

## Regular Meeting of the Board of Trustees

Mendon Public Library

August 26, 2015, 7 p.m.

Approved

**Present:** Bruce Peckham, Peter Dohr, Sarah Easton, Melissa Jacobs, Larry Young. **Excused:** Molly Brazak, Becky Stames

Others: Cynthia Carroll -Town Board Liaison, Laurie Guenther- Director, Lynette Loomis - Recording secretary

**Call to Order:** 7: 10 p.m.

**\$50,000 NYS Grant** The office of Rich Funke has offered the Mendon Public Library \$50,000. The original request spearheaded by the capital campaign was made to receive funding for debt reduction for the payments to the town of Mendon. Due to restrictions on the grant the funding cannot be used for reduction of debt nor is it practical be used for a tradeoff. The Library Board will need to accept these funds and specify how the funds will be used for a capital project.

The Board discussed ideas for which the grant could be used. John Moffitt requested the Library Board consider replacing of the interior lights in the building. He is concerned the current lights generate too much heat, and may be a fire hazard. The board discussed repairing of the roof at Monroe Street for additional space for programming. Repairing of the roof would also prevent further deterioration in the Town owned building. It was thought this project would be more than \$50,000. The Library Board was unclear as to the amount of funding the Town has already set aside for this project in a reserve fund. They weren't sure if this project would have the needed support of the Town Board.

Additional enhancements to the library were discussed. Interior signage and new stacks were considered. Also on the library wish list is the proposed Reading Garden. Relocating the children's area was discussed.

It was **MOVED, SECONDED** and **Carried:** To accept the 50K capital grant from Senator Funke's Office to be used for, but not limited to, enhancements to lighting, signage and shelving, and exterior reading garden and community space to enhance our appeal to the broader community.

Laurie will submit the paperwork to Senator Funke's office. She will also need to begin collecting several estimates for projects.

**Budget:** Bruce Peckham drafted a tentative budget for the Library Board to consider.

Revenue Highlights include;

- Reduction of \$10K in property tax revenues, this will be off-set by \$28,000 in unexpended fund balance for 2016.
- Reduction in fines and fees estimated revenue, despite continued heavy use of library. The library board will review revenue streams in 2016. Laurie thought much of the revenue is now being paid online.

Expenditure Highlights include:

- 2 % increase in employee salaries, this is what the town is budgeting for the Town Employees.
- Bruce would like to review operation expenses in 2016, to see if cost savings can be realized.

- State Retirement and Health Care were budgeted as flat from 2015. There was skepticism about that point. The Library Board will monitor this figure as final town budget is released.
- \$500 budgeted contingency for building repairs. It is expected this is a contingency fund, should questions arise if the Town or Library should take care of unexpected needed repairs.

It was MOVED, SECONDED and carried to: Approve tentative budget for 2016 as presented for a total amount of \$300,500. This represents a .73 percent increase over 2015.

Town of Mendon Capital Improvement Plan was discussed. Several items included on our previous approved plan will move to the Town of Mendon Capital Improvement plan, since this is a town owned building. Items such as carpet replacement, painting, and driveway sealing, are no longer responsibilities of the library board.

Motion to approve the capital improvement plan as presented was passed.

Laurie announced that Paula McIntyre has submitted her resignation.

**September Meeting:** It was MOVED, SECONDED, and carried to cancel the September 2015 meeting.

**Meeting adjourned** 8:11 p.m.