

Mendon Public Library Board of Trustees Meeting
Mendon Public Library
December 7th, 2015
7:00 p.m.

Approved

Present: Molly Brazak, Peter Dohr, Bruce Peckham, Becky Stames, Larry Young

Excused: Melissa Jacobs

Others present: Cynthia Carroll (Town Board), Laurie Guenther (Director), Lisa Reniff (Recording Secretary),

Call to Order: Meeting was called to order at 7:01p.m. by Bruce Peckham

Public Comment: None

Town Report (Cynthia Carroll) No news to report.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees November 10, 2015 minutes as amended.

President's Report: (Bruce Peckham)

A library holiday decorating party was attended where a creative book tree was created for the lobby.

Treasurer's Report: (Larry Young)

The vouchers for December included some large invoices, among them the cost share to the MCLS for around \$7,000 and the capital equipment purchases to Skyport for around \$6,500. All other expenses were considered routine.

It was MOVED, SECONDED, and CARRIED to approve Library vouchers 2015-12-184 through 2015-12-199 for a total amount of \$19,221.14

It was MOVED, SECONDED, and CARRIED to approve the following motions:

Motion to accept a donation check for a total of \$30.00, to be deposited in the Unrestricted Funds account.

Motion to approve check #306 to *Frontier* for \$189.99 for the "Broadband Extreme Plus Static Loop and Port" (bill dated November 25, 2015, due December 21, 2015) to be taken from the May K. Houck Grant account.

Corresponding Secretary: (Molly Brazak) No activity to report.

Director's Report: (Laurie Guenther) The directors report with management, programming, Friends/capital Campaign and MCLS highlights was distributed. The following items were discussed:

- There have been a few recent occurrences of patron bad behavior. The current code of conduct allows the library to take immediate action and ban the patron from the library. Any attempt to re-enter

would warrant a call to the police. The policy and our proposed actions were reviewed with Sheldon Boyce the town attorney and were considered appropriate.

- The proposed library closure dates for 2016 were reviewed:

Friday, January 1st - New Year's Day
Saturday, March 26th – Easter Weekend
Saturday, May 28th – Memorial Day Weekend
Monday, May 30th – Memorial Day
Saturday, June 18th – Last Saturday Open
Monday, July 4th – Independence Day
Monday, September 5th – Labor Day
Saturday, September 17th – First Saturday Open
Wednesday, November 23rd – Close at 5pm Thanksgiving
Thursday, November 24th – Thanksgiving
Friday, November 25th – Day after Thanksgiving
Friday, December 23rd – Observed Christmas Eve
Saturday, December 24th – Christmas Eve
Monday, December 26 – Christmas Day
Friday, December 30 – observed New Years Eve
Saturday, December 31 – New Year's Eve

It was MOVED, SECONDED, and CARRIED to approve the proposed dates of closure.

- Work continues on advancing the NYS construction grant. We will begin working on a project statement in January. A discussion was held on the possible need for help with project management given the amount of work this project entails.
- Proposals for upgrading the library computer software were distributed. The most economical was purchasing though TechSoup but requires payment via credit card. Online, Staples and CDW were also considered.

It was MOVED, SECONDED, and CARRIED to approve purchase of software though TechSoup using Laurie Guenther's personal credit card. The Board of Trustees will reimburse this purchase up to \$996. Software includes; 11 licenses MS Office Pro 2016; 4 licenses QuickBooks Premier 2016; 4 licenses Acrobat XI Pro Win ESD; 8 licenses Premier Elements 13 and Photoshop Elements 13 Bundle.

- The video conferencing equipment is currently being advertised to the community. The staff have all been trained on use of the equipment and are ready for its use.
- The Friends have received a branding grant and need to supply some matching funds. They are requesting that the BOT help with a portion of those funds.
- MCLS Director's council voted to allow all materials, even if new, to be held by other library patrons. It was anticipated this change would impact our patrons, but would monitor during a three month trial. If it was felt that this created a negative impact on our library, the library could not follow the MCLS decision.
- MCLS negotiated a group rate for joining NYLA. The MPL will receive two professional memberships and BOT membership for \$93.

OLD BUSINESS

2015 FYE Expense Approvals: A special meeting was scheduled for Wednesday December 30th at 12:00 to approve 2015 FYE expense spending.

Board of Trustees Opening and Election of Officers:

The board discussed the proposal of reducing the number of board members from seven to five. With no current applicants for the open position and the difficulty scheduling meetings to hold a quorum with seven members it was felt that the reduction was warranted.

It was MOVED, SECONDED, and CARRIED to reduce the Mendon Public Library Board of Trustees from seven positions to five positions starting January 2016.

The officer appointments were discussed. Election of officers was deferred until the December 30th meeting.

NEW BUSINESS:

2016 BOT Meeting Dates:

It was MOVED, SECONDED, and CARRIED that the Mendon Public Library Board of Trustees will meet on the first Monday of every month in 2016 at 7:00pm.

2016 Budget/Spending Adjustments:

A proposal to increase the 2016 merit raise for the staff of the library was distributed and reviewed by Bruce. Previous budgeted 2 percent merit increase was considered inaccurate and would be raised to 3 percent as had been used by the other departments of the town.

It was MOVED, SECONDED, and CARRIED to award a merit increase to the staff of the equivalent of 3%.

No public comment.

Adjourned at 8:02pm