckham, Alicia Zysman-Cromwell

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

**Excused:** Cristina Romig, Larry Young

Meeting was called to order at 7:00 p.m. by Molly Ortiz

**Public Comment:** No public comment.

**Town Report:** (Cynthia Carroll)

- There are no updates on the DASNY grant for the children's area.
- Opioid Crisis Forum is scheduled for Wednesday 11<sup>th</sup> at the District Auditorium
- The town is having a work place violence training for town employees. Library employees are not required to attend.
- The public water extension for W. Bloomfield and Smith Roads will begin in May. There is a meeting for those without public water on April 30<sup>th</sup>.
- The sheriff's office will be performing a security review of the Town Hall and Town Court.

**The Children's Area Construction:**

There are concerns regarding the long delay in start of the construction of the children's area. The state still needs to sign the Grants Disbursement Agreement before the town will approve expenditures. It was considered the best course of action was to make sure all parties are kept updated on the status of the project until DASNY signs the agreement. This would include the construction contractor, Demco, as well as Senator Rich Funke's office that originated the grant. It was felt keeping Funke apprised of the situation would give the library more good will.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustee's March 5, 2018, minutes.

**President's Report:** (Molly Ortiz) An email was received from John Moffitt regarding audits of NYS libraries. Two audits were given as examples; Lima and Fulton. The board agreed that they would continue to review the current library policies monthly.

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

The Financial Report of the MPL Board of Trustees was distributed. The Library's vouchers and deposits were reviewed as well as the Board of Trustee's account balances and deposits.

It was MOVED, SECONDED, and CARRIED to approve vouchers 2018-04-43 through 2018-04-59 totaling \$6,180.24.

**Corresponding Secretary's Report:** (Anne-Marie Gordon) No new activity was reported.

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

The Director's Report containing April programming highlights, library management topics and Friends summary was distributed and reviewed.

Kelly has the summer reading program well organized with programs and events as well as prizes for reading during the summer. This year the children will be receiving a string bag and local coupons as a reward. The teens and adults will have a drawing for gift cards where they will be able to have an entry for each book.

It was MOVED, SECONDED, and CARRIED to approve purchase of \$100 of gift cards (4 x \$25) and \$100 gift certificate from HFMP for Summer Reading Program prizes.

The computer upgrades are progressing. Four new staff computers were installed and software upgraded. SkyPort is working on the new server and new multipoint server as well as repurposing the staff computers to replace the current circulation computers.

SkyPort reviewed our computer policies: computer and safety policies and employee manual sections which cover technology for employees. SkyPort recommend no changes in any policies. Our policy is consistent with standard NYS Public Library policy.

The security audit of our website was found to be secure.

A Library Security and Technology Disaster Recovery Plan was discussed. Laurie recommended the new plan which states that we store all critical data off site either with LAS or Skyport. In addition, the policy recommends increasing password and computer access security. The computer and safety policies will be reviewed and discussed and voted on at the next meeting.

When all the upgrades are complete SkyPort will perform one more security audit.

An event to honor the previous Friends officers was discussed. It was decided to ask the friend for their suggestion for the date.

The new library hours are continued to be monitored with little traffic at 8:30pm requiring a later close. The payroll continues to be on budget for first quarter.

The possibility of board meeting participation via video conference was discussed. NYS Open Meetings Law allows for remote access and voting if certain requirements are met, such as posting the meeting in a location accessible to the public at least eight days in advance.

A question regarding the status of our personal policy. Cynthia will check into the town policy.

Concerns were raised about construction during the busy summer months. No solutions were readily available.

The Cash and Procurement Policies will be reviewed next month.

**OLD BUSINESS**

**Children's Area Construction:**

The construction project was largely discussed earlier.

**Recognition of Friends Officers:**

As discussed earlier the board will look to the Friends to suggest time and event.

**NEW BUSINESS**

**Security and Technology disaster Recovery Plan Policy:**

As discussed earlier the board will review the policy and vote at next month’s meeting.

**MPL Computer Use and Safety Policies:**

As discussed earlier the board will review the policy and vote at next month’s meeting.

**Public Comment:** Danny Bassette informed the board that the Board of Ed has used remote participation for one of their members who was working partly in another state.

**Financial Report  
Mendon Public Library Board of Trustees**

**Meeting Date: April 9, 2018**

**Final Approved Report: April 9,2018**

**LIBRARY OPERATING FUNDS**

*Payment of Claims:*

Voucher 2018-04-43 through 2018-04-59 for a total amount of \$6,180.24.

*Acceptance of Deposits for Operating Budget:*

<b>Date</b>	<b>Check #</b>	<b>Memo</b>	<b>Amount</b>	<b>Deposit</b>
<b>3/8/2018</b>		<b>Cash Register Deposit 3/1-3/8</b>		<b>\$ 212.66</b>
	Cash		\$ 75.36	
	Cash		\$ 98.10	
	Cash		\$ 39.20	
<b>3/15/2018</b>		<b>Cash Register Deposit 3/8-3/15</b>		<b>\$ 318.50</b>
	Cash		\$ 144.00	
	Cash		\$ 174.50	
<b>3/22/2018</b>		<b>Cash Register Deposit 3/15-3/22</b>		<b>\$ 280.66</b>
	Cash		\$ 101.25	
	Cash		\$ 114.91	
	Cash		\$ 64.50	
<b>3/29/2018</b>		<b>Cash Register Deposit 3/22-3/29</b>		<b>\$ 240.35</b>
	Cash		\$ 120.70	
	Cash		\$ 119.65	
<b>4/4/2018</b>		<b>Cash Register Deposit 3/29-4/4</b>		<b>\$ 216.35</b>
	Cash		\$ 104.15	
	Cash		\$ 112.20	
		<b>Total:</b>		<b>\$ 1,268.52</b>

The above funds were deposited to the Town Controlled accounts, and financial reports were forwarded to the Town of Mendon.

**BOARD OF TRUSTEE ACCOUNTS:**

***Account Balances:***

<b>Account</b>	<b>Date</b>	<b>Balance</b>	<b>Reconciled</b>
M&T Checking Account	3/31/2018	\$ 56,482.86	4/9/2018
M&T Eunice Dehmler Frank Fund	3/31/2018	\$ 2,660.14	4/9/2018

***Acceptance of Deposits: N/A***

***Payment of Claims: N/A***

**Adjourned at 8:07 pm**