

**Mendon Public Library Board of Trustees Meeting**  
**Mendon Public Library**  
**November 5, 2018**  
**7:00 p.m.**

**Approved**

**Present:** Tim Boldt, Molly Ortiz, Craig Moscicki, Larry Young, Alicia Zysman-Cromwell

**Others present:** Nancy Holtby, (Friends President), Laurie Guenther (Director), Lisa Reniff (Recording Secretary), Cynthia Carroll (Town Board Liaison), John Moffitt (Town Supervisor), Lisa Arnold (Library Staff)

**Excused:** Anne-Marie Gordon, Cristina Romig,

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

**Public Comment:** No public comment.

**Town Report:** (John Moffitt)

John Moffitt was in attendance to discuss a problem that has arisen with the Children's Area construction project DASNY Grant. The Town received a letter from DASNY on October 15<sup>th</sup> stating the Town has fulfilled all the criteria necessary to receive a \$50,000 SAM Grant. The letter included a Grant Disbursement Agreement to be signed and a checklist of requirements before signing the Grant Disbursement Agreement (GDA). Mr. Moffitt had a copy of the letter; but did not have a copy of the checklist with him. The letter John brought with him included the project number from DASNY. The signed letter must be returned to DASNY within 30 days.

A discussion took place regarding the furniture and shelving order from DEMCO. To obtain the best price for the shelving needed in the Children's Area, all shelving was ordered together in March. Minutes of this meeting are available. This included shelving needed to complete the construction project and donations from the Friends.

Mr. Moffitt is concerned that the timing of the purchase of the furniture and the signing of the GDA are at odds with each other. The item in question is that no funds were to be expended prior to signing of the GDA. This is an item on the checklist which must be signed before funding is disbursed. Mr. Moffitt did not have the copy of the checklist which must be verified for the Library Board to review. Signing the GDA and verifying the checklist would allow the Town to expend funds on the approved grant application and to be reimbursed for these funds. He further stated the Town is in a tough spot since they cannot pay for the furniture that they cannot order, and by eliminating the furniture order from the grant would bring the total cost down below the \$50,000 minimum for this type of grant.

John is not sure the Town wants to continue with the project if there are any more complications. He also stated that the Library had applied for this same grant and been rejected. It was noted later in the meeting, for the benefit of new members, the Library was initially awarded the grant. At the request of the Town of Mendon, the Library Board submitted a project revision form. This action transferred the lead agency of the grant to the Town of Mendon. The grant changed from the Library Board to be the grantee to the Town of Mendon being the grantee. The Library Board complied with this request. All grant funding is to be used for the Library.

An email response from John on February 27th that copied in all members of the Library Board, Town Board, Laurie Guenther and Demco stated that the Town was unable to order the furniture at that time since the grant was not yet approved. However, based upon the March 27 minutes the furniture was ordered. Demco fully understood that the Town was not committing to purchasing furniture, since the Library cannot spend or authorize spending of Town funds.

A discussion took place reiterating the reasons why the furniture and shelving was ordered in March. Since this project is of primary importance, the Library Board decided to move ahead with ordering all the furniture based on the following reasons:

- The shelving in the children's area is not safe and needs to be replaced regardless of the outcome of the DASNY grant.
- For effective cost management of the project by eliminating restocking fees, price increases, additional shipping costs, and being able to take advantage of the lower cost
- The Friends of the Library guarantee payment of the shelving if the grant is not approved, ordering the furniture would not rely only on Town funds. A backup plan for payment was in place.

Mr. Moffitt told the group that when he called Demco to obtain a final price for the shelving this month he was informed the furniture was already installed and received. The information that he received from Demco is incorrect. Only the shelving, which was paid for with private funds, was installed, although all shelving had been shipped, once again to save costs. As of the meeting, the furniture in question has not been paid for. Mr. Moffitt is aware the shelving for the Children's area is being stored in the library's back room, awaiting construction of the Children's Area.

Mr. Moffitt was concerned that since the shelving had been shipped, this action might nullify the grant application. All at the table were in agreement that this grant was of primary importance and discussion took place to find an agreeable solution.

- One solution would be to obtain a new quote for different furniture for the Children's Area for the Town. This solution was rejected because of the possible delay it might cause in the approval of the grant from both the Town Board and DASNY.
- A solution of calling DASNY to allow a change in what type of furniture or how it was paid for was considered but rejected due to the need of the Town Board to approve the change, delaying the process further. It was noted that the Town was able to pay for some of the soft costs ahead of time but cannot purchase the items in the grant without the signed grants disbursement agreement.
- After much discussion, the solution that was accepted was having the Town continue with the grant in its current form securing an updated quote from Demco. The Friends will either purchase or return the shelves that are in the library's possession. The Friends would own the furniture and distribute as they see fit.

After the discussion Alicia added that this was a productive meeting, "We're all getting what we want. Sometimes there is a struggle between the Library and Town. We are quick to judge, but we are all committed to making the Town of Mendon better."

The Library Board questioned Mr. Moffitt about the contractor holding his pricing on the bid awarded in January. The Town is hoping the contractor will hold his pricing. If there is an increase, John will talk to the Town attorney about the requirements needed to secure a contractor. It was noted that overrun costs are imbedded in the soft costs of the project. Once started, the project should be quick and take about a month. Mr. Moffitt also noted that the Library parking lot is scheduled to be slurry sealed this summer. Mr. Moffitt also noted the hot water heater should be replaced soon. There will be a ceremony to honor the Veterans this Sunday, all are invited.

Molly questioned Mr. Moffitt about services the Library would receive through HR Works if the Library agreed to be re-billed by the Town for a yearly fee of \$240. Mr. Moffitt responded that the Library would have access to the Town's Personnel Policy and updates for the Town of Mendon. Laurie questioned if this was a public document that could be accessed without payment of \$240 to the Town. Mr. Moffitt stated that yes, the Personnel Policy is a public document, but we would need to formally request a copy as a member of the public.

### **Trustee Communications:**

### **Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees' October 1, 2018 minutes.

### **President's Report:** (Molly Ortiz)

### **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 Trustees' account balances and deposits. Large disbursements include the yearly managed services fee from SkyPort and material purchases from Brodart, Midwest Tape, and Overdrive.

It was MOVED, SECONDED, and CARRIED to approve the November 5, 2018 Financial Report for the Mendon Public Library Board of Trustees. This report is at the end of these minutes.

### **Corresponding Secretary Report:** (Anne-Marie Gordon) No report

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

The Director's Report was distributed, and the following was highlighted:

Laurie will invite a staff member to the meetings. This will allow the Board to put a face to a name, and also show the staff how the Library is governed. Lisa Arnold was the guest staff member this month.

NYS is adopting new Minimum Public Library Standards. A summary will be presented at the next meeting. Laurie will contact the MCLS office to do a possible training next year, after new Board members have been appointed.

### **OLD BUSINESS**

### **Children's Area Construction:**

This item was previously covered with the Town Supervisor.

## NEW BUSINESS

### Sexual Harassment Policy:

It was MOVED, SECONDED, and CARRIED to accept the Mendon Public Library Sexual Harassment Policy and complaint form.

### Payment for Town Personnel Policy:

Further discussion took place regarding rebilling from the Town for use of the HR Works Personnel Policy. Molly questioned, "if the Library used the HR Works Personnel Policy would the copyright be violated.?" The Board discussed the adoption of the Town Personnel Policy with the addition of an operational handbook, defining vacations, holidays, and other items related specifically to the Library. If the Library had personnel questions or issues, all would need to be submitted through Mr. Moffitt who in turn would submit to HR Works. While it seems like a good idea, Molly will send an e-mail to Mr. Moffitt to clarify these issues.

### Dye Circulation Desk Dedication:

The Library and Friends of the MPL will have a naming ceremony for the circulation desk on December 3, at 6:30 in memory of Julie Dye. Molly will say a few words in appreciation, and there will be a time for socialization and light snacks. All Board members are strongly encouraged to attend.

### Round Table: None

## Financial Report

### Mendon Public Library Board of Trustees

Meeting Date: November 5, 2018

Final Approved Report: November 5, 2018

## LIBRARY OPERATING FUNDS

### Payment of Claims:

Voucher 2018-11-151 through 2018-11-166 for a total amount of \$11,225.96.

### Acceptance of Deposits for Operating Budget:

Date	Check #	Memo	Amount	Deposit
10/04/2018		<b>Cash Register Deposit</b>		<b>\$ 283.79</b>
	Cash	Cash register deposit for Period ending 10/2/18	\$ 236.04	
	Cash	Cash register deposit for period ending 10/4/18	\$ 47.75	
10/11/2018		<b>Cash Register Deposit</b>		<b>\$ 110.86</b>
	Cash	Cash register deposit for period ending 10/11/18	\$ 110.86	

Meeting Date: November 5, 2018

Review Date: December 3, 2018

Approved Date: December 3, 2018

<b>10/18/2018</b>		<b>Cash Register Deposit</b>		<b>\$ 297.56</b>
	Cash	Cash register deposit for period ending 10/15/18	\$ 135.05	
	Cash	Cash register deposit for period ending 10/18/18	\$ 162.51	
<b>10/25/2018</b>		<b>State Aid</b>		<b>\$2,682.00</b>
	1313581	2018 LLSA		
<b>10/25/2018</b>		<b>Cash Register Deposit</b>		<b>\$ 296.45</b>
	Cash	Cash register deposit for period ending 10/22/18	\$ 164.30	
	Cash	Cash register deposit for period ending 10/25/18	\$ 132.15	
<b>11/01/2018</b>		<b>Cash Register Deposit week</b>		<b>\$ 175.10</b>
	Cash	Cash register deposit for period ending 10/29/18	\$ 120.10	
	Cash	Cash register deposit for period ending 11/01/18	\$ 55.00	

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

**Transfer of Funds:**

<i>From Account</i>	<i>Amount</i>	<i>To Account</i>	<i>Amount</i>
.220 MCLS Cost Shares	\$150.00	.420 Telephone	\$150.00

**BOARD OF TRUSTEE ACCOUNTS:**

**Account Balances:**

<b>Account</b>	<b>Date</b>	<b>Balance</b>	<b>Reconciled</b>
M&T Checking Account	9/30/2018	\$ 60,624.86	10/4/2018
M&T Eunice Dehmler Frank Fund	9/30/2018	\$ 2,661.47	10/4/2018

**Payment of Claims:**

<b>Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>
11/5/2018	380	Demco	Shelving – NYS Construction Grant (Orig. Quote of \$22,168.42 less \$7,000 deposit)	\$15,168.42
			<b>Total</b>	<b>\$15,168.42</b>

**Adjourned at 8:45pm**